

CJARS VDE Fact Sheet

	Requirement	Details	How to Submit
Getting Access	Project Proposal Form	<p>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.</p> <p>This is the first step to request CJARS VDE access. All other requirements in this “Getting Access” section follow the submission of this form.</p>	Visit https://cjars.org/vde/getting-access and submit via the access request form.
	Data Access Agreement	<p>All projects require a signed Data Access Agreement. Requirements depend on the type of research team:</p> <ul style="list-style-type: none"> • <i>Principal Investigator with no Research Staff.</i> The Principal Investigator must be affiliated with an institution and get document signed by an authorized signatory. • <i>Single-institution research team.</i> The Principal Investigator must be affiliated with an institution and get document signed by an authorized signatory. Research Staff do not sign the document. • <i>Multi-institution research teams.</i> The Principal Investigator at each institution must get document signed by an authorized signatory. Research Staff do not sign the Data Access Agreement. • <i>Unaffiliated researcher.</i> Principal Investigators that do not have an institutional affiliation can sign the document as an individual. Data Access Agreements signed by an unaffiliated researcher cannot be used to cover access for Research Staff. 	Instructions to submit forms will be emailed after submission of access request form.
	Acceptable Use Policy	All Principal Investigators and Research Staff must sign the document.	
	Confidentiality Pledge	All Principal Investigators and Research Staff must sign the document.	
	Data Security Plan	All Principal Investigators and Research Staff must complete the form.	
	Data security training	All Principal Investigators and Research Staff must complete an online self-guided data security training. A link to the training will be emailed after access is requested.	A link to complete training will be emailed after submission of access request form.
	Subscription fees	After access is approved, the Principal Investigator will get an email link to submit payment. Data access fees will be based on the status of the Principal Investigator.	A link to submit payment will be emailed after submission of access request form.
Conducting Research	Disclosure requests	Principal Investigators or Research Staff must complete the form to request disclosure review. Disclosure review occurs on an ongoing basis. Notification of approval, denial, or requests for additional information will be sent within 10 business days of form submission.	Visit https://cjars.org/vde/current-users and click the “Disclosure Review Request Form” link.
	File transfer requests	Principal Investigators or Research Staff must complete the form to request their files be put on the CJARS VDE. Up to 5 business days are required to process requests.	Visit https://cjars.org/vde/current-users and click the “File Transfer Request Form” link.
	Software requests	Principal Investigators or Research Staff must complete the form to request additional software. Up to 30 business days are required to process requests.	Visit https://cjars.org/vde/current-users and click the “Software Request Form” link.
	Change in project scope	A change in the original scope of the research project requires that a Principal Investigator submit an updated Project Proposal Form.	Email updated Project Proposal Form to cjars-vde-users@umich.edu .

Conducting Research	Project team change	<p>Requests to add a Principal Investigator require a new Data Access Agreement, Acceptable Use Policy, Confidentiality Policy, and Data Security Form.</p> <p>Requests to add Research Staff require an updated Data Access Agreement and new Acceptable Use Policy, Confidentiality Policy, and Data Security Form.</p> <p>Requests to remove a project team member can be made via email.</p> <p>Up to 10 business days are required to process project team changes.</p>	Email all applicable documents to cjars-vde-users@umich.edu .
	Subscription extensions	An email notifying the Principal Investigator will be sent 60 and 30 days prior to subscription end date. The email will include a link to extend the subscription.	A link to extend subscription will be sent via email.
Connection Issues	Password reset	Requests to reset VDE password must be sent via email. Up to 2 business days are required to process password reset requests.	Send email requesting new password to cjars-vde-users@umich.edu .
	Trouble connecting to CJARS VDE	<p>A researcher's home institution's IT security can interfere with making a connection to the CJARS VDE via Remote Desktop Connection. Please contact your local IT department for assistance.</p> <p>Please only reach out to request assistance from CJARS VDE staff if your local IT department cannot resolve connection issues.</p>	Send email requesting assistance to cjars-vde-users@umich.edu .
After Access	Project workspace retention	Files in project workspaces will be retained for 1 year after subscription expires. A request can be made to extend the retention period beyond 1 year via email. Extension requests must be submitted 10 business days prior to the 1-year mark.	Send email requesting extension to cjars-vde-users@umich.edu .