

University of Memphis
Research Data Security Agreement
(revised September 2, 2016)

Researchers at the University of Memphis are required to sign this agreement prior to obtaining any restricted or sensitive data (e.g., PII, HIPAA, FERPA, etc.). Along with this signed form, the researcher must submit copies of all applicable data use agreements (DUA), or other agreements, required to obtain data access **before** taking possession of any restricted or sensitive data.

The purpose of this agreement is to ensure that the researcher:

- 1) Understands and agrees that approval by University management for researcher to obtain or possess any restricted or sensitive data related to the research specified below is contingent upon the researcher agreeing and adhering to principles of this document
- 2) Understands the researcher and institutional requirements of the DUA or any other terms and conditions related to the requested data as specified by the organization that owns the data
- 3) Understands roles and responsibilities in protecting data as required by protocol, federal and state law, or institutional policy
- 4) Understands that the University enforces compliance with DUA, other agreements, and data management plans through audits performed by Research Office, Information Technology Services, and Internal Audit
- 5) Understands that failure to comply with requirements specified in DUA, other agreements, state and federal laws, or institutional policies may result in revocation of University authorization to conduct this research

The researcher agrees to:

- 1) Complete the annual online IT Security Awareness training before receiving data and annually thereafter
- 2) Create an appropriate data management plan in compliance with any applicable DUA or other agreements required to possess the data, and submit a copy of that plan with this signed form
- 3) Adhere to requirements of applicable DUA for possession, security, and destruction of data in compliance with DUA or other agreements required to possess the data
- 4) Cooperate with appropriate technical staff to ensure appropriate protections are in place for possession, security, and destruction of data in compliance with DUA or other agreements required to possess the data
- 5) Notify Research Compliance Officer immediately of unauthorized data access, inappropriate sharing of data, or loss of control of data
- 6) Participate and assist with all compliance activities related to this agreement

Researcher Name (print): _____

UofM email address: _____ Phone Number: _____

IRB Protocol Number _____

Research Proposal Title: _____

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Researcher Signature: _____ Date: _____

Information Technology Services (ITS) Review

Upon review of DUA or other required agreements provided by the researcher as part of this documentation, a representative from ITS will follow-up with the researcher to discuss alignment of the DUA or other agreements and the researcher's proposed data management plan. ITS will assist the researcher and the Research Compliance Office with understanding the technical requirements specified in the DUA or other agreements, and provide opportunities for the researcher to update the data management plan before providing approval below.

Data Management Plan Approval

ITS Representative Name (Print): _____

ITS Representative Title (Print): _____

ITS Representative Signature: _____

Date Signed: _____