

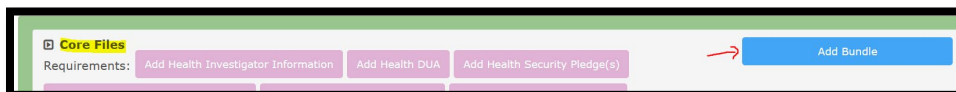
## APPLYING FOR AN ADD HEALTH CONTRACT – Getting Started

### The first step in applying for an Add Health contract is to create an application on the CPC Data Portal.

- Go to <https://data.cpc.unc.edu/projects/2/view>
- On your initial visit to the site to create the application, you will:
  - Choose datasets you are interested in using.
  - See below for information on requesting the Romantic Pairs data.
  - You may add more data requests later by using the “Request more data” button on your application.
- Romantic Pairs data
  - Available only on a Romantic Pairs contract
  - You must request at least one Romantic Pairs dataset AT THIS TIME for your application to be for a Romantic Pairs contract (i.e., this data is not available to the standard Restricted-Use contract).
  - If you request Romantic Pairs data, you are applying for a Romantic Pairs contract; if you change your mind about needing the Romantic Pairs data, you will need to create a new application.
  - *ADDITIONAL RESTRICTION ON A ROMANTIC PAIRS CONTRACT:* Contract period is two years (not three).
  - *ADDITIONAL RESTRICTION ON A ROMANTIC PAIRS CONTRACT:* Only ONE user can access the data on this contract (not one-at-a-time, but one EVER).
- Click **Cart** in the blue bar at the top.
- Click **Proceed to checkout**.
- **Checkout:** Enter your information in the popup window.
- Click **Submit**.
- You will receive a confirmation email from [cpc\\_dataportal@unc.edu](mailto:cpc_dataportal@unc.edu).
- Add Health Contracts also receives that confirmation email; we will send you additional information on continuing your application as soon as possible (from [addhealth\\_contracts@unc.edu](mailto:addhealth_contracts@unc.edu)).


### Some notes on navigating the Portal to initiate an application

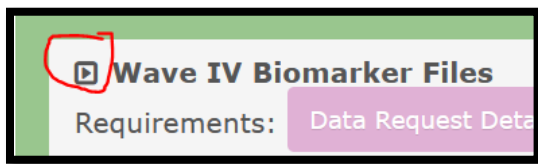
- <https://data.cpc.unc.edu/projects/2/view>: **To begin your application (or just peruse the data available)**
  - Access to the Add Health data
  - More information
  - Forms
- Data is grouped together by category (groups).
  - Core Files
    - These datasets are included with all new contracts automatically.
  - There are many other categories (groups); some examples are:
    - Wave IV Biomarker Files
    - Constructed Data Files
    - Disposition Files
    - And so on...
- Core Files are included with all contracts; click **Add Bundle**.



- Hover over pink boxes to read about the requirements for a contract requesting the data.
  - Note that you are not submitting required forms at this point.
  - You can start to do that after submitting the basic application.

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(continued)

- Click the  symbol that appears before the name of the category (group) to see what datasets are available.



- Submit the application:
  - Click **Cart** in the blue bar at the top.
  - Click **Proceed** to checkout.
  - **Checkout:** Enter your information in the popup window.
  - Click **Submit**.

### **Continuing your application at a later time**

You will receive an email from Add Health Contracts ([addhealth\\_contracts@unc.edu](mailto:addhealth_contracts@unc.edu)) with notes and instructions on how to continue. We aim to send this email to you within two business days.

### **Now that you have an active application, you need to log in to the CPC Data Portal like this:**

- Use this to get to the Portal: <https://data.cpc.unc.edu/projects/2/view>
- Click **Login** in the blue bar at the top.
- Log in to the Portal using your Institution's email or Microsoft Account.
- Click **Applications** in the blue bar at the top to see the list of your applications.
- Click the blue ID number to see your application and all the requirements.

### **If you find the Portal asking you to choose your datasets as you did when you first initiated an application:**

- You are on the main Add Health page of the Portal and NOT logged in to your existing application.
- Please do not initiate another application.
- See above to log in to your existing application.

### **A few helpful notes on the Portal**

- Add Health says "Contract" – the Portal says "Application" – There is no difference.
- Each Requirement has a short description of it – please read these descriptions before submitting a form.
- Most Requirements have a "Blank file" to be downloaded, completed, and then uploaded.
- Uploading documents and making requests:
  - The name of the file you want to upload will stay in the box even after you have clicked **Upload**.
    - Look just above the box – does it show the document you uploaded? If so, you were successful!
    - The box will empty when you leave that Requirement.
  - No need to email us when you upload a document. Add Health receives auto-generated notification emails for all requests and document uploads.
  - Please do not send documents via email that you have uploaded – The duplication is unnecessary and creates more work.
- Responses from Add Health
  - If simple, we will submit a Comment to the Portal and you will receive that information in an email from [cpc\\_dataportal@unc.edu](mailto:cpc_dataportal@unc.edu).
  - Else, we will send an email from [addhealth\\_contracts@unc.edu](mailto:addhealth_contracts@unc.edu).