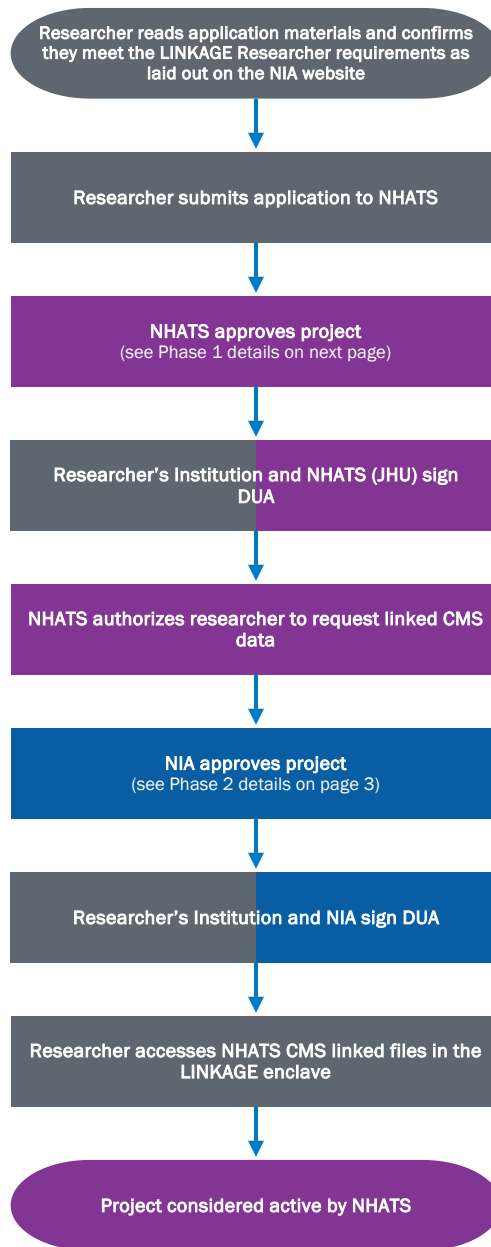


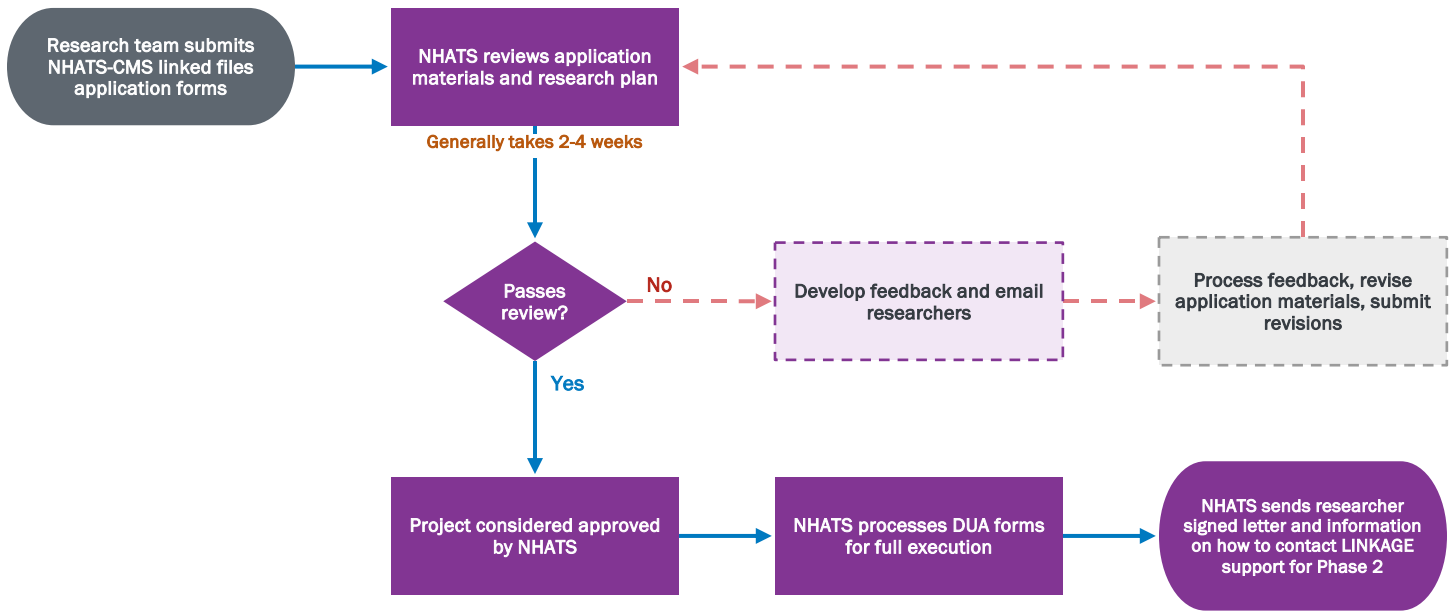
General Flow Chart: Steps to Accessing NHATS-CMS Linked Files



