FaceBase – Renewal/Revision Data Access Request Form

(R1) Record ID [System-Generated]

(R2) Project Title:

(R3) Principal Investigator:

Name:

Title:

Organization/Corporation:

Email Address:

Phone number:

Institutional mailing address:

FaceBase – Renewal/Revision Data Access Request Form

VER. JAN 21, 2026

(R4) Research Use Statement

(R5) Non-technical Research Summary

FaceBase – Renewal/Revision Data Access Request Form

(R6) How is the proposed research consistent with the data use limitations for the requested data?

Revision/Renewal Prompt: Describe any changes, if any, to data security measures implemented by the investigator.

(R7) Describe data security measures to be implemented by the investigator

Revision/Renewal Prompt: Have there been any changes to the collaborators at your organization (i.e., internal collaborators) who will have access to the data? If yes, update the list of internal collaborators.

(R8) List all collaborators at your organization (i.e., internal collaborators) who will have access to the data

FaceBase – Renewal/Revision Data Access Request Form

Revision/Renewal Prompt: Have there been any changes to the collaborators involved in this project from other organizations (i.e., external collaborators)? If yes, update the list of external collaborators. Please remember that all external collaborators are expected to secure their own independent approved DAR.

(R9) List all collaborators from other organizations (i.e., external collaborators) involved in the project

(R10) Research Progress: Describe your use of FaceBase data and any findings from studies conducted in the past year and briefly describe research plans for the next year. Please remember, an annual progress update is required, even if research progress remains unchanged.

(R11) List any publications or presentations resulting from using of the FaceBase data (including manuscripts in press).

(R12) Describe any data security incidents (e.g., breaches, unintentional data release, unauthorized data sharing) involving FaceBase data, including the date the NIH and Data Access Committee was first notified of the incident, any steps taken to remedy the situation, and steps taken to prevent future occurrences. *For details on timely reporting expectations for all data security incidents, refer to the FaceBase Data Use Certification*.

(R13) For this analysis, have you combined the FaceBase datasets with datasets from other sources that were not described in the approved Research Use Statement? If yes, briefly describe the data source(s) of the non-FaceBase datasets and amend your RUS before submitting the revision/renewal.

(R14) Do you have local IRB approval for this project? If Yes, complete parts R14 a-c below

R14a – IRB Protocol #:

R14b – IRB approval expiration date:

R14c – Federalwide Assurance Number (FWA#) for the institution overseeing the IRB that approved this project:

(R15) Submit a copy of the IRB approval letter, if applicable. (**If dataset DUL requires IRB approval,** Data Access Requests will not be reviewed by the DAC without this documentation).

(R16) Submit a copy of the IRB-approved protocol that documents approval to use FaceBase data, if applicable. (**If dataset DUL requires IRB approval, and if there have been changes to the RUS in this renewal/revision request**, Data Access Requests will not be reviewed by the DAC without this documentation).

(R17) Upload the signed Data Use Certification Agreement
*Note: New signed DUC required for any revision or annual renewal.

(R18) Upload the signed copy of the Data Access Request (DAR)
*Note: New signed DAR required for any revision or annual renewal.

Signature Page

Principal Investigator:

Printed Name

_____

Position at Institution

_____

Signature

_____

Date

_____

Institutional Signing Official (SO) attestation: By signing this Data Access Request, I hereby attest that the listed Data Access Requester (e.g., Principal Investigator) fulfills the following criteria: 1) Is affiliated with the listed institution/corporation and 2) Meets the minimum criteria to qualify as a Data Access Requester.

Institutional Signing Official:

Printed Name

_____

Position at Institution

_____

Signature

_____

Date

_____

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Definitions relevant preparing and submitting a Data Access Request

Approved User: A user approved by the relevant Data Access Committee(s) to access one or more datasets for a specified period of time and only for the purposes outlined in the Principal Investigator (PI)'s approved Research Use Statement. The Information Technology (IT) Director indicated on the Data Access Request, as well as any staff members and trainees under the direct supervision of the PI are also Approved Users and must abide by the terms laid out in the Data Use Certification Agreement.

Collaborator: An individual whose identity has been validated and who is a permanent employee of their institution at a level equivalent to, but not limited to, that of an academic professor (e.g., assistance, associate, or non-tenure or tenure-track professor) or senior researcher, who is not under the direct supervision of the Principal Investigator, who assists with the research project involving controlled-access data. This cannot be a lab technician or trainee, e.g., post-docs or graduate students. Internal collaborators are employees of the Institutional Requester and work at the same institution as the Data Access Requester. External collaborators are not employees of the Institutional Requester and do not work at the same location as the Data Access Requester.

Data Access Request (DAR): A request submitted to an NIH Data Access Committee for a specific research use specifying the data to which access is sought, the planned research use, and the names of collaborators.

Data Access Requester: The individual who prepares and submits requests, Project Renewals, and Project close-outs. A Data Access Requester is a permanent employee of their institution at a level equivalent to, but not limited to, that of an academic professor (e.g., assistance, associate, or non-tenure or tenure-track professor) or senior researcher; has oversight responsibility for others named on the request who will be granted access to the data; and can be accountable for ensuring that all aspects of data usage align with the terms of the agreement. This cannot be a lab technician or trainee, e.g., post-docs or graduate students.

Data Use Certification (DUC) Agreement: Terms of access that include how the data accessed should be secured and used by the Data Access Requester, those they directly supervise, and any collaborators. The Institutional Requester, through the Institutional Signing Official (SO), and the Data Access Requester, are each signatories to the agreement and agree to adhere to terms of access.

Institutional Requester: The home institution or corporation of the Data Access Requester.

Information Technology (IT) Director: An Approved User who is generally a senior IT official of the Institutional Requester with the necessary expertise and authority to affirm the IT capacities at the Requester. The IT Director is expected to have the authority and capacity to ensure that the NIH Security Best Practices for Users of Controlled-Access Data and the Institutional Requester's IT security requirements and policies are followed by all of the Institutional Requester's Approved Users.

Institutional Signing Official: The label, "Institutional Signing Official" refers to the individual that has institutional authority to legally bind the institution in administrative matters. The individual fulfilling this role may have any number of titles in the institution but is typically located in its Office of Sponsored Research or equivalent.

Principal Investigator (PI): An investigator who is a permanent employee of their institution at a level equivalent to a tenure-track professor or senior scientist with responsibilities that most likely include laboratory administration and oversight. Additionally, the investigator has the authority to ensure that whom they directly supervise adhere to the terms of access in this agreement.

Progress Update: Information included with the annual Data Access Request (DAR) renewal or Close-out providing a summary of research progress and citing any presentations of publications resulting from use and/or analysis of the approved controlled-access data.

Project Close-out: Termination of a research project that used controlled-access data from an NIH controlled-access data repository and confirmation of data destruction when the research is completed and/or discontinued.

Project Renewal: Renewal of a Data Access Requester's access to controlled-access datasets for a previously approved project with options to add or remove datasets, collaborators, or Key Personnel.

Research Use Statement: A summary of research intent submitted by the Data Access Requester that includes information about at least the following: research objectives, study design, and analysis plan.