



# Add Health Restricted-Use Contract Application Roadmap



APPLICANT 

START



ADD HEALTH CONTRACTS TEAM



Download contract requirement documents from CPC Data Portal <http://data.cpc.unc.edu/projects/2/view>



Complete application. Be sure to upload:  
- All requirements with all PI signatures as required  
- System administrator contact information.



Upload filled and signed requirements using CPC Data Portal <http://data.cpc.unc.edu/projects/2/view>



Add Health team will start processing the application and ask for missing materials.



Make a payment by credit card, check or money order  
- If you are applying for a new contract



Add Health team will review security plan with security consultant and your system administrator. Email PI if there are issues or questions with the plan, until it is finalized.

3 - 4 weeks



Please be patient if there are changes to the contract language. Delays (1-4 weeks) are possible. Plan accordingly!



Once the security plan is approved and all other pieces of the application are approved. The contract will be sent to the UNC OFFICE of INDUSTRY CONTRACTING (OIC) for final review and signatures.



To avoid delays, please respond immediately to all Add Health emails.



When the contract is approved by OIC,  
- CPC Data Portal will send an approval email.  
- Add Health team will then process the data request and send data via CDs to PI.

6 - 8 weeks

END