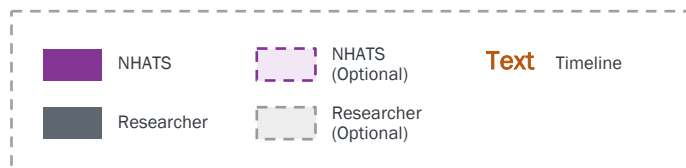
Legend



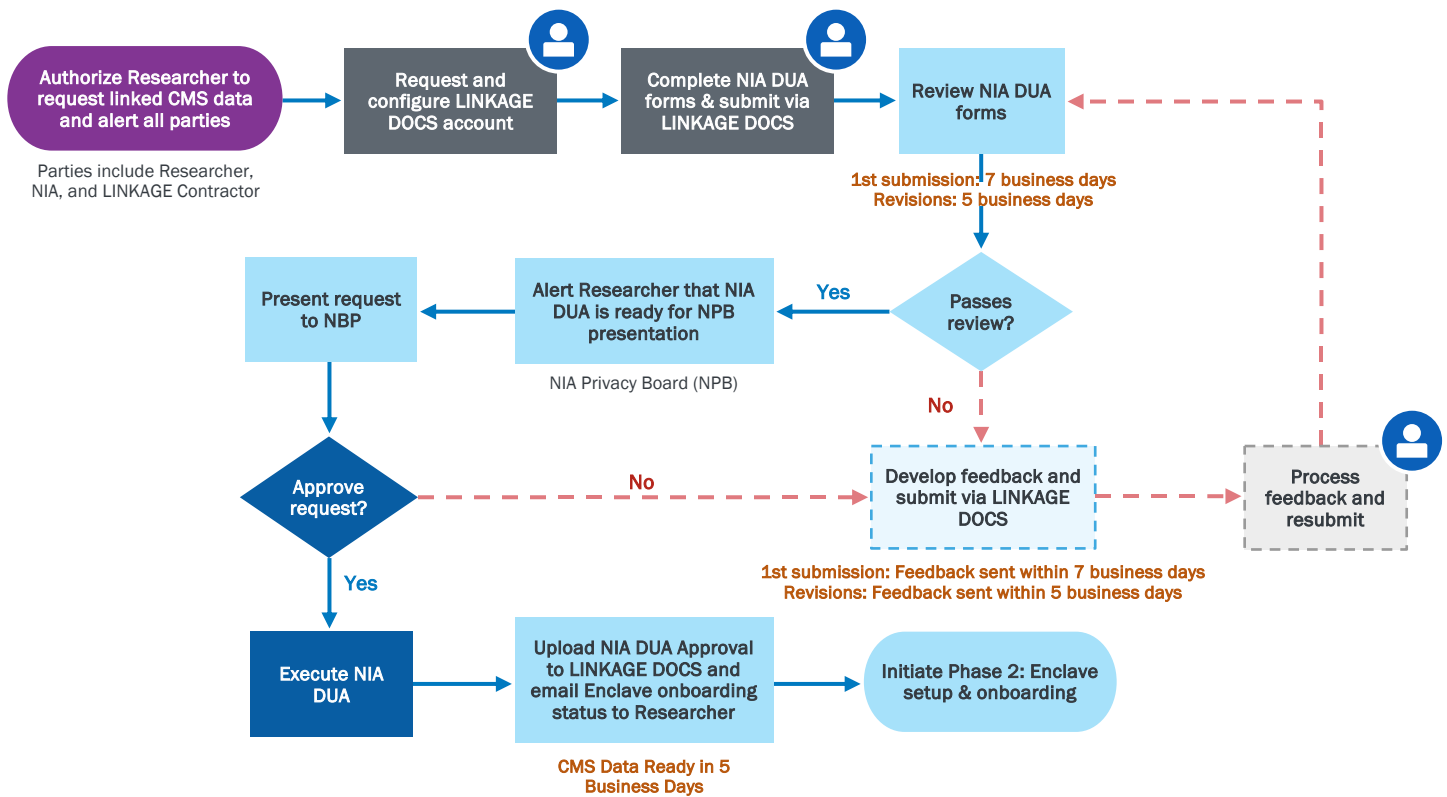
Flowchart for Phase 1: Researcher-NHATS Data Use Agreement (DUA) Establishment



