

## Data Transfer and Use Agreement Intake Form

Data Transfer and Use Agreement (DTUA) Form, please complete and send to the  
Office of Contracts & Industry Agreement (CIA) at rcia@utrgv.edu

***THIS FORM IS NOT AN DTUA. INFORMATION PROVIDED WILL HELP CIA DEVELOP AN  
DTUA.***

1. Principal Investigator (PI)

Name:

Email:

2. Contact (If different than PI):

Name:

Email:

3. For this Data Transfer and Use Agreement (DTUA), I am (please check one):

☐ Providing Data

☐ Receiving Data

☐ Will both Parties be exchanging Data

4. The other party/institution(s) is/are:

Name(s):

Email:

Address:

5. Name of the Project:

6. Type of Project:

☐ De-identified Data about Human Subjects

☐ Limited Data Set

☐ Personally Identifiable Information - Common Rule Only

☐ Personally Identifiable Information – HIPAA

☐ Personally Identifiable Information - FERPA

7. Description of the data to be exchanged:

(a) Type of data collection

(b) Data collection methods

(c) Data analysis plan

(d) Method on how data will be transferred

(e) Method of disposition or archiving of data after completion of the project

This section of this attachment should provide sufficient information such that each party understands the information that will be transmitted under this Agreement.

**Attach protocol of study to verify all detailed data information provided.**

8. Does the project involve the use of data about a human subject?
- ☐ No
- ☐ Yes
9. If No on Question 8, why do you believe a DUA is required?
- ☐ The other institution requires one
- ☐ The data is proprietary
- ☐ The data is export controlled
- ☐ Other; please explain:
10. If Yes on Question 8, does the research meet the definition of human subjects research?
- ☐ No; I or the IRB have determined that this is not human subjects research
- ☐ Yes; please indicate status of IRB protocol below:
- ☐ IRB protocol has not been submitted yet
- ☐ IRB protocol review is pending
- ☐ Approved IRB Protocol number: \_\_\_\_\_

**Attach IRB application approval letter & any other miscellaneous documents  
attached with application**

11. Will the transfer of data be conducted through an outside entities software, if so has information security reviewed and sign-off:
- ☐ Not required
- ☐ Not yet submitted
- ☐ Review and sign-off pending
- ☐ Sign-off received (please attach relevant documentation)

**Attach relevant documentation provided to receive sign off**

12. Description of the Project using the data and include the following:
- (a) **Purpose of project**
- (b) **Subject population**
- (c) **Method(s) used to gather data**
- (d) **Method(s) used to store data**

*This section of this attachment should provide sufficient information such that each party understands the project that the Recipient will perform using the Data. Include whether or not the Recipient is permitted to link the Data with other data sets (If yes, be sure to include any special disposition requirements related to the linked data sets).*

The data will be exchanged:

- ☐ Electronically
- ☐ By mail
- ☐ Other; please describe:

13. Does anyone outside of your research group or our institution need access to this data for the project?

- ☐ No
- ☐ Yes; please describe:

14. Are there any funding sources for this project?

- ☐ No
- ☐ Yes; please list:

15. Are there any other agreements that are related to this project?

- ☐ No
- ☐ Yes; please describe:

16. Is there any data coming from sources outside of the US?

- ☐ No
- ☐ Yes; please list country(ies) of origin:

17. What are the benefits to UTRGV?

17. Any other information you need the reviewer to know (such as project deadlines):