DATA ASSISTANCE FORM

|  |  |
| --- | --- |
| REQUESTER |  |
|  | Name: |
|  | Department: |
|  | Email: |
|  |  |
|  | PI Name: |
|  | Department: |
|  | Email: |
|  |  |
| REQUEST METADATA |  |
|  | Project ID: |
|  | Research Question: |
|  |  |
| DATA ELEMENT SPECIFICATION |  |
|  | Provide context information if needed here (e.g. stratifications) |
|  | Sample size and time period?  |
|  | What data fields/variables do you need? |
|  | What surrogate / proxy variables do you suggest, if requested variables are not available?  |
|  | Must the data be de-identified data (see IRB)? |
|  |  |
| RECURRING REQUESTS |  |
|  | Is this a one-time request or a recurring request series?  |
|  | If the later please, specify the collection dates? |
|  |  |
| INSTITUTIONAL REVIEW BOARD (IRB) |  |
|  | IRB number: |
|  | IRB exempt (yes, no, in progress) |
|  | Data Use Agreement (please specify) |
| DATA MANAGEMENT |  |
|  | Please provide link for data upload. Location, Device, Path |
|  | Please provide name of data accountable |
|  |  |
| DATA DISPOSAL |  |
|  | What is your procedure to delete the project data from UIUC environment? |