

# **A D D E N D U M   T**

## **TO REQUEST DATA STORAGE SPACE AT THE SECURE SERVER**

### **For storing study specific research data**

In compliance with the University of Florida Information Privacy Policies & Procedures Guide, and accordance with HIPAA Regulation 164.306, any document containing PHI and extra-sensitive health data maintained by any member of the UF workforce must be stored on the secure dedicated UF Research server. Therefore, the Office of Research Affairs, Jacksonville, requires that this form must be completed for all IRB approved research studies. Please complete this form to get the path/location of the secure data folder from the Information Services (IT) Department.

**IMPORTANT:** All Fields are required. Requests received without all fields completed will not be processed. Please allow 3-5 Business days for folder creation on the secure server.

<b>Date:</b>	_____
<b>Principal Investigator:</b>	_____
<b>PI's Employee ID/UF ID No:</b>	_____
<b>Department:</b>	_____
<b>Study Title:</b>	_____
<b>myIRB/WIRB Study Number:</b>	_____

**Please make sure to submit IRB Approval letter with the completed "Addendum T"**

**1. Indicate which type of request is being submitted:**

- ☐ New Study
- ☐ Removal of investigator/research staff. **List Name(s):** \_\_\_\_\_
- ☐ Addition of investigator/research staff. **Please list name(s) in Item 2 below and provide the path to the existing secure folder:**
- \_\_\_\_\_
- ☐ Other: (please explain) \_\_\_\_\_

**2. Please list all investigators who will need access to the information stored in this folder, including the PI. The IT department will email a link to the folder to the PI who must distribute the link to the study staff listed on this form:**

First Name	Last Name	UF ID#	UF-Jax Windows User Login Name
PI:			

**Note to the IT team:** Please see folder path at the end of this form.

