

Applying for access to the Add Health data on the SRW

This document names the forms required to apply to use the SRW for your access to the Add Health data.

It also includes notes and instructions for completing and submitting the forms.
Please see the first page of a document for more detailed instructions as well.

PLEASE READ

PI_Security Plan-SRW-institution (to be completed)

- This is the main Security Plan.
- Submit one copy; PI of the contract completes Sect IV User agreements within this form.
- Upload to the “Security Plan” requirement on the Portal application

PI_xxx_Security Plan Sect IV (to be completed)

- To be clear, this form is part of the Security PLAN (not to be confused with the Security PLEDGE).
- The form attached is extracted from the main Security Plan for your convenience.
- Section IV – User Agreements
 - **required of all researchers**
 - each researcher completes separately
 - reminder: PI completes this section within the main Security Plan and need not submit it separately
- Upload to the “Security Plan” requirement on the Portal application

PI_xxx_RAF SRW (to be completed)

- Remote Access Form
- All access to the SRW is remote, whether you are on the UNC campus or anywhere else.
 - **required of all researchers**
 - Each researcher completes this form separately.
 - Submit separate RAF for each location where a researcher will work when accessing the SRW (i.e., home and/or campus office).
- See instructions on first page of document.
- QII.3 Office or room description
 - Questions in **red text highlighted in yellow** below the box must be answered in the box.
- Upload to the “Security Plan” requirement on the Portal application

PI_xxx's officemate Att D SRW (to be completed)

- As noted on the RAF, each person sharing the campus workspace completes this form.
- As noted on the RAF, each other adult resident of the home completes this form (regardless of whether they anticipate sharing the actual workspace).
- If sharing space at a campus office, enter the campus building name/number and the office number.
- If sharing space at home, enter “HOME” (street address is not necessary).
- This form is not be completed by the Researcher.

researcher_UNC-CH Affiliate Appl_SRW (to be completed)

- This form is required by UNC to grant one-year affiliation with UNC (renewable).
- There is no cost to be a UNC Affiliate.
- Each researcher on the contract submits this form.
- Please see the instructions on the first page of the document.
- **Note also:** If a researcher has ever had a relationship with UNC-Chapel Hill (even if it was just an application), they will already have a PID and perhaps an ONYEN (userid). Please let us know in an email if this might be true, and include the PID and/or ONYEN if known. No worries if that information can't be found; UNC will catch the possibility and will offer some previous identifying information for confirmation.