DUA Intake Form v2

Please complete all fields within this DUA Intake Form. Incomplete information may result in delays.

Upon submission, you will receive a pdf of the completed form sent to the email address you enter below.

In the PEER <u>Contract Request</u>, submit the DUA Intake Form as an attachment with any other supporting documents you may have.

Thank you!

Record ID

Data Use Agreement (DUA)* Intake Form

A Data Use Agreement may be needed when there is a transfer of certain types of information to Vanderbilt University from an outside entity. Data types that may need a DUA might include human or animal subject research, data protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) [including Protected Health Information (PHI)], education records as defined by the Family Educational Rights Act (FERPA), or Personally Identifiable Information (PII). This list of examples is not exhaustive.

Completion of this form will assist in assessing information security needs in order to receive data in a manner according to regulations and University compliance requirements. Please include a pdf of this form (which will be emailed to you upon completion) in a new PEER Contract Request along with a copy of the draft Data Use Agreement.

For questions about this form, the contract/agreement, or general DUA processes contact: abby.regan@vanderbilt.edu.

For questions about information security requirements contact: <u>it.risk@vanderbilt.edu</u>.

*May also be called "Data Transfer Agreement," "Data Transfer and Use Agreement," or other similar title. This form may also be required for any research-related agreement containing data security requirements (e.g., Nondisclosure Agreement, Sponsored Research Agreement).

Data Use Agreement Workflow Pl and Research Team Pl and Research Team Research Support Offices SPA Initiate Verify other Provide Contract Fully execute Receive/send Notify VUIT SPA contract negotiation Contract copy compliance of IT changes contract data (e.g. IRB) request DUA Intake Form process Contract Expires DUA Closeout Investigate Implement security needs Verify security on implementation IT systems Example changes Add/remove users Add/remove computers Change storage/compute location May be iterative VUIT Security, Risk & Compliance

Date Submitted:

10-19-2021 M-D-

Date Needed By:

10-22-2021 M-I

Tang james.y.tang@vander Data type involved: FERPA					
Data type involved: FERPA Human Subjects PHI Human Subjects Limited data set Human Subjects Fully identified data set Human Subjects De-identified data set Personally Identifiable Information (PII) Proprietary or Confidential Export Controlled NIH database of Genotypes & Phenotypes (dbGaP) Other Collaborating Organization Name: (for incoming DUA: name of the data provider)					
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National Center for Health Statistics					
IT environment details:					
®N SW					
New DUA environment setup					
VU) Changes to an existing environment Unsure					
Outgoing DUA, environment not needed					
change examples: new project in an existing environm					
new/departing users, change in computers, new securion needs					

Any IT system that stores or processes data may need security measures implemented on it to ensure data protection throughout the workflow. For example, where the data is stored, where it is computed, and the computer used to access these locations.

Please respond below to help determine where security needs to be implemented.

Providing complete and detailed responses will minimize follow-ups and delays.

How will data be transfered to or from VU? ☐ Data will not be received at VU and will stay on sponsor IT resources ☐ Hard Copy (paper) ☐ Web Portal Download ☐ CD/DVD/USB ☐ Electronic Transfer (SFTP) ☐ Other ☑ Unsure	FileZilla installed on your computer. The instruction are below: How to connect and how to download FileZilla: https://filezilla-project.org/https://itservices.usc.edu/sftp/filezilla/
□ Data will not be received at VU and will stay on sponsor IT resources □ Hard Copy (paper) □ Web Portal Download □ CD/DVD/USB □ Electronic Transfer (SFTP) □ Other	How to connect and how to download FileZilla: https://filezilla-project.org/https://itservices.usc.edu/sftp/filezilla/
sponsor IT resources Hard Copy (paper) Web Portal Download CD/DVD/USB Electronic Transfer (SFTP) Other	FileZilla installed on your computer. The instruction are below: How to connect and how to download FileZilla: https://filezilla-project.org/https://itservices.usc.edu/sftp/filezilla/ Please inform me once you have downloaded FileZilla.
☐ Web Portal Download ☐ CD/DVD/USB ☐ Electronic Transfer (SFTP) ☐ Other	https://filezilla-project.org/ https://itservices.usc.edu/sftp/filezilla/ Please inform me once you have downloaded File:
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☐ Electronic Transfer (SFTP) ☐ Other	https://itservices.usc.edu/sftp/filezilla/ Please inform me once you have downloaded File.
Other	-
	-
	In general, it will take one month for us to gather to
	data and place your requested files in a folder on
	site. Once completed you will receive an email wi
	instructions on how to access your data.
Data Storage and Computation	
Select ALL options that apply	
Where will data be stored?	Where will computational analysis be performe
Data will stay on sponsor IT resources and not be at VU	Data will stay on sponsor IT resources and not VU
□VU server (on campus)	☐ VU server (on campus)
□ACCRE	ACCRE
☐ Cloud server (e.g. AWS, OneDrive)	Cloud server (e.g. AWS, OneDrive)
External device (e.g. external hard drive, USB)	External device (e.g. external hard drive, USB)
\square User computer (use of a personal computer is highly	\square User computer (use of a personal computer is hi
discouraged)	discouraged)
✓ Virtual Machine	✓ Virtual Machine
Other	Other
☐I would like assistance in determining a storage solution	☐ I would like assistance in determining a storage solution

Data access details Provide details about the computers used to access data. If there is more than 1 computer per user, please of the space is needed, copy this table to an excel file and attach separately with your submission. User Computer hostname* Computer Ownership (funding source) (who is responsible for maintenance and upkeep) 1 Tang james macbool purchased using personal funding VUIT 2	2 3 4 5 Data access details Provide details about the computers used to access data. If there is more than If more space is needed, copy this table to an excel file and attach separately with y User	access details le details about the computers used to access data. If there is more than 1 computer per user, please e space is needed, copy this table to an excel file and attach separately with your submission. User Computer hostname* Computer Ownership (funding source) (who is responsible for maintenance and upkee and giames macbool purchased using personal funding VVIIT	First Name			Last Na	ame	VUnetID		VU email			
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