

Office of the Provost Administrative Data Use Process and Procedure

Project Lead:	
Data Recipient (if different from Project Lead)	
Project Title:	
Project Number (provided by the OTP):	
Project End Date:	

1. Data Recipient shall complete the Administrative Data Request (ADR) Form.
2. After the ADR is approved by the Office of the Provost, the Data Provider shall provide the data set described in the ADR form (the "Data") to Data Recipient for the research purpose set forth in the ADR (the "Project").
3. Data Recipient shall not use the Data except as defined in the ADR Form. The Data will be used solely to conduct the Project and solely by the Project Lead, Data Recipient, and Project Personnel ("Authorized Persons"). Data Recipient acknowledges that such individuals have a need to access the limited data set to carry out their duties. All Authorized Persons agree to use Data in compliance with applicable laws and regulations, including, but not limited to University Policies on the Health Insurance Portability and Accountability Act (HIPAA), and Family Education Rights and Privacy Act (FERPA).
4. Data Recipient agrees to retain control over the Data and shall not disclose, release, or otherwise grant access to the Data to any third party, except "Authorized Persons", without the prior written consent of Data Provider and the Office of the Provost.
5. Data Recipient agrees to take all reasonable measures to safeguard the Data and to keep it confidential and secure. Data Recipient must comply with other special requirements related to securing of the Data as may be set forth from the University of Pittsburgh Information Technology.
6. Data Recipient shall promptly report to the Data Provider any use or disclosure of the Data not outlined according to this process and procedure.
7. As a condition of access to institutional data, researchers are expected to report on activities and share results to support transparency, accountability, and the collective benefit of the University's data resources. Researchers will complete brief annual update forms regarding project status, changes to scope or personnel, and findings. Beyond the update form, researchers may be invited to share their work through presentations, working groups, or other forums.
8. Unless terminated early or extended via a modification, the use of the Data shall expire as of the Project End Date set forth above. Either party may terminate use of the Data early with written notice to the other party. Upon expiration or early termination of the use of the Data, Data Recipient shall follow the data disposal terms agreed upon by the Office of the Provost within the ADR Form.

9. Upon termination or expiration of the use of the Data, the confidentiality provisions set forth in this process and procedure shall continue to apply to the Data shared with Data Recipient.
10. Failure to follow this process and procedure will prohibit the Data Recipient from receiving Data for future projects and may result in additional consequences, including, but not limited to, disciplinary actions.
11. By agreeing to this process and procedure, Data Recipient provides assurance that relevant [institutional policies](#) and applicable federal, state, or local laws and regulations (if any) have been followed, including the completion of any IRB review or approval that may be required.

Data Recipient

Name: _____

Title: _____

E-Mail: _____

Phone: _____

Signature: _____

Date: _____