

Procedures for amending an approved data request

Prior to submitting a request for modifying an existing project, please note the following:

1. The NCERDC must have documentation of the current IRB approval for the existing project.
2. The list of publications and reports originating from the existing project must be current.

Requesting additional data

To add new files or additional years to an existing project, submit a new data request form including a description of how the requested files will be incorporated into the previously approved project.

Extending a project timeline

To extend the duration of a current project, submit (1) a revised cover sheet noting the new timeline, (2) a new data destruction agreement, (3) the current IRB approval.

Adding research staff

To add new research staff members or investigators, submit a revised cover sheet and signed confidentiality agreements for any individuals who will have access to the data. Make a note of persons no longer involved in the project and whose names have been removed from the cover sheet.