Instructions for completing the Collaborating Organization Supplement

This document: All Research Identifiable File (RIF) requests that involve collaborating organizations that will have access to individual-level data must complete a Collaborating Organization Supplement. The document collects information about the collaborators and their role on the project. A **Collaborating Organization** works with the Requesting Organization, is involved in the research, and will be viewing or accessing unaggregated data or results that do not meet the cell suppression policy outlined in section 5 of the CMS DUA.

General Instructions

1. Answer every item in the document.
2. Do not alter the layout or content of the document.
3. Submit to ResDAC in PDF format.
4. A separate supplement must be submitted for each collaborating organization.

Specific Instructions

A

Enter the name of the Requester listed on the RIF Data Use Agreement (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.

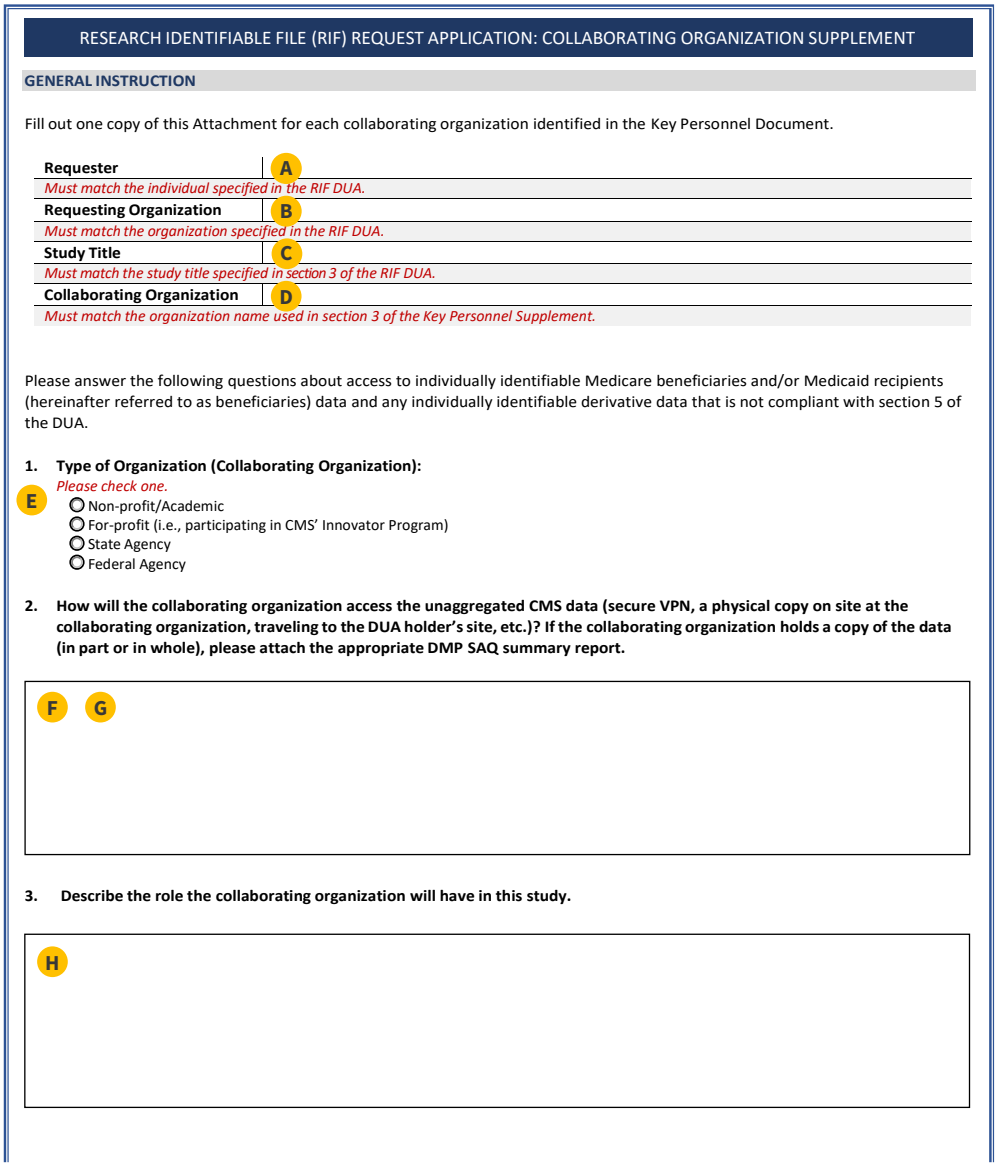
C

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

D

Enter the exact legal name of the collaborating organization listed in section 2 of the Key Personnel Supplement.

(Instructions continue on page 2)



RESEARCH IDENTIFIABLE FILE (RIF) REQUEST APPLICATION: COLLABORATING ORGANIZATION SUPPLEMENT

GENERAL INSTRUCTION

Fill out one copy of this Attachment for each collaborating organization identified in the Key Personnel Document.

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.	
Collaborating Organization	D
Must match the organization name used in section 3 of the Key Personnel Supplement.	

Please answer the following questions about access to individually identifiable Medicare beneficiaries and/or Medicaid recipients (hereinafter referred to as beneficiaries) data and any individually identifiable derivative data that is not compliant with section 5 of the DUA.

1. **Type of Organization (Collaborating Organization):**
   Please check one.
   E
   - ○ Non-profit/Academic
   - ○ For-profit (i.e., participating in CMS' Innovator Program)
   - ○ State Agency
   - ○ Federal Agency

2. **How will the collaborating organization access the unaggregated CMS data (secure VPN, a physical copy on site at the collaborating organization, traveling to the DUA holder's site, etc.)? If the collaborating organization holds a copy of the data (in part or in whole), please attach the appropriate DMP SAQ summary report.**

F G

3. **Describe the role the collaborating organization will have in this study.**

H

E

Select type of collaborating organization.

F

In one paragraph, clearly indicate how the access will occur by the collaborating organization including whether the collaborating organization will be housing a physical copy of the data.

G

If the collaborating organization is housing a physical copy of the data, a Data Management Plan Self-Attestation Questionnaire (DMP SAQ) is required. The DMP SAQ needs to be in place prior to submitting a request to ResDAC. Information regarding the DMP SAQ can be found on the ResDAC website.

H

Insert between one to three paragraphs to clearly describe the role of the collaborating organization. Use clear, non-technical language.

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