



## Restricted Data Repository Modification Cover Sheet

Investigator Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

**Please indicate the type of amendment(s) you are requesting and complete the required forms listed below. Documents should be emailed to [nhats-restricted-data@umich.edu](mailto:nhats-restricted-data@umich.edu).**

**Adding a new Research Staff person**

- Supplemental Agreement with New Research Staff
- MiCDA Secure Data Enclave Acceptable Use Policy (AUP)
- Institute for Social Research Pledge to Safeguard Respondent Confidentiality
- MiCDA Enclave Virtual Desktop Infrastructure (VDI) Data Security Plan
- List of Users Requesting MiCDA Enclave Access

**Adding a new Co-Investigator**

- Investigator form in the Data Use Agreement
- MiCDA Secure Data Enclave Acceptable Use Policy (AUP)
- Institute for Social Research Pledge to Safeguard Respondent Confidentiality
- MiCDA Enclave Virtual Desktop Infrastructure (VDI) Data Security Plan
- List of Users Requesting MiCDA Enclave Access

**Removing Research Staff or Co-Investigators**

- Email [nhats-restricted-data@umich.edu](mailto:nhats-restricted-data@umich.edu) to remove Research Staff or Co-Investigators from a project.

**Changing the Investigator**

- Letter to NHATS letter explaining the change in Investigator
- Investigator form in the Data Use Agreement
- Data Use Agreement (DUA) listing the new Investigator

**Updating a Data Security Plan**

- Complete a new MiCDA Enclave Virtual Desktop Infrastructure (VDI) Data Security Plan

**Modifying or adding research aims for existing folders or files** (Note: Modifying aims and adding folders or files may require a new application. Contact [nhats-restricted-data@umich.edu](mailto:nhats-restricted-data@umich.edu) for guidance.)

- Update the Research Plan (tracked and clean versions)
- Submit IRB approval for new work scope

**Requesting access to new folders**, including folders available through the MiCDA Geographic Linkages Repository (GLR)

- Restricted Data Repository File Request Form
- Update the Research Plan (tracked and clean versions) to justify the need for the new files
- Submit IRB approval for new work scope

**Requesting a new external file linkage**

- Restricted Data Repository External File Request Form
- Update the Research Plan (tracked and clean versions) to describe and justify the purpose and contents of the linkage(s)
- Submit IRB approval for new work scope

**Extending a project**

- Complete the Restricted Data Repository Data Use Agreement Extension form

**Closing a project**

- Complete the Restricted Data Repository Close Out form