

**Department of Health Care Access and Information  
University Researcher Data Request**

For Preliminary Review:

Confirm eligibility.

Review datasets.

Download Researcher Data Request form.

Complete a PDF of the **draft** CPHS (California Committee for the Protection of Human Subjects) Research Protocol.

Complete JUSTIFICATION GRIDS for each data set.

If collaborating, prepare Memorandum of Understanding or Memorandum of Agreement between the primary University and any collaborating University.

If using a contractor, include a copy of the contract.

Include a letter of sponsorship for this specific research project from the Department Director (California state agencies) or Department Chair at the sponsoring university/institution on university letterhead.

If linking data to other data, provide documentation of permission to use other data.

Include Letter from the primary University IT department at the University sponsoring/ hosting the data is also required.

Include a copy of the IRS 501(c)(3) certificate for sponsoring university with the request package.

For HCAI Management Review:

Ensure HCAI DUA is signed, scanned and emailed back to the assigned analyst for inclusion in the package for final review.

For Linked Data:

Signed California Department of Public Health's (CDPH) Information, Security, and Privacy Requirements (IPSR) Form.

CV/Resume.