

Central Michigan University
Data Use/Data Security Agreement Process
July 2015

Depending on the requirements of individual sponsors, data use/data security agreements can be either in the form of hard copy materials or on-line materials. In order to ensure that all sponsor and CMU requirements can be adhered to, the following is the process by which data use/data security agreements must be reviewed and approved.

1. Faculty/staff member initiates process using the attached checklist.
2. Faculty/staff member contacts sponsor that has the data the faculty/staff member is interested in to request official paperwork or on-line information to secure the required data.
3. Once paperwork is received or information is obtained for access to on-line data use agreement, faculty/staff member works with college specific IT staff member to review data security requirements of sponsor. College-specific IT staff member signs form provided by sponsor verifying data security plan is in place, or if no form is provided by sponsor, signs checklist below. The signature of college-specific IT staff member ensures that CMU has met all required data security measures required by sponsor.
4. Once data security requirements are determined and signed off by college-specific IT staff member, faculty/staff member seeks approval of their department chair and dean to proceed. This approval can be done in the form of an e-mail with a copy to the Director, Office of Research and Sponsored Programs. Faculty/staff member asks department chair and dean to "reply all" to the e-mail.
5. Faculty/staff member forwards completed checklist (below) and all paperwork to the Executive Director, Office of Research and Graduate Studies (ORGS) for review. If the paperwork is in the form of an on-line process, Faculty/staff member provides information on access to on-line process to Director, Office of Research and Sponsored Programs.
6. Once ORGS completes review, if changes or clarification are needed, ORSP works directly with sponsor and the faculty/staff member. Once documents or on-line process are acceptable, signature of Vice President for Research is secured.
7. ORGS returns paperwork to faculty/staff member to submit to sponsor. ORSP provides copy of paperwork to Institutional Review Board (IRB).
8. Faculty/staff member seeks IRB approval as necessary.
9. Once sponsor returns signed paperwork to faculty/staff member, faculty/staff member provides copy of paperwork to ORGS and college level IT individual.

Data Use/Data Security Agreement Checklist

Sponsor name: _____

Faculty/staff member typed name: _____

Faculty/staff member signature: _____
Date

College-level IT staff member typed name: _____

College-level IT staff member signature: _____
Date

_____ Faculty/staff member secures paperwork from sponsor and reviews paperwork to determine requirements. If the process is on-line, faculty/staff member reviews on line requirements.

_____ Faculty/staff member works with college level IT staff on data security arrangements.

_____ Faculty/staff members obtain approval from department chair and dean.

_____ Will Institutional Review Board (IRB) approval be needed? Yes _____ No _____

_____ Faculty/staff member sends this checklist along with all sponsor paperwork to Executive Director, Office of Research and Graduate Studies. If the paperwork is to be completed on line, faculty/staff member schedules appointment with Executive Director, Office of Research and Graduate Studies and Vice President for Research.

_____ Executive Director of Research and Graduate Studies reviews documents and if appropriate secures signature of Vice President for Research. If paperwork is to be completed on line, the Executive Director, Office of Research and Graduate Studies works with Vice President for Research to review requirements.

_____ Executive Director, Office of Research and Graduate Studies provides copy of paperwork to Institutional Review Board (IRB)

_____ Executive Director, Office of Research and Graduate Studies Programs returns paperwork to faculty/staff member to forward to sponsor.

_____ Faculty/staff member secures IRB approval if required.

_____ Faculty/staff member sends Executive Director, Office of Research and Graduate Studies and college-level IT individual copy of all signed paperwork received from sponsor.