

Here is a packet of information and instructions we have put together for reference as you prepare your application for a **new** contract for the Add Health Restricted-Use data.

Contact us

- Add Health Contracts email: [Add Health Contracts](#)
- Add Health website: [Add Health Contracts Website](#)

Sending the application

- We can receive the application in pieces or as a whole.
 - We prefer you “submit as you go” – that way we can “review as we go” and catch errors or missing information as soon as possible.
- Please feel free to email us your questions rather than spending lots of time looking for more information or figuring something out; we do not mind questions! We encourage them.
- In particular, when you send the Investigator Information , we will provide an invoice.

Investigator Information Page

- Please fill out completely.
- There is ONE PI on an Add Health contract.
 - This person must be faculty.
 - This person may or may not be the PI of a research project that will use the Add Health data.

Investigator and Institutional Signatures (last page of DUA)

- The PI fills out and signs their portion.
- The Institutional Representative fills out and signs their portion.
 - The “Institutional Representative” must be someone who is legally authorized to enter into contractual agreements on behalf of the University.
 - This is often not someone within the department; however, this role varies by institution.

Note: Some institutions will not sign until UNC has approved the contract; some will not allow the PI to sign before that either.

- If your institution will not sign until UNC has approved the contract, we will send you a partially-executed contract once it has been approved and UNC has signed. You will return the contract to us signed by your institution.

Sensitive Data Security Plan (Attachment A)

- Get the forms for using UNC’s SRW here: <https://data.cpc.unc.edu/docs/SRW-Forms.zip>

Data Request

- Requesting additional data beyond what you have already requested?
 - See the button on your Portal application **Request More Data**.
 - Add any additional datasets, go to **Cart** at the top of the page, follow steps through **Submit**.

Data Details and Justification (Attachment B)

- This form is required, whether or not you are requesting data beyond the Core Files.
- If you have requested additional data:
 - Download the form from the Data Details and Justification requirement.
 - Fill out all parts of the form.
 - Upload the completed form.
- If you have *not* requested data beyond the Core Files:
 - Add Health will email a copy of the form to you.
 - Fill out just the top section (the Justification statement is not required in this case).
 - Submit by emailing the form to [Add Health Contracts](#).

Supplemental Agreement (Attachment C)

- All researchers except the PI should be listed in the upper section of the form and should sign it.
 - In Add Health terms, a “Researcher” is anyone accessing the Add Health data directly.
- Up to five researchers can be listed on one form, or you can submit a form for each. (**NOTE:** More than five researchers can be on the contract; it is the *form* that is limited to five.)
- PI marks whether authorizing additional researchers.
- PI signs and dates each Attachment C at the bottom of the form.

Security Pledge (Attachment D)

- Each person listed on the contract (including the PI), as well as IT staff and officemates, must sign a Security Pledge.
- There are four versions of the Security Pledge:
 - Researcher
 - PI signs this version (even if the PI will not be accessing the data directly).
 - Anyone accessing the Add Health data directly signs this version.
 - **Location** is required. This is the specific location (e.g., building and office # or HOME) where the Researcher will be working when accessing the Add Health data.
 - IT staff
 - Collaborator
 - Anyone consulting or mentoring on the project but not accessing the Add Health data directly signs this version.
 - Officemate
 - Someone NOT ASSOCIATED WITH the Add Health contract, but sharing space (campus office or residence if researcher is working from home).
- Please copy as needed.

Payment

- When you have created your Portal account and submitted your Investigator Information Page, Add Health will upload an invoice.
- Payment can be made at any time, but must be received before data can be provided.
- Payment can be made by check or money order (your personal check or from your institution) or by credit card.
- To pay by check:
 - Check must be made payable to University of North Carolina at Chapel Hill.
 - Send check – FedEx or UPS is preferred – to:
Add Health Contracts
The University of North Carolina at Chapel Hill
Carolina Population Center
Carolina Square, Suite 210
123 West Franklin Street
Chapel Hill, NC 27516
- To pay by credit card
 - Email your request to [Add Health Contracts](#).
 - ***Please do not send credit card information to Add Health.***

IRB Approval Letter

- Must have an expiration date and/or specification of EXEMPT.
- Only one is required (not for every researcher); the PI for the Add Health contract must appear in this letter, though not necessarily as the primary investigator of the IRB-approved project.
- Add Health does not require annual review by your IRB; the requirement is for a current approval letter.