

Data Use/Data Sharing/Data Security Agreement Instructions and Checklist and

The following is the process by which agreements for providing or receiving data must follow.

Instructions

1. Faculty/staff member initiates process using the attached checklist on page 3.
2. **If CMU is receiving data:**
 - a. CMU faculty/staff member contacts sponsor that has the data the faculty/staff member is interested in to request official paperwork or on-line information to secure the required data.
 - b. Once paperwork is received or information is obtained for access to the on-line data use agreement, faculty/staff member works with college specific IT staff member to review data security requirements of sponsor.
 - i. Once it is confirmed that CMU can meet the sponsor's data security requirements, the college-specific IT staff member signs CMU's checklist verifying data security plan is in place. The signature of college-specific IT staff member ensures that CMU has met all required data security measures required by sponsor.
 1. As an agreement is processed, there may be additional forms the college-specific IT staff member is required to sign confirming the data security plan is in place.
3. **If CMU is providing data:**
 - a. CMU faculty/staff member will send the following information to the Executive Director for Research and Innovation (EDRI), Office of Research and Graduate Studies, along with CMU's checklist:
 - i. A statement about the data to be shared, including:
 1. Project Title
 2. The time period for which the data is to be shared (1-3 years is average).
 3. The receiving scientist the information will be shared with (including name and email).
 4. The name and email of the technology transfer counterpart at the other entity for agreement negotiation and execution purposes.
 5. An indication as to whether the data was developed using funds from an external funding source.
 6. An indication as to whether there are any other external agreements or funders related to the project.
 - ii. A description of the data and data type, including whether the use of the data is about human subjects.
 1. If the data use is about human subjects, does the research meet the definition of human subjects research?
 - iii. A description of the project with sufficient detail so it is clearly understood what the project is to be undertaken.
 - iv. How the data will be shared and protected (based on review of the respective college-specific IT staff member's direction). Once agreed upon, the college-specific IT staff member will sign CMU's checklist.
 - v. How the data is to be managed after it is shared and the agreement has ended (ex: destroyed, a copy maintained).

4. Once data security requirements are determined and signed off by college-specific IT staff member, faculty/staff member seeks approval of their department chair and dean to proceed.
 - a. This approval can be done in the form of an e-mail with a copy to the EDRI.
5. Faculty/staff member forwards checklist (below) with the first five sections completed, and the additional required information if CMU is providing data (outlined in part 3 on page 1), and all other related documents to the EDRI for review.
 - a. If the paperwork is in the form of an on-line process, faculty/staff member provides information on access to on-line process to EDRI.
6. Once review is complete, if changes or clarification are needed, EDRI works directly with sponsor and the faculty/staff member.
 - a. Once documents or the on-line processes are in final negotiation and acceptable by CMU, signature of Vice President for Research and Innovation is secured.
7. The next steps to fully execute the agreement, will be dependent on the specific agreement. The EDRI will collaborate closely with the faculty/staff member to manage this process.
8. Once fully executed, EDRI provides copy of the executed agreement to the faculty/staff member, the Institutional Review Board (IRB), and the college-specific IT staff member.

Data Use/Data Sharing/Data Security Agreement Checklist

Partner Entity either providing or receiving data: _____

Title of Project or Data Set: _____

Faculty/staff member typed name: _____

Faculty/staff member signature: _____
Date

College-level IT staff member typed name: _____

College-level IT staff member signature: _____
Date

_____ If receiving data, faculty/staff member secures paperwork from sponsor and reviews paperwork to determine requirements with Executive Director for Research and Innovation (EDRI). If the process is on-line, faculty/staff member reviews on line requirements and shares in formation with the EDRI.

_____ If providing data, faculty/staff member assembles information for agreement development as indicated in #3 instructions.

_____ Faculty/staff member works with college level IT staff on data security arrangements.

_____ Faculty/staff member obtains email approval from department chair and dean and forwards to EDRI.

_____ Will Institutional Review Board (IRB) approval be needed? Yes _____ No _____
 If yes, has IRB approval been obtained? Yes _____ No _____

_____ Faculty/staff member sends this checklist along with all supporting documents, sponsor paperwork, and any necessary on-line access information to EDRI.

_____ EDRI reviews information, seeks all necessary clarifications, then either secures signature of Vice President for Research and Innovation or develops agreement and forwards to partner entity/sponsor.

_____ Once fully executed, EDRI shares a copy of agreement with the faculty/staff member, college level IT staff, and IRB, as necessary.