



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.

Adding a new Research Staff person

- Supplemental Agreement with New Research Staff
- MiCDA Secure Data Enclave Acceptable Use Policy (AUP) & NHATS 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

- Co-Investigator form in the Data Use Agreement
- MiCDA Secure Data Enclave Acceptable Use Policy (AUP) & NHATS 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 to remove Research Staff or Co-Investigators from a project

Changing the Investigator

- Letter to NHATS letter explaining the change in Investigator
- Investigator form
- 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 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