

# Adams Access Request Form

Currently David Faguy is granting ADAMS access for ORC, and Robert Trotