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**SeLECT Consortium**

* ***Memorandum of Understanding –***

### Introduction

### Members of the SeLECT Consortium comprise investigators from various centres worldwide who are actively engaged in post-stroke epilepsy research. These members contribute data for the purposes of multicenter analyses, replication, and collaborative testing. The primary objective of the SeLECT Consortium is to enhance the understanding and management of post-stroke epilepsy by leveraging pooled clinical, imaging, and EEG data across multiple centres.

New and existing SeLECT Consortium members must sign this **Memorandum of Understanding (MoU)**, indicating their agreement with the policies outlined here. By signing, members agree to abide by the guidelines for data sharing, authorship, and ethical compliance, and to contribute meaningfully to the goals of the SeLECT Consortium.

### Membership

### Member sites of the SeLECT Consortium are those that

### contribute data to the SeLECT Consortium and

### sign the SeLECT Memorandum of Understanding.

Each site is represented by a Local Principal Investigator (PI). A local study group typically consists of the PI and one to two local collaborators (see Appendix 1). In cases where a larger team of local collaborators actively contributes to the SeLECT Consortium or specific projects, the group of local collaborators may be expanded accordingly.

**Leadership**

The SeLECT Consortium is currently being led by

Kai Michael Schubert: kaimichael.schubert@usz.ch

Marian Galovic: marian.galovic@usz.ch

The leadership may expand/change in future to include a steering group.

**Projects**

SeLECT Consortium projects are analyses conducted by SeLECT Consortium Members that evaluate a pre-specified aim or hypothesis using data from collaborators participating in the Consortium. The proposal of such projects facilitates access for Consortium Members to multicentre post-stroke epilepsy data to address specific aims or hypotheses. The procedure for proposing and approving projects is as follows:

1. Complete the SeLECT project proposal form.
2. Submit the form to the SeLECT Leadership.
3. The SeLECT Leadership reviews each submission based on scientific merit, overlap with ongoing work, feasibility, and availability of resources, and provides provisional approval for the proposed project.
4. The project proposal is circulated among the Consortium members. They will receive 14 days to provide feedback to the proposal or voice constructive criticism or concerns.
5. After a 14 day deadline the feedback is reviewed by the SeLECT Leadership and a final approval is granted.
6. The final approved project proposal is circulated among Consortium members and discussed at upcoming Consortium meetings.
7. The Project Principal Investigator (PI) updates the Consortium regularly on progress and developments related to the project.

A re-analysis of data within a project using the same or a similar aim or hypothesis does not qualify as a separate project and can be performed within the scope of the original project proposal.

**Data usage**

Data received for a specific SeLECT Project may only be used for the purposes outlined in the approved project proposal. Reuse of the data for projects with different aims or hypotheses requires the submission and approval of a new project proposal. Data recipients are not permitted to share this data with third parties or collaborators not mentioned on the project form.

If a site PI requests to withdraw their data from an ongoing project, the project leader must comply and remove the relevant data from all future analyses.

### ****Data sharing and confidentiality****

### **Data shared within the SeLECT consortium must comply with institutional regulations, which may require ethical approval or exemption from local Ethical Committees.**

### **By signing this Memorandum of Understanding, each local PI confirms that the data shared by their site within the Consortium has obtained all necessary regulatory approvals required for sharing with collaborators at external sites, including permissions for data analysis and publication of results. This includes compliance with all applicable institutional regulations, which may necessitate ethical approval or exemption from local Ethical Committees. The responsibility for securing such approvals and ensuring compliance lies solely with the data provider and not with the data recipient.**

### ****Centralized registry and data storage****

### **To facilitate data sharing, maintain a high level of data quality, and oversee data usage, a centralized data registry has been established at the University Hospital Zurich. This registry includes anonymized data stored on an encrypted drive within the University Hospital Zurich network, complying with local data security and safety standards and protected by a hospital firewall.**

### **Participation in the centralized registry is on an opt-out basis (see below). By providing data to the centralized registry, Local PIs confirm that all necessary regulatory approvals are in place, allowing for the storage of data within the registry and the sharing of data with eligible SeLECT Consortium collaborators (as described above). The responsibility for securing such approvals and ensuring compliance lies solely with the data provider and not with the data recipient or those managing the centralized registry.**

