

Master Data Use Agreement between Penn Medicine and Penn Nursing Process for Completing Schedule & Obtaining Penn Nursing Approval

Purpose: The master data use agreement provides a streamlined process to support research conducted by Penn Nursing that requires access to and use of limited data sets from the Penn Medicine Data Analytics Center. The following steps are to be taken prior to submission of the research protocol to the Institutional Review Board.

Complete Sections of the Exhibit to the Master Data Use Agreement by and between University of Pennsylvania Health System & University of Pennsylvania School of Medicine and University of Pennsylvania School of Nursing

- Requester information
- Requested information
- Purpose
- Individuals permitted to use and/or receive the limited data set

Principal Investigator must be Penn Nursing Faculty. Doctoral Student/Postdoctoral Fellow may serve as the Principal Investigator of their study, but Faculty PI assumes full responsibility and is the signatory.

Fulfill Requirements for School of Nursing Approval

Principal Investigator (or Doctoral Student/Postdoctoral Fellow AND Faculty sponsor) must:

- 1) Submit HIPAA certificate that has been completed within one calendar of the submission date and attest to HIPAA certification via signature on the schedule; and
- 2) Submit a support request (<https://requests.nursing.upenn.edu/>) to Information Technology Services (ITS) providing a copy of the research abstract or the IRB protocol that will be submitted. Consult with ITS about data storage and security and obtain ITS sign-off; and
- 3) Submit completed form to Mr. Robert McDonald, Director of the Office of Nursing Research (or designee) for Penn Nursing approval.

Institutional Review Board Submission

Principal Investigator submits the master data use agreement and schedule to the IRB as part of the IRB protocol submission. IRB will maintain this agreement as part of the IRB records.

Once IRB approval is secured the Principal Investigator may initiate the request to the Penn Medicine Data Analytics Centers to obtain the limited data set.

Resources:

What is a limited data set and how should data be stored?

https://irb.upenn.edu/sites/default/files/IRBRequirements_PHISecurity_Storage_07252016.pdf

How do I access the Penn Medicine Data Analytics Center?

<https://www.med.upenn.edu/dac/>

How do I obtain HIPAA certification?

<https://knowledgelink.upenn.edu/>