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| **DFCI - DS Offboarding Controlled-Access Data Users Checklist** |
| Please use this checklist if you **collaborated and completed any research project with the Department of Data Science faculty, staff and/or students involving controlled-access data** (dbGaP, St. Jude, proprietary data or any data procured via Data Use Agreements/Data Access Requests etc.).  In order to ensure compliance with the data security rules and regulations of the controlled-access data organizations, getting first-hand information from you (the researcher) will help us to **renew or close out a controlled-access data project** and also to **submit an annual progress report** to the controlled-access data providers. |
| If any of your projects involving controlled-access data are still **active** within your group, please make sure that you have **transferred all processed data and provided documentation** to the appropriate team members. |
| Please make sure that all controlled-access data under your account on the **Harvard FAS Cluster Odyssey [**please check under /n/holylfs/EXTERNAL\_REPOS/RESTRICTED/, and /regal/] and other Harvard FAS data repositories have been erased. |
| If any of your projects involving controlled-access data have been completed and are **inactive** within your group, please make sure that all controlled-access data downloaded from the controlled-access data provider designated data repositories for the project have been **deleted**. |
| Please make sure that all your **laboratory computers and personal laptops** have been scanned to remove controlled-access data and any copies of controlled-access data have been removed from institutional central servers, computer facilities, and back-up systems. |
| If **cloud computing** was utilized, please make sure all cloud images are destroyed and controlled-access data from commercial or private cloud provider storage, virtual and physical machines, databases, and random access archives (i.e., archival technology that allows for deletion of specified records within the context of media containing multiple records) have been deleted. |
| If your lab plans on renewing or closing out the project(s), please provide the following information to **Selvi Guharaj at** [**selvi@ds.dfci.harvard.edu**](mailto:selvi@ds.dfci.harvard.edu) **at least two weeks prior to your departure from DFCI.**   * **Updates or revisions** to your renewal request, such as the Research Use Statement (RUS), internal and external collaborators, key personnel, if applicable. * A **summary of the progress** made on your project since the initial request or most recent project renewal, including the potential significance of any findings. Please include a description of whether and how the data were used and reference the dataset(s) by name in your summary (6000 characters max). * All submitted and accepted **scientific presentations** since your initial approval or most recent renewal that include (or will include) findings made with the controlled-access data that were accessed through the controlled-access data provider designated repositories. Please include title, authors, bibliographic citation (if any), and meeting/abstract submission date. If you have requested multiple datasets, please specify which datasets were used and which were included in your presentation(s). * All **publications and manuscripts** submitted since your initial approval or last renewal that include findings made with the controlled-access data. Please list manuscript submission dates. Please include PubMed ID, title, authors, date and bibliographic citation. If you have requested multiple datasets, please specify which datasets were used and which were included in your publication(s). * Please specify if you have **combined the datasets** provided by the controlled-access data provider with datasets from other sources for this analysis. If yes, briefly describe the source(s) of the datasets. * A description of any **intellectual property generated** (e.g., patents applications, proprietary software) as a result of using the controlled-access data. * A description of **inappropriate data releases**, data management, or other data security issues, if any. If a data management incident has occurred, please report it immediately to the DAC. Data security incidents should always be reported within 24 hours of when the incident is identified. * If **closing out** the project, please specify the reasons for close-out (project completed, leaving institution, unable to complete project, unable to download data, not renewing, other reasons). Please feel free to add additional comments about the reasons for project close-out. |