

# Ninos-Salsa Data Request Process

## Step 1: Principal Investigator Referral

- A) Requestor completes page 1 **only** of "Data & Specimen Proposal Form" and submits via email to UNC contact, Dr. Allison Aiello, at aaiello@unc.edu.
- B) PIs review page 1 of "Data & Specimen Proposal Form"; UNC contact will notify requestor of decision in form of an emailed memo.
- C) UNC contact sends requestor the approved Ninos/Salsa reference materials (codebooks, data collection instruments, & protocols).

## Step 2: Complete Data & Specimen Proposal Form

Requestor completes and submits "Data & Specimen Proposal Form" to UNC contact for final review.

## Step 3: PI Proposal Review

- A) PI review process will take approximately 2-4 weeks.
- B) UNC contact will notify requestor of decision in form of an emailed memo.

### PIs **REJECT** the proposal

Requestor must begin the process from the beginning with a new project idea.

### PIs **ACCEPT** the proposal

#### Step 4: Complete the following documents or training and submit to primary contact

- ARG Data Security Agreement
- Human Subject Ethical Training and/or show proof of completion
- Proof of compliance with Institutional Review Board (IRB) requirements at requestor's institution

**Upon completion of documents, UNC contact will provide a timeline for estimated data delivery.**

### PIs ask for **FURTHER REFINEMENT** of the proposal

Requestor must refine aims and resubmit form.

#### Step 4a: Data Use Agreements

- UNC and UCSF affiliates must sign only the UNC-UCSF Joint Data Use Agreement (page 7 only).
- All other third parties must sign individual DUAS with both UNC and UCSF.

## Step 5: Data Access and Progress Report

- A) UNC contact will provide requestor with data and data access information.
- B) Requestors will submit a progress report to UNC contact six months after receipt of data, indicating progress of proposal (grant application, dissertation, conference paper, etc.).