**Before Submission:**

* If you are conducting a research project and you are not an employee or agent of the Massachusetts Department of Public Health, submit to your institution’s IRB for review.

**Submission for Request for Data Access:**

* ***Required paperwork is submitted to IRBNet (www.irbnet.org):***
  + Core Application – includes project narrative
  + MDPH Application for Data Access and Research (aka, “Intake Wizard”) – includes staff list and guidance for appendices
  + IRB approval from sponsoring institution (if applicable)
  + Consent form (if applicable)
  + Linkage diagram (if applicable)
  + Data Storage Plan (Appendix DSP)
  + Applicable Appendices (initial IRB Net Intake Wizard will note required appendices)
* ***Submitted paperwork is complete and correct:***
* Only the minimum necessary data fields and years are requested
* Narrative supplied in Core Application and Applicable Appendices, is clearly written, consistent throughout, and provides a clear rationale for the data requested.
* Suggested plan for storage and management of confidential data is appropriate (Narrative in core application should explain overall approach. Specific IT security requirements can be found in Appendix DSP.)