



### Questions for Research Contract Form

1. Name of PI (Principal Investigator):
2. Contact Information (Phone & Location):
3. Name of Research Project:
4. Description of the project:
5. Length of research project:
6. Who is the Data Provider:
7. Would the data contain sensitive information? E.g. Birthdate, social security number, etc.

8. Will you be accessing, storing and or transmitting Controlled Unclassified Information (CUI)?
  - a. If so, what CUI category or subcategories?

Controlled Unclassified Information Categories and Subcategories can be found here. <https://www.archives.gov/cui/registry/category-list>

9. Would the data contain one or more of the 18 HIPAA identifiers?
  - a. Would this be a limited data set?
  - b. If yes, what will be part of the limited data set:
  - c. Would the data be de-identified:
  - d. Would the data be received in a coded or identifiable format?

10. How would the data be retrieved from the Data Provider:

11. If on physical device (e.g. CD), where would original data be stored/secured:
12. Does the physical location have the ability to be locked:
13. Does it need to be destroyed or sent back to the Data Provider at the end of the research:
14. Is there a Data Use Agreement provided by the Data Provider and/or security requirements specified to secure the data:
15. Who would be involved in the research:
16. Would students be involved:
17. List all individuals who need access to the data including students:
18. Would all individuals that need access to the data also need access to the system:
19. How will the data be accessed? Laptop, Desktop, Server:
20. How many systems will the data be stored on:
21. Are any of the systems used for daily work? Other projects utilizing the same system? Or system used for any other purposes:
22. Do you have access to a system that can be used as a standalone system dedicated to the research only:
23. Are the systems in a secured location? Can the office be locked? System has locked cable? Who has access to the room:

24. Is Internet connection required:
  - a. How will the data be stored? Locally on hard drive, network shared drive, etc.:
25. Does the data need to be backed up? If so how will the data be backed up? Backup and Restore? External hard drive or UBS drive:
26. Will the data be transferred or removed from the workstation:
27. Will the data be viewed only:
28. If yes, how will it be viewed? Which application will be used? Browser:
29. Will the data be analyzed:
30. If analyzed, what program would be used? Statistical analysis program, such as SPSS or STATA:
31. List any other programs needed for the research?
32. Would hard copy information be printed?
33. Where is the printer located? Secure location?
34. How will hard copy data be handled/stored/discarded?
35. All printed copies of data output will be contained in a labeled folder?
36. When not in use, paper copies will be stored in locked filing cabinet?

37. When researchers are no longer using the printouts, will they be shredded?

38. Does data need to be periodically erased from system during the research?

39. If so, name of program to be used?

40. Who provides your department IT support? Division of IT or designated IT administrator?

41. Have you completed the Cybersecurity Awareness Training?