

Here is a packet of information and instructions we have put together for reference as you prepare your application for a **new** contract for the Add Health Restricted-Use data.

### Contact us

- Add Health Contracts email: [Add Health Contracts](#)
- Add Health website: [Add Health Contracts Website](#)

### Sending the application

- We can receive the application in pieces or as a whole.
- In particular, if you send the PI Information page and the Security Plan, we can start the SP review process immediately.

### Investigator Information Page

- Please fill out completely.

### Investigator and Institutional Signatures (last page of DUA)

- The PI fills out and signs their portion.
- The Institutional Representative fills out and signs their portion.
  - The “Institutional Representative” must be someone who is legally authorized to enter into contractual agreements on behalf of the University.
  - This is often not someone within the department; however, this role varies by institution.

**Note:** Some institutions will not sign until UNC has approved the contract; some will not allow the PI to sign before that either.

- If your institution will not sign until UNC has approved the contract, we will send you a partially-executed contract once it has been approved and UNC has signed. You will return the contract to us signed by your institution.

### Sensitive Data Security Plan (Attachment A) – all

- There are three configuration options, described on the information sheet.
- There are links to get the form you need.
- "List below the name(s) and responsibilities of the investigator(s) and the research staff..."
  - List specific names and a brief description of what they will do (e.g., programmer, mentor, researcher).
- System Administrator
  - The Add Health security administrator requires that you consult an IT professional.
  - Please list the name and contact information of the IT staff.
- Security Pledges – Required for PI, other Researchers, Collaborators, IT staff
- Strong passwords
  - Add Health recommends the password be at least 17 characters long
  - A password of 17 or more characters should be changed annually.

### Data Stored on a Server

- Please note: We are asking for a *description* of what your system looks like; not all protocols are necessarily required. If you have questions, please contact us.
- **II.1.** Type of server/operating system
  - Check just one, and be specific with version
- **II.2.** Security Pledges -- see above
- **II.9.** Hard copy handling
  - Please check the first three boxes to acknowledge and agree.
  - If you are handling the hard copy differently, reply to "Other, Specify."
- **II.10.** Storage Unit -- for example, locked file cabinet, locked drawer, safe
- III and IV
  - For some entries, further information is requested in the box on the left; please reply

### Data Stored on a Stand-Alone Computer

- **I.2.** Security Pledges – see above
- **II.1.** Type of hardware – include whether this is a laptop or desktop
- **II.3.** Please check both boxes to acknowledge and agree.
- **II.8.** Handling hard copy data
  - This question continues onto the next page.
  - Please check all three boxes to acknowledge and agree.
- **II.9.** Storage Unit – for example, locked file cabinet, locked drawer, safe
- **III.2.** Strong passwords – see above for guidelines and recommendations
- **III.6.** Secure erasure program – This question continues onto the next page.

### Data Stored on an External Hard Drive

- **I.2.** Security Pledges -- see above
- **II.1.** Type of hardware -- include whether this is a laptop or desktop
- **II.3.** Please check both boxes to acknowledge and agree.
- **II.8.** Handling hard copy data
  - Please check all three boxes to acknowledge and agree.
- **II.10 & II.11.** Storage Unit -- for example, locked file cabinet, locked drawer, safe
- *Controlling Access to the Data #5:* Location of secured directory
  - Please specify the full path name

### Data Request

- Requesting additional data beyond what you have already requested?
  - See the button on your Portal application "Request More Data."
  - Add any additional datasets, go to Cart at the top of the page, follows steps through "submit."

### Justification/Shipping Information

- This form is required, whether or not you are requesting data beyond the Core Files.
- If you have requested additional data:
  - Download the form from the Justification requirement.
  - Fill out all parts of the form.
  - Upload the completed form.
- If you have *not* requested data beyond the Core Files:
  - Add Health will email a copy of the form to you.
  - Fill out just the top (including shipping information).
  - Submit by emailing the form to [Add Health Contracts](#).

### Supplemental Agreement (Attachment C)

- All researchers except the PI should be listed on the form and should sign it.
- Up to six researchers can be listed on one form, or you can submit a form for each.
- If there are no researchers accessing the Add Health data, please write “no researchers” on the upper line.
- The PI signs and dates each Attachment C at the bottom of the form..

### Security Pledge (Attachment D)

- Each person listed on the contract (including the PI), as well as IT staff and officemates, must sign a Security Pledge.
- You will see in the file you will download from the CPC Data Portal that there are four separate pledges:
  - one for Researcher (PI and all who will access the Add Health data)
  - one for IT staff
  - one for Collaborator (consulting on the project but not accessing the Add Health data directly)
  - one for Officemate
- Please copy as needed for additional users.
- Some of the forms ask for "Location" – this is asking for the location where the researcher will actually be doing their work, not the location where the data is stored.
- "Location," if it is on the form, is required.
- The email address is optional.

### Payment

- When you have created your Portal account and submitted your Investigator Information Page, Add Health will upload an invoice.
- Payment can be made at any time, but must be received before data can be sent.
- Payment can be by check or money order (your personal check or from your institution) or by credit card.
- To pay by check:
  - Check must be made payable to University of North Carolina at Chapel Hill.
  - Mail check to:  
Add Health Contracts  
The University of North Carolina at Chapel Hill  
Carolina Population Center  
Carolina Square, Suite 210  
123 West Franklin Street  
Chapel Hill, NC 27516
- To pay by credit card
  - Email your request to [Add Health Contracts](#).
  - ***Please do not send credit card information to Add Health.***

### IRB Approval Letter

- Must have an expiration date and/or specification of EXEMPT.
- Only one is required (not for every researcher); usually the PI.