I need to request a dataset from a collaborator or 3rd party outside ASU

The data is required for program evaluation or operational improvements

What is the purpose of acquiring the dataset?

The data is required for a research project

Is the data human subjects related?

YES

IRB review is required

NO

Does the data provider require a Data Use Agreement (DUA) or Non-disclosure Agreement (NDA)?

NO

Obtain the DUA or NDA from the data provider

YES

Has the data provider provided a draft Data Use Agreement (DUA) or Non-disclosure Agreement (NDA)?

NO

Submit a DUA request to Contracts and Negotiations through the Enterprise Administration system

YES

Contract review of draft Data Use Agreement terms and conditions

Technical review of draft Data Use Agreement technical requirements

Data Use Agreement terms and technical requirements are acceptable to ASU

Data Use Agreement negotiations are completed pending final execution by both parties

YES

IRB approves DUA as part of IRB process

DUA is signed and executed

Completed DUA

Proceed with data request

Examples of human subjects data include:
- HIPAA protected health data
- Personal Identifying Information (PII)
- Protected Health Information (PHI)
- Student education records (FERPA)
- Financial data (credit/debt, etc.)
- Criminal records
- Clinical Research Initiatives (CRI)
- Other information protected by law, policy, or copyright

Please note: only authorized ASU personnel are permitted to enter into Data Use Agreements. A DUA cannot be signed by an individual researcher.

After the DUA is executed, the signed DUA should be uploaded to the IRB submission. If the IRB submission is approved prior to DUA execution then the IRB protocol should be modified.

Data cannot be shared