

Steps required to access VA or VA/CMS data for clinical research

Note: VA forms are frequently updated and changed, so please let us know if any of these links are broken (annie.ryder@va.gov)

Activity (requirements)	Estimated investigator time	Estimated approval time
<p>1) Establish scope of practice on Research Data Information System (RDIS) roster for anyone who will access VA or VA/CMS data files.</p> <p style="text-align: right;">For questions: 415-221-4810 Annie.Ryder@va.gov, ext 26655 Scott.Munson@va.gov, ext 25550</p>		
<ul style="list-style-type: none"> • Date of Birth • Professional License or Certification (if any) • Degree(s) • Preferred email • Citizenship status • Location of educational institute • SSN: do not send over email; contact VA data core by phone 	5 minutes	1 day
<p>2) Obtain VA WOC appointment (if you do not already have one)</p> <p style="text-align: right;">For questions: 415-221-4810 Annie.Ryder@va.gov, ext 26655 Kathleen.Mak@va.gov ext 23140</p>		
<ul style="list-style-type: none"> • Forms Needed: <ul style="list-style-type: none"> ○ EQIP enrollment form ○ Declaration for Federal Employment ○ I-9 ○ Appointment affidavits ○ CV ○ Fingerprint Request 	5 hours	2 weeks
<ul style="list-style-type: none"> • The above will clear you for the following required items: <ul style="list-style-type: none"> ○ ID card/PIV badge ○ Finger printing ○ Outlook email address ○ EQIP account • Occupational Health <ul style="list-style-type: none"> ○ Physical Exam ○ Occupational Health Screening ○ Occupational health questionnaire ○ PPD 	6 hours	4 weeks
<p>3) Complete research forms and trainings</p> <p style="text-align: right;">For questions: 415-221-4810 Sandra.Junor@va.gov x25103 R&D Office, VA Bldg 210, Ground Floor</p>		
<ul style="list-style-type: none"> ○ HIPAA ○ CITI ○ Intellectual Property Agreement ○ Privacy Awareness ○ Information Security ○ Rules of Behavior 	12 hours	1 week

For questions: 855-673-4357		
4. Apply for remote access (VPN) to VA network		
<ul style="list-style-type: none"> • https://vaww.ramp.vansoc.va.gov/selfservice • Make appointment to get PIV card at: http://vaww.visn21.portal.va.gov/sanfrancisco/hr/PIV/default.aspx 	1 hour	1 week
5. Obtain UCSF IRB approval, including three VA-specific forms		
For questions: 415-221-4810 Annie.Ryder@va.gov, ext 26655		
<ul style="list-style-type: none"> ○ Safety Survey ○ Data Security ○ R&D approval form 	10 hours	2 weeks
6. Obtain VA R&D (Research and Development) approval letters		
For questions: 415-221-4810 Annie.Ryder@va.gov, ext 26655		
<ul style="list-style-type: none"> • Privacy Officer approval letter (will be emailed to you) • ACOS for R&D approval letter (will be emailed to you) 	N/A	2 weeks
7. Submit DART Application or Amendment (not necessary for use of CMS data)		
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<ul style="list-style-type: none"> • Data Access Request Tracker (DART) Process & Forms • Vital Status Rules of Behavior • Real SSN Access statement (not necessary for scrambled SSNs) • HIPAA Waiver (=your IRB approval letter) • IRB approval letter • VA R&D approval letter • Privacy Checklist • Data Use Agreement • Research Request Memo • CDW Domain Check List 	4 hours	2 weeks
8. Request initial VIREC approval to use CMS Data*		
For questions, review/contact: virec.vaCMSdata@va.gov http://vaww.virec.research.va.gov/Index-VACMS.htm#		
<ul style="list-style-type: none"> ▪ Projects may submit one or more of these data description forms: <ul style="list-style-type: none"> ○ VA/CMS Data for Veterans Only ○ VA/CMS Data for Veterans and Non-Veterans ○ VA/CMS Non-Repository Data 	4 hours	2 days
9. Obtain final VIREC approval to use CMS Data*		
<ul style="list-style-type: none"> ▪ Data Description Form(s) pre-reviewed by VIREC then signed and approved by the local Privacy Officer (PO) ▪ Project Information and Authorization Form ▪ Data Security Compliance Form ▪ VA/CMS Rules of Behavior (ROB) Agreement 	7 hours	2 months
10. Request VINCI workspace (if not submitting DART application)*		
Email vinci@va.gov		

Send a request to vinci@va.gov with: <ul style="list-style-type: none"> Name of project Name of person with authority to add users to workspace Names of people (with VA appointments) who will access workspace 		1 hour	1 day
For questions: 415-221-4810 joseph.kaminski@va.gov , ext 24568			
11. Request PI status at SFVA Submit to Joseph Kaminski:			
1. Memorandum from Service Chief (email annie.ryder@va.gov for template). The R&D Committee requires evidence of past research experience before PI Status is granted. Such evidence may include authorship on published research papers; completion of coursework in research methodology; and/or performance of mentored research activities (please include the name of the mentor and the nature of the research project). The letter must provide evidence that the nominee is an independent investigator and state that the nominee will not require any space on the SF VAMC campus. 2. Letter from UCSF Department Chair verifying academic appointment 3. Curriculum Vitae, including VA and UCSF appointments (i.e., VAWOC appointment and UCSF faculty appointment, service/department) 4. VA Form 10-5368, Investigator Data Page 18 (complete and sign) 5. Memorandum of Understanding (read and sign) 6. Principal Investigators Responsibility Form (read and sign) 7. Intellectual Property Agreement (Sign and Date on “Employee Signature lines”)		8 hours	1 month
Your request for PI status will be considered at the next R&D committee meeting following receipt of this information in the R&D Office. The R&D Committee meets monthly on the first Thursday of the month at 12 noon.			
Totals	Steps 1 thru 7 (access VA data)	40 hours	3-4 months
	Steps 8 thru 10 (access CMS data, optional)	12 hours	2 months
	Step 11 (obtain PI status, optional)	8 hours	1 month
	Entire process	60 hours	6-7 months

*required only if using CMS data