

Data Use Agreement Standard Operating Procedure (SOP) **WSU Elson S. Floyd College of Medicine Office of Research**

A Data Use Agreement (DUA) is a contractual document used for the transfer of non-public or restricted use data. A (DUA) is required under the Privacy Rule and must be entered into before there is any use or disclosure of a limited data set to/from an outside institution or party. Below are the necessary steps for completion of a DUA.

1. Identify the correct forms. When a DUA is needed the investigator has two options:
 - a. The partnering institution may have their own required document (e.g., WA DOH).
 - b. WSU Office of Research provides a template DUA that can be used in lieu of the partnering institution not having their own. This template can be found below.
2. Once it has been determined what document will be used, follow these steps:
 - a. Review and complete the document as instructed.
 - b. Submit the draft DUA to the college's ORR at medicine.grants@wsu.edu for review.
 - c. Once review is complete, the OOR will submit the document to ORSO via Deb Cox (with an email CC to the primary WSU contact) for negotiation and finalization.

IMPORTANT NOTES

- It is possible that the external institution will need a DUA AND WSU will want our DUA used in addition. It is critical to be in close contact with the sponsor or other agency with whom the DUA will include.
- Remember to determine whether IRB approval is needed and submit your application either prior to or in parallel with the DUA in order not to delay your research program.
- Please ensure you are reporting and using the proper data storage.
- For student driven DUAs, a WSU faculty member is required to sign as PI

Frequently Required Information

Business Official

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IT Officer and/or Privacy Officer

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