Create Data Access Request

Close

Guidelines for Data Request

To access studies in FITBIR, a Principal Investigator (PI) must complete and submit a Data Access Request (DAR) for their Research Team. This PI should be a permanent employee at their institution and hold a position equivalent to an academic professor (i.e. assistant, associate professor, or a senior researcher) and cannot be a trainee, postdoc, or student. Once the DAR is submitted, a pdf will be created that includes the Data Use Agreement (DUA). The PI will download the pdf, review and then digitally sign. The Institutional Signing Official also will need to sign the DAR pdf. Once digitally signed, the PI will upload the pdf.

Expand/Collapse All

1. Request Information

Request Type:* Data Access Request

Is this Data Access Request a Renewal or a New Request?* (•) New Request ( ) Renewal

2. Request Identifier

Request Name: User provided name to identify the DAR request

3. Requester and Institutional Information

3A. Requester Information

Name:* Firstname Lastname

Job Title/Position:* Job Title

Affiliated Institution:* Institution Name

Mailing Address:* 123 Any Road, Arlington VA 22201

Email Address:* firstname.lastname@institution.gov

Phone Number: 123-456-7890

3B. Institutional Signing Official

First Name:*

Last Name:*

Job Title/Position:* - Select One -

Other Job Title/Position:*

Affiliated Institution:* Institution Name

Email Address:*

Phone Number:

4. Project Information

Request Project Title:*

Please enter a request project title that is less than 128 characters including spaces

Research Plan/Objectives:*

Please provide a brief description of the project to include research objectives/aims/goals, hypothesis that will be tested, methodology to be used, and the expected outcomes. Include a description of how the proposed research use aligns with any data use limitations for the requested PDBP studies.

Design and Analysis Plan:*

Please provide a brief description of the study design and analysis plan for the project.

5. Research Team

Institutional Research Team

Will you work with an institutional research team for the project? Institutional research team members includes any internal collaborator, trainee, employee, or contractor within the same institution or corporation who will work on the proposed research project under the Data Access Requester.*

( ) Yes
( ) No

External Collaborators

Will you have External Collaborators as part of this Data Use Agreement? External Collaborators are individuals at other institutions under the supervision of other Principal Investigators working collaboratively on the same Research Plan.*

( ) Yes
( ) No

6. Security of NIH Controlled-access Data

By signing this Data Access Request, the Data Access Requester attests that the data will be secured in accordance with NIH Security Best Practices for Users of Controlled-Access Data. This includes attesting that the data will be used only in institutional IT systems and/or third-party IT systems that comply with National Institute of Standards and Technology (NIST) SP 800-171 “Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations” or the equivalent ISO/IEC 27001/27002 “Information security, cybersecurity and privacy protection — Information security management systems — Requirements” and “Information security, cybersecurity and privacy protection — Information security controls” standards for non-U.S. users.

Please add an entry for each applicable IT system.*

Add System Information | Edit Entry

SELECT	IT SYSTEM TYPE	IT SYSTEM NAME	DATA SECURITY STANDARD	SYSTEM USE DESCRIPTION	EXTERNAL COLLABORATORS
No data available in table.					

Showing 0 to 0 of 0 entries

First Previous 1 2 3 4 ... 10 Next Last

NOT FOR SUBMISSION
ILLUSTRATIVE
PURPOSES ONLY

Once you submit your Data Access Request (DAR), download the PDF, obtain digital signatures, and upload signed document to the Files Tab in your Account Profile for Data Access Committee (DAC) review. Once reviewed you will receive an email with the final decision.

Submit Request | Save Draft Request | Cancel