Add Health

The National Longitudinal Study of Adolescent to Adult Health

> This is a packet of information and instructions for reference as you prepare your application for a **new** contract for the Add Health Restricted-Use data.

Contact us

- Add Health Contracts email: addhealth_contracts@unc.edu

Sending the application

- The application can be submitted in pieces or the whole application at once.
- If you send the PI Information page and the Security Plan, we can start the SP review process immediately.

Investigator Information Page

- Please fill out completely.

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 and/or will not allow the PI to sign until UNC has approved the contract. If this is so for your institution:
    - Please submit the Signature Page with the "Investigator" section filled in with your information (we must have it to collect UNC's signatures).
    - 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)

There are three configuration options, described on the information sheet.

- Download the information sheet from the Portal.
- The information sheet contains links to the three different forms.

The following points apply to all three Security Plan options:

- In the box labeled "List below the name(s) and responsibilities of the investigator(s) and the research staff..."
    - List specific names and a brief description of what they will do (e.g., programmer, mentor, researcher).
- System Administrator
    - The Add Health security administrator requires that you consult an IT professional.
    - Please list the name and contact information of the IT staff who is assisting you.
- Security Pledges -- Required for PI, other Researchers, Collaborators, IT staff.
- Strong passwords
    - Add Health recommends the password be at least 16 characters long
    - A password of 16 or more characters should be changed annually.

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, click Cart in the blue bar at the top of the page, click "Proceed to checkout," then click "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 data beyond the Core Files:
  - 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 the top (the Justification statement is not required in this case).
  - Submit by emailing the form to addhealth_contracts@unc.edu.

Supplemental Agreement (Attachment C)

- All researchers except the PI should be listed on 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.
- 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
    - Anyone accessing the Add Health data directly signs this version.
    - "Location" is required. This is the specific location (e.g., building and office #) where the Researcher will be working when accessing the Add Health data.
  - IT staff
  - Collaborator
    - Anyone working with the contract's researcher(s) in a way that does not involve direct access to the Add Health data on the contract
  - Officemate
- Please copy as needed.

Payment

- Once you have created your Portal application and submitted your Investigator Information Page, Add Health will upload an invoice.
- Payment can be made at any time.
    - It must be received before data can be sent.
    - Processing of your application can continue before payment is received.
- Payment can be by check, money order (personal check or from your institution) or credit card.
    - Add Health cannot accept payment by Electronic Funds Transfer (direct deposit).
- To pay by check:
    - Check must be made payable to University of North Carolina at Chapel Hill.
    - Mail check to the address as shown on the invoice.
- To pay by credit card
    - Email your request to addhealth_contracts@unc.edu.
    - ***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.
- For institutions without an IRB:
    - Your letter may come from one of the following:
        - An ethics council
        - A Research Governance Board or Manager
        - Executive Board of the Institution
        - Office of the President of the Institution
        - a similar office
    - Your letter should contain:
        - Date of the letter
        - The PI's name
        - The title of the project
        - Name and title of the writer
        - Language similar to:

        "The above-named project has been approved for meeting our institution's standards of ethics because it uses data which is recorded in such a manner that subjects cannot be identified, and the methods and purposes of the project follow a standard academic manner."

Designated Downloader Form

- This form is required and due before data is provided.
- Add Health is no longer shipping data CDs.
    - Instead, we will make your data available for download from your Portal application (to be unencrypted and copied to your approved storage device).