

HHIC NEW DATA REQUEST APPLICATION CHECKLIST

NOTE: this is a general overview of the steps involved, detailed information will be sent to you throughout this process.

	Procedure/Documentation to Submit (Click on the links for materials)	Submitted/ Completed Date
1	Complete the Data Application Request form along with submitting the initial up-front application fee of \$575 . See HHIC's Data Specs and Data Dictionary for further variable detail.	<input type="checkbox"/>
2	HHIC will review the application internally and provide feedback to the applicant until HHIC deems the application Privacy Board ready. Applicant must be responsive and suggested to comply with the recommendations of the HHIC Data Staff . An estimated fee for the data will also be provided at this time.	N/A – communicational step between HHIC & Applicant
3	After suggested revisions are made and fee determined, the applicant must submit the following to HHIC before the deadline, 1 st of the month of the intended Privacy Board meeting, in order for the project to be reviewed (HHIC Privacy Board meetings are held quarterly, typically the third Thursday of January, April, July, & October) . Submit the following: <ul style="list-style-type: none"> • Final Data Request Application form (with revisions suggested by HHIC) • Current IRB approval if applicable (name must match the name on Data App. Request) • Any supporting documentation, if applicable 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	Applicant will be asked to show up either in person or via conference call in order to present the research proposal. HHIC will provide a designated time slot 1-2 weeks prior to the Privacy Board Meeting. At this time, the applicant will indicate whether attending in person, or via call. However, attending in person is favorable .	Privacy Board Presentation
5	Privacy Board will meet and either approve, approve with conditions, or deny the application. <ul style="list-style-type: none"> • Approve – applicant will receive an approval letter and continue on the steps below • Approve w/ conditions – applicant will receive an approval letter w/ conditions, ensure to comply with the conditions and continue on the steps below • Deny – if applicant wishes to continue to pursue the data request, HHIC will help to revise the application for reconsideration at the next Privacy Board Meeting. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	Applications that are Approved/Approved with conditions will then be asked to: <ul style="list-style-type: none"> • Read all terms and conditions, and sign the HHIC Data Use Agreement (DUA) a specific DUA will be sent to the applicant with all the terms and details. <ul style="list-style-type: none"> ○ Any other persons handling the HHIC data during the term of the project will be required to also sign an Exhibit C form holding them accountable to the same terms and conditions as stated by the DUA. 	<input type="checkbox"/> <input type="checkbox"/>
7	Once Payment is received by HHIC, applicant will then be notified that the data is ready for download. HHIC will send a set of instructions; applicant is required to submit STF01 form and send back to HHIC in order for their secure data download to be set up. <ul style="list-style-type: none"> • Complete and submit STF01 Form to HHIC 	<input type="checkbox"/>
8	The process is complete. Your DUA will be valid for exactly one year from the approval date of the Privacy Board Meeting. You may renew your DUA before your term expires. HHIC will notify and inform you of the DUA renewal steps closer to your expiration term date. Should you have any questions about your data, the terms and conditions of the DUA, or anything else please feel free to contact Dr. Miyamura (jmiyamura@hhic.org / 808.534.1274).	