

CJARS VDE Data Access Checklist

This checklist is intended to assist researchers track all steps necessary to request access to the CJARS VDE. Access requests follow the sequential process outlined below.

Step 1: Review VDE Fact Sheet

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| | Step 1: VDE Fact Sheet. Review the “Getting Access” section of the VDE Fact Sheet to learn about requirements to obtain VDE access. |
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Step 2: Review VDE Fee Schedule

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| | Step 2: VDE Fee Schedule. Review the VDE Fee Schedule to identify fees associated with access. |
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Step 3: Download and Complete Project Proposal Form

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| | Step 3: Fill out Project Proposal Form. One Project Proposal Form is required per project space. Multi-institution research teams only have to submit one form, but all Principal Investigators and Research Staff must be listed on the form. |
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Step 4: Submit the Access Request Form

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| | Step 4: Submit Access Request Form. The Access Request Form is used to initiate a data access request. The Project Proposal Form must be attached to this submission. |
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Step 5: Complete Data Access Forms, Data Security Training, Payment

After data access request is submitted, CJARS VDE staff will provide instructions on how to complete access agreements, data security training, and submit payment.

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| | Step 5a: Review and sign Data Access Agreement. All projects require a signed Data Access Agreement . Requirements depend on the type of research team. Refer to Fact Sheet for requirements. |
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| | Step 5b: Review and sign Acceptable Use Policy. All Principal Investigators and Research Staff must sign the Acceptable Use Policy . |
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| | Step 5c: Review and sign Confidentiality Pledge. All Principal Investigators and Research Staff must sign the Confidentiality Pledge . |
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| | Step 5d: Review and sign Data Security Plan. All Principal Investigators and Research Staff must sign the Data Security Plan . |
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| | Step 5e: Data security training. Complete online self-guided data security training. A link to complete data security training module will be emailed after access is requested. |
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| | Step 5f: Pay data access fees. A link to submit payment will be sent after access is requested. |
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