



Tuesday Tips is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit [OGCA website](#).

What Are the Reporting Requirements for the Inclusion Across the Lifespan Policy?

The Inclusion Across the Lifespan policy requires submission of de-identified individual-level participant data, including participant age at enrollment, in progress reports.

Wondering how to provide individual-level inclusion data? Use the [template file](#) provided on the Inclusion Enrollment Report in the Human Subjects System. The .csv file template allows you to provide the required data and then aggregates the summary data in the inclusion enrollment report.

Important: do not modify the format of the template. The categories set in the columns ***should not be deleted or edited***; the data for each participant can be entered on rows. For more information on how to use the template, check the instructions available in the [HSS Online Help](#), or go to the [instructional video](#).

For more FAQs on the Inclusion Across the Lifespan policy, see the [FAQ page](#).

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