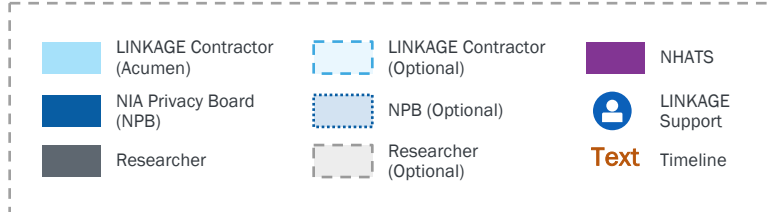
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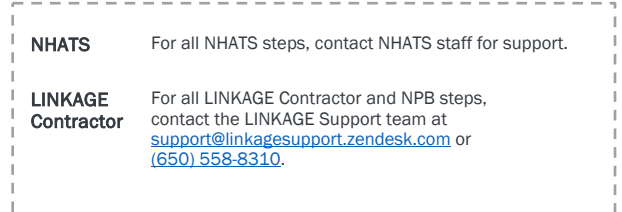
Flowchart for Phase 2: Researcher-NIA Data Use Agreement (DUA) Establishment



Legend



Notes



Note that this flowchart is a mirror of the chart online at <https://www.nia.nih.gov/sites/default/files/2025-11/NIA-General-Workflow-Diagram-Phase1-3.pdf>, only modified with NHATS

Alternative Text for General Flow Chart.

Step 1: The researcher reads the application materials and confirms they meet the LINKAGE Researcher requirements as laid out on the NIA website.

Step 2: The researcher submits the application to NHATS.

Step 3: NHATS approves the project (see Phase 1 details on the next page).

Step 4: The researcher's institution and NHATS (JHU) sign the DUA.

Step 5: NHATS authorizes the researcher to request linked CMS data.

Step 6: NIA approves the project (see Phase 2 details on page 3).

Step 7: The researcher's institution and NIA sign the DUA.

Step 8: The researcher accesses NHATS CMS linked files in the LINKAGE enclave.

Step 9: The project is considered active by NHATS.

Alternative Text for Phase 1: Researcher-NHATS Data Use Agreement (DUA) Establishment.

Step 1: The research team submits the NHATS-CMS linked files application forms.

Step 2: NHATS reviews the application materials and research plan. This generally takes 2-4 weeks.

- If the application passes review, proceed to Step 3.
- If the application does not pass review, proceed to Review Process.
 - Review Process:
 - Step A: NHATS develops feedback and emails the researchers
 - Step B: The researcher processes feedback, revises application materials, and submits revisions
 - Step C: Return to Step 2.

Step 3: The project is considered approved by NHATS.

Step 4: NHATS processes the DUA forms for full execution.

Step 5: NHATS sends the researcher a signed letter and information on how to contact LINKAGE support for Phase 2.

Alternative Text for Phase 2: Researcher-NIA Data Use Agreement (DUA) Establishment.

Step 1: NHATS authorizes Researcher to request Linked CMS Data and alert all parties (Parties include Researcher, NIA, and LINKAGE Contractor).

Step 2: The researcher, with the help of LINKAGE support, requests and configures a LINKAGE Digital Onboarding: Concierge Services (DOCS) portal account.

Step 3: The researcher, with the help of LINKAGE support, completes DUA Forms and submits via the LINKAGE DOCS.

Step 4: The LINKAGE Contractor Reviews the NIA DUA Forms. If this is the first submission, it will be returned in 7 business days. If this a revision, it will be returned in 5 business days.

- If the forms pass review, proceed to Step 5.
- If the forms do not pass review, proceed to Review Process.
 - Review Process:
 - Step A: The LINKAGE contractor develops feedback and submits feedback via LINKAGE DOCS to Researcher

- Step B: With the help of LINKAGE support, the researcher processes feedback and resubmits
- Step C: Return to Step 4.

Step 5: If it passes review, the LINKAGE contractor Alerts the Researcher the NIA DUA is ready for NIA Privacy Board (NPB) Presentation.

Step 6: The LINKAGE contractor sends a presentation request to NPB.

- If the request is approved, proceed to Step 7.
- If the request is denied, proceed to Review Process
 - Review Process:
 - Step A: The LINKAGE contractor develops feedback and submits feedback via LINKAGE DOCS to Researcher
 - Step B: With the help of LINKAGE support, the researcher processes feedback and resubmits
 - Step C: Return to Step 4.

Step 7: NPB will execute the NIA DUA.

Step 8: LINKAGE contractor uploads the NIA DUA Approval to LINKAGE DOCS and emails Enclave Onboarding Status to Researcher (CMS Data Ready in 5 Business Days).

Step 8: Initiate Phase 2: Enclave Setup and Onboarding.

Notes: For all NHATS steps, contact NHATS staff for support. For all LINKAGE Contractor and NPB steps, contact the LINKAGE Support team at support@linkagesupport.zendesk.com or (650) 558-8310.