

Useful Information for Completing Request Forms

For requester/researcher use only. Does not need to be submitted to ResDAC.

There are several items that **must be consistently recorded** across forms. Prior to beginning forms, ResDAC recommends that you collect the information below and keep it close by. You will use it multiple times and it must be consistently recorded. Inconsistencies across forms are a common source of delay and may result in the need for corrections and a longer review process.

Requester:

Requesting Organization:

Collaborating Organization:

Study Title:

Custodian:

DUA Reuse (yes/no)

DUA # you are reusing:

Files reusing	Years reusing

New data (yes/no)

Files requesting	Years requesting