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? | |