*All research studies (human, basic science, animal, etc.) that are permitted to collect and/or store VA research data\* at non-VA locations are required to provide the official physical location as well as a plan for the Research Office to retrieve and retain the data in accordance with RCS 10-1. This includes VA research:*

* *approved under an ORD-approved off-site waiver*
* *conducted in VA-leased space*
* *where the IRB, ISSO, and PO have allowed storage at non-VA locations, e.g. VA electronic storage space is limited.*

*Please note, this does not include VA research data that has been transferred to a non-VA location for services or collaborations under a CRADA, DUA/DTA, etc.*

*All questions below must be fully answered by the study team/PI.*

*\*VA research is research conducted by VA investigators (compensated, without compensation (WOC), or on an Intergovernmental Personnel Agreement (IPA)) while on VA time and is approved by the Research and Development (R&D) Committee. The data collected through these activities are considered VA Research Data.*

*\*VA Data or VA information is data or information owned, in the possession of, under the control of, or collected by VA or any entity acting for or on behalf of VA. The data may be identifiable, de-identified, sensitive, or non-sensitive.*

*Study ID (MIRB #, etc.):* Click or tap here to enter text.

*Study Title:* Click or tap here to enter text.

*Study PI:* Click or tap here to enter text.

*Please provide responses to the following:*

1. Official Physical Location (e.g. Institution, Address, Building, Room#) of data:

Click or tap here to enter text.

1. Media Type (e.g. paper, electronic file, DVD, etc.):

Click or tap here to enter text.

1. If electronic file, provide location, server, folder, and file names (e.g. breadcrumb trail):

Click or tap here to enter text.

1. Description of the data stored at non-VA location (e.g. CT/MRI images; Biochemical data; Genomics data, etc.):

Click or tap here to enter text.

1. Select the justification for not transferring a copy of the VA research data to VAPHS (Select all that apply and provide an explanation for each checked justification):

Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| Storage capacity not available at VA: Click or tap here to enter text. | Offsite waiver granted by ORD: Click or tap here to enter text. | Data to remain offsite for Operational Purposes (e.g. temporary offsite storage required prior to transfer to VAPHS, special software only available off-site): Click or tap here to enter text. | Other: Click or tap here to enter text. |

1. Points of Contact (POC) for the Research Office to gain access and retrieve the VA data.  POCs must include study team and IT, as applicable.  **Include Names, Addresses, Telephone #’s, and Email Addresses for each POC**:

Click or tap here to enter text.

