# Instructions for completing the RIF Data Use Agreement: Amendment Request

**This document:** This document is used for people requesting to make an amendment, update or change to an existing Data Use Agreement (DUA). It collects the information needed to describe the nature of the requested change. **Note:** Additional supporting documents may be needed for amendment requests. See ResDAC's website for information on required documentation.

## General Instructions

1. Answer every item in the document.
2. Do not alter the layout or content of the document.
3. The DUA is not finalized/signed until end of ResDAC review progress. Do not sign until directed by ResDAC.
4. Submit to ResDAC in Word format.

## Specific Instructions

### A

Enter the name of the Requester listed on the Research Identifiable File (RIF) DUA. The **Requester** is the individual authorized to sign agreements on behalf of the requesting organization. This person is often referred to as the 'legal signatory'. This person accepts all terms and conditions in the DUA and attests that all information contained in the request is accurate.

### B

Enter the exact legal name of the Requesting Organization listed on the RIF DUA in section 1.

### C

Enter the exact Study Title listed on the RIF DUA in section 3.

### D

Enter the DUA number. It must match the original.

### E

Check all boxes that apply. At least one box must be checked.

*(Instructions continue on page 2)*

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**RESEARCH IDENTIFIABLE FILE (RIF) DATA USE AGREEMENT: AMENDMENT REQUEST**

| For CMS Use Only | |
| --- | --- |
| Amendment Approval Date: | CMS Approver Signature: |
| Notes: | |

**GENERAL INSTRUCTIONS**

- At the onset of your request, please only provide an **unsigned**, **draft** document in **Word** format
- Additional supporting documents may be needed for amendments, please visit ResDAC's website for information on required documentation at the following link: https://www.resdac.org/managing-your-project-after-obtaining-data

| | |
| --- | --- |
| **DUA Requester** (A) | |
| *Must match the individual specified in the RIF DUA.* | |
| **Requesting Organization** (B) | |
| *Must match the organization specified in the RIF DUA.* | |
| **Study Title** (C) | |
| *Must match the study title specified in section 3 of the RIF DUA* | |
| **DUA #** (D) | |

**REQUESTED ACTION(S) TO AMEND THIS DUA (CHECK ALL THAT APPLY):** (E)

☐ I am requesting the same data files with the same cohort for the same project, but data for the most recent quarters/years, specifically the following:

*Add rows to the table as needed by clicking on the '+' in the lower right of the table.*

| (F) Data File EPPE Code | Data File Name | Years/Quarters Requested[1] | Cohort | DUA # (reuse only) | Dissemination |
| --- | --- | --- | --- | --- | --- |
| (G) | (H) | (I) | (J) | (K) | (L) |
| | | | | | |
| | | | | | |
| | | | | | |

☐ I am requesting data files that have **not** been previously covered under this DUA, specifically the following:

*Add rows to the table as needed by clicking on the '+' in the lower right of the table.*

| (F) Data File EPPE Code | Data File Name | Justification for how each data file will be used in the analysis | Years/Quarters Requested[2] | Cohort | DUA # (reuse only) | Dissemination |
| --- | --- | --- | --- | --- | --- | --- |
| (G) | (H) | (M) | (I) | (J) | (K) | (L) |
| | | | | | | |
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| | | | | | | |

# F

Each row must only contain a single combination of exact file name, cohort and DUA. If a request has more than one combination for a specific file name, each needs to be a separate row. If additional rows are needed, click in the last row of the table, then on the '+' in the lower right area of the table. The contents of this table must be consistent with the specification worksheet.

# G

Insert the data file EPPE code. Data file EPPE codes can be found on the RIF specifications worksheet or on the final reuse DUA found in the EPPE system/ your internal documentation. If you are unable to locate the EPPE codes from these sources, please contact ResDAC.

# H

Insert the full file name. Only include one file name per row.

# I

Insert the years/quarters of data currently being requested. Do not add years/quarters of data you already hold (even from a prior amendment) or future data that is not currently available.

# J

In the dropdown, select whether the data are a % cohort, such as a 5%, 20%, 100% or custom cohort.

# K

If reusing data, enter the DUA number you are reusing from. Otherwise, leave blank.

