**REQUEST FOR DATA TRANSFER AND USE AGREEMENT**

Thomas Jefferson University (“**Jefferson**”) is a member of the Federal Demonstration Partnership (“**FDP**”). As a member, Jefferson uses the FDP data transfer and use agreement templates (“**DTUA**”) whenever possible especially when Jefferson is providing the data to an outside entity. Upon submission of a request for a DTUA, the Enterprise Office of Legal Affairs (Doreen Kornrumpf, lead) will prepare a DTUA or review a proposed DTUA.

**QUESTIONNAIRE**

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| **DTUA Requestor’s Name**: |
| **Other Institution Name**: |
| **Other Institution’s Point of Contact Name and Email**: |

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| **Project Title**: | |
| **Jefferson PI**: | **Other Institution PI**: |
| **PI Email**: | **Other PI’s Email**: |
| **PI Phone:** | **Other PI’s Phone:** |

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| Do you believe that Intellectual Property (“IP”) will be created through this DTUA?  **Yes  No** |
| If yes, please provide a description of expected Intellectual Property rights: |
| Do you intend to jointly publish? **Yes  No** |
| Are you expecting multiple studies to come out of this DTUA? **Yes  No** |
| Will this DTUA require the involvement of any other institutions or entities other than the one named? **Yes  No** |
| (If your answer is yes to the above question, please also complete page 4) |

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| Please provide a brief description of the study/Project below: |
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| Will Jefferson be sending data outside Jefferson or will Jefferson be receiving the data?  **Sending  Receiving  Both** | |
| (Please note that if Jefferson is the sender/provider of data, Jefferson will use the FDP DTUA template) | |
| Have you received a data sharing or data use agreement for use from the other institution?  **Yes  No** | |
| Do you have IRB approval or other documentation from IRB (OHR-34, OHR-19, etc.,)? **Yes  No** | Date of IRB Approval or administrative review DD/MM/YYYY |
| How will data be transmitted/shared? (e.g., via redcap, secure email, etc.) | |
| Are there costs involved or has a budget been established?  If yes, please provide a brief description of budget: **Yes  No** | |
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| Please describe any proposed collaboration, e.g., both parties will share data; both parties will analyze the data; both parties will share their data analysis; parties agree to jointly publish the analysis, etc. |
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| What is to be done with the data after the Study/Project is completed? |
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| Provide a list of the data to be shared. Please indicate the type of data to be shared, e.g., de-identified data, a limited data set, or includes protected health information (“PHI”) (See OHR-5 form for de-identified data confirmation) |
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| **PLEASE PROVIDE THE FOLLOWING DOCUMENTS WITH YOUR COMPLETED QUESTIONNAIRE**:   * The IRB documents for the referenced Study/Project, including the IRB Master Application, study protocol, and approvals. * Please provide the IRB Master Application or documentation that includes the description of data to be sent/received and the name of collaborator/institution that will be receiving or sending the data to the requestor. See, Master Application at Section 8 and Subsection 8.14 * Any data agreement provided to you by the institution with whom you desire to share data. |

(Please continue to next page for additional instructions)

**SUBMITTING YOUR REQUEST**

This Questionnaire and requested documents, complete with answers and any corresponding documentation, should be uploaded into the ONIT system as a New Legal Service Request “**LSR**.”

Please use this link to access ONIT:

<https://jefferson.onit.com/suites/5b6b2d5e385b6f8367001c02/navs/5b6b4e7a385b6f5bdc000efa>

* Select “**General Advice**” as the Legal Service Request Category.
* Insert “**Data Agreement-Attn Doreen**” within the Brief Description Field above your description.
* Complete all other fields as applicable and attach any relevant documents, including THIS completed Questionnaire, IRB documentation, etc.

If you need any assistance, please contact either Doreen Kornrumpf at [Doreen.Kornrumpf@jefferson.edu](mailto:Doreen.Kornrumpf@jefferson.edu) or Secobia [Secobia.Franklin@jefferson.edu](mailto:Secobia.Franklin@jefferson.edu) for guidance. Upon receipt of the information, Doreen will prepare or review the DTUA.

After you submit your LSR, an ONIT matter will be opened. The ONIT matter will be assigned a number. You may access this account to track your DTUA.

Before data may be received or shared, the DTUA will need to be fully executed, and IRB approval or acknowledgment obtained.

**TRACKING YOUR REQUEST**

**\*\*\*IMPORTANT\*\*\*** Due to the high demand of DTUAs that we receive, when inquiring via email about your DTUA, please ensure that you include in the Subject Line, the Institution Name (who we are contracting with), PI Names (for Jefferson and Institution), and a Short Study Title in order for us to identify and track the progress of your DTUA. This subject line should be used throughout the negotiation process. Please also use the ONIT matter number assigned when communicating by email.

**THANK YOU FOR SUBMITTING THIS REQUEST.**

**WE LOOK FORWARD TO WORKNG WITH YOU ON THIS MATTER.**

**Other Institutions Involved**

How many additional institutions are involved?

Complete the chart for each Institution. Add more charts if needed.

1.

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| **Institution Name**: |
| **Institution Point of Contact Email** |
| **Institution PI**: |
| **PI’s Email**: |
| **PI’s Phone:** |
| **What is their involvement?** |

2.

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| **Institution Name**: |
| **Institution Point of Contact Email** |
| **Institution PI**: |
| **PI’s Email**: |
| **PI’s Phone:** |
| **What is their involvement?** |

3.

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| **Institution Name**: |
| **Institution Point of Contact Email** |
| **Institution PI**: |
| **PI’s Email**: |
| **PI’s Phone:** |
| **What is their involvement?** |

4.

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| **Institution Name**: |
| **Institution Point of Contact Email** |
| **Institution PI**: |
| **PI’s Email**: |
| **PI’s Phone:** |
| **What is their involvement?** |