

**STEIN INSTITUTE FOR RESEARCH ON AGING –
DATA REQUEST AND PUBLICATIONS AND PRESENTATIONS (P&P) POLICY**

Thank you for your interest in utilizing data provided by the Stein Institute for Research on Aging, such as existing data from our longitudinal life-span aging cohort, the Successful Aging Evaluation Study (SAGE). The SAGE study is a prospective cohort study of 1,800 randomly selected, demographically representative of San Diego, community-dwelling individuals age 20 to over 100 years. Access to this data and the use of the data for publications and presentations require adherence to a set of steps and policies that you should be aware of before you get started.

DATA REQUEST:

Our SAGE cohort started in 2010 and data is currently available through 2023 as 2024 data collection is currently in progress. The specific assessments and the years that the assessment were collected can be found [here](#).

If you wish to access data from this cohort, please complete the Data Request form found [here](#). The data request form will be reviewed by our research team including our scientific director, data manager, and statistician. Please allow up to 6 weeks for feedback and a response. When the Data Request form is approved, our data manager will provide you the data set in a format of your choice.

POLICIES FOR MANUSCRIPTS USING STEIN DATA:

All manuscripts utilizing Stein data must be reviewed and approved by our Scientific Director or Research Committee prior to their submission to a journal for publication.

a) Lead authors are responsible for engaging co-authors and ensuring that abstracts, presentations and manuscripts are submitted for review by the Stein Research Committee.

b) The lead author will identify coauthors. When the analysis plan is reviewed, Stein investigators may ask to be included in the writing group as coauthors.

c) Authors should meet the criteria for authorship defined by the ICMJE:
<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-ofauthors-and-contributors.html>

- Significant contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND

- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

d) The lead author should provide opportunities for potential authors to make substantial contributions that meet these guidelines. At a minimum, the lead author should distribute drafts of the paper that are open to meaningful contributions.

e) After a manuscript is approved, the lead author is responsible for keeping Stein Institute updated of the manuscript's status. The lead author must notify our Executive Director and Scientific Director when the manuscript is submitted to a journal and accepted for publication. It is expected that authors will inform us of publication dates and send (1) a copy of the manuscript as accepted by the journal and (2) the published manuscript in PDF form as they become available. Any press releases, talking points, or other materials prepared for the media must be submitted to our team as well.

f) Lead authors are responsible for submitting accepted manuscripts to the PubMed Central (PMC) digital archive and notifying the Coordinating Center of the PMC ID (see below Section 10: NIH Public Access Policy).

Acknowledgments:

Any work utilizing Stein Institute data must include the following statement: *“This work was supported, in part, by the Sam and Rose Stein Institute for Research on Aging at the University of California, San Diego”*.

Funding:

All students, staff, trainees, and faculty members that are funded, in part, by the Stein Institute for Research on Aging must acknowledge Stein in the funding section of the manuscript.

Grant Proposals:

If an investigator wishes to submit a grant proposal to obtain funding to analyze existing Stein Institute data, they must follow guidelines outlined above and obtain a letter of support from the Stein Institute.

Once the grant proposal is submitted, the investigators must keep the Stein Institute informed of the funding decision.

Theses, Dissertations, and Academic Projects:

All requests for use of Stein Institute data by graduate students, medical students, residents and other trainees for theses or similar academic projects are to follow guidelines outlined above.