

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

Both Providing and Receiving Data

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

Name(s):

Address:

Contact(s):

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

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

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

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