*(Instructions continue on page 3)*

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| RESEARCH IDENTIFIABLE FILE (RIF) DATA USE AGREEMENT: AMENDMENT REQUEST |
|---|

| For CMS Use Only |
|---|

Amendment Approval Date:                     CMS Approver Signature:
Notes:

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| DUA Requester | **A** |
|---|---|
| *Must match the individual specified in the RIF DUA.* | |
| **Requesting Organization** | **B** |
| *Must match the organization specified in the RIF DUA.* | |
| **Study Title** | **C** |
| *Must match the study title specified in section 3 of the RIF DUA* | |
| **DUA #** | **D** |

**REQUESTED ACTION(S) TO AMEND THIS DUA (CHECK ALL THAT APPLY):**  **E**

☐ I am requesting the same data files with the same cohort for the same project, but data for the most recent quarters/years, specifically the following:

**F** *Add rows to the table as needed by clicking on the '+' in the lower right of the table.*

| Data File EPPE Code | Data File Name | Years/Quarters Requested[1] | Cohort | DUA # (reuse only) | Dissemination |
|---|---|---|---|---|---|
| **G** | **H** | **I** | **J** | **K** | **L** |
| | | | | | |
| | | | | | |
| | | | | | |

☐ I am requesting data files that have **not** been previously covered under this DUA, specifically the following:

**F** *Add rows to the table as needed by clicking on the '+' in the lower right of the table.*

| Data File EPPE Code | Data File Name | Justification for how each data file will be used in the analysis | Years/Quarters Requested[2] | Cohort | DUA # (reuse only) | Dissemination |
|---|---|---|---|---|---|---|
| **G** | **H** | **M** | **I** | **J** | **K** | **L** |
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## L

In the dropdown, select whether you will receive physical data or use the VRDC.

## M

If you checked the box indicating you are requesting new files, describe how the file will be used in your study in one to two sentences.

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| RESEARCH IDENTIFIABLE FILE (RIF) DATA USE AGREEMENT: AMENDMENT REQUEST |
|---|

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- Additional supporting documents may be needed for amendments, please visit ResDAC's website for information on required documentation at the following link: https://www.resdac.org/managing-your-project-after-obtaining-data

**DUA Requester**   **(A)**

*Must match the individual specified in the RIF DUA.*

**Requesting Organization**   **(B)**

*Must match the organization specified in the RIF DUA.*

**Study Title**   **(C)**

*Must match the study title specified in section 3 of the RIF DUA*

**DUA #**   **(D)**

**REQUESTED ACTION(S) TO AMEND THIS DUA (CHECK ALL THAT APPLY):**   **(E)**

☐   I am requesting the same data files with the same cohort for the same project, but data for the most recent quarters/years, specifically the following:

**(F)** *Add rows to the table as needed by clicking on the '+' in the lower right of the table.*

| Data File EPPE Code | Data File Name | Years/Quarters Requested[1] | Cohort | DUA # (reuse only) | Dissemination |
|---|---|---|---|---|---|
| **(G)** | **(H)** | **(I)** | **(J)** | **(K)** | **(L)** |
| | | | | | |
| | | | | | |
| | | | | | |

☐   I am requesting data files that have **not** been previously covered under this DUA, specifically the following:

**(F)** *Add rows to the table as needed by clicking on the '+' in the lower right of the table.*

| Data File EPPE Code | Data File Name | Justification for how each data file will be used in the analysis | Years/Quarters Requested[2] | Cohort | DUA # (reuse only) | Dissemination |
|---|---|---|---|---|---|---|
| **(G)** | **(H)** | **(M)** | **(I)** | **(J)** | **(K)** | **(L)** |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**N**

If you check this box, also check at least one sub-box for action type.

**O**

If requesting an amendment not listed above, add one to three sentences describing the requested change.

**P**

Submit draft only - do not sign until directed by ResDAC.

**Q**

Enter the name of the Requester listed above.

## RESEARCH IDENTIFIABLE FILE (RIF) DATA USE AGREEMENT: AMENDMENT REQUEST

☐ I am requesting another type of modification (e.g. study objectives/aims, linkage of CMS data to non-CMS data, etc.) of the Attachment A - RIF Application.

**N** ☐ I am requesting a change related to CCW VRDC access:
  ☐ Seat Extension: [Enter # of Seats & qtrs./1yr.]
  ☐ Seat Addition: [Enter # of Seats]
  ☐ Seat Transfer: Please transfer the seat currently held by [Enter original seat holder] to [Enter new seat holder].
  ☐ Project Fee Renewal
  ☐ CCW VRDC Add-ons

☐ I am requesting to add/remove a collaborating organization.

☐ I am requesting to change the Requester on this DUA.

☐ I am requesting a type of amendment not listed above.

  *Please describe the requested amendment in the text box below.*

**O**

The amendment(s) requested above modify the materials approved for the DUA # listed above and therefore are incorporated by reference into this DUA.

The undersigned individual hereby attests that he or she is authorized to amend the DUA# listed above on behalf of the Requesting Organization and agrees to all the terms specified in the DUA.

**P**

_____                     _____
**Requester Signature**                                                                      **Date**

**Q**

_____
**Requester Printed Name**