### **The centralized registry enables the seamless sharing of curated data with Project PIs and their Project Collaborators for the execution of specific, approved SeLECT Projects. This system facilitates the data-sharing process without requiring Project PIs to approach all Local PIs individually, and vice versa. Data from a centre will only be shared with the approval of the Local PI. Separate Local PI approval is required for each SeLECT Project that seeks to access data from the centralized registry. Data will only be shared with those outlined as Project PIs or Project Collaborators in the SeLECT Project proposal form. Only the data specified in the proposal form will be shared, and it can only be used for analysis within the scope of the proposed SeLECT Project as outlined in the proposal form.** **Data recipients are not permitted to share this data with third parties or collaborators not mentioned on the project form.**

### ****Publications and Authorship****

#### **SeLECT Consortium publications include all works that utilize the framework of the SeLECT Consortium or employ its data or know-how (e.g., methods, scripts, software).**

1. **Author Review**:
All authors must be given the opportunity to review, inspect, and comment on the manuscript before it is submitted to a journal for publication. Manuscripts resulting from approved SeLECT Projects must be circulated to all co-authors prior to submission. This review process ensures that the provisions described in the analysis plan have been followed and prevents overlap with other SeLECT proposals or manuscripts.
2. **Acknowledgment of SeLECT Consortium**:
The phrase “for the SeLECT Consortium” should be included at the end of the author byline. The SeLECT Consortium should be acknowledged, at least verbally, in talks and presentations given by Consortium members using data from the Consortium.
3. **Authorship Criteria**:
Authorship criteria are based on the International Committee of Medical Journal Editors (ICMJE) criteria for authorship that include:
	* **Substantial 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 reviewing 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.**

**In addition to being accountable for the parts of the work done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors. All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged.**

**The number and position of co-authors from a centre should reflect the magnitude of their contribution (number of cases that were contributed, know-how, methodology, etc.) to the manuscript.**

Each Local PI is responsible for determining authorship for contributors at their site. Authorship decisions should reflect current contributions rather than past involvement in SeLECT.

1. **ByLine Structuring:**

Authorship may be presented in a single byline for all co-authors or in a byline plus an additional SeLECT Consortium panel, based on the preferences for each publication.

1. **Funding Acknowledgment:**

Any funding obtained to support the SeLECT Consortium must be acknowledged in the support acknowledgment section of the manuscript.

1. **Responsibility**:
The first and/or senior author is responsible for ensuring that authorship guidelines are followed, that the research methodology is accurately described, and that references to previous relevant SeLECT Consortium publications are included where appropriate.
2. **Exceptions:**

Publications that do not qualify as SeLECT Consortium publications (e.g., publications using only the local data of one site) are not required to adhere to these regulations, and acknowledgment of the SeLECT Consortium is not necessary. Only publications qualifying as those coming from the SeLECT Consortium (i.e. those using multicentre data from the SeLECT Consortium) are allowed to use the SeLECT Consortium banner.

**Expulsion from the SeLECT Consortium**

Expulsion from the SeLECT Consortium will be considered in cases where a site:

* Fails to uphold the terms of this **Memorandum of Understanding**, or
* Does not contribute sufficiently to the work of the SeLECT Consortium, whether through data collection, data analysis, or participation in the Registry's objectives.

It is the responsibility of the SeLECT Leadership to gather evidence and present reasons for potential expulsion to the Principal Investigators (PIs). **Expulsion** from the SeLECT Consortium will require a simple majority vote among the SeLECT PIs.

### ****Withdrawal from the SeLECT Consortium****

A site may request to **withdraw** from the SeLECT Consortium at any time. In such cases, the withdrawing site must agree in writing to a **moratorium on publication** of any data obtained through the SeLECT Consortium. This includes any situation where the interpretation of data relies, in whole or in part, on unpublished SeLECT Consortium work.

The withdrawing site must also ensure that all unpublished SeLECT Consortium data are removed from future analyses and that no further use of the data will occur without explicit permission from SeLECT Consortium leadership.

**SeLECT Consortium Membership Statement**

**I AGREE**:

1. To participate in SeLECT Consortium analyses, meta-analyses, and secondary analyses, subject to specific constraints or limitations that I may specify.
2. To abide by the guidelines for project proposal, data sharing and usage, authorship, and publication as described in this Memorandum of Understanding.
3. To abide with all applicable regulatory and ethical standards as required by local regulation.

[x]  I ***will*** share anonymised local data within the SeLECT Centralized Data Repository in Zurich.

[ ]  I ***will not*** share anonymised local data within the SeLECT Centralized Data Repository in Zurich.

**Local PI Name Local PI Signature Date**

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**Appendix 1: Contact Details of Local PI and Local Collaborators**

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| **Name** | **Fist Name** | **Academic Title** | **Affiliation** | **Email** | **ORCID iD** |
| Local PI: |
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|  |  |  |  |  |  |
| Local Collaborators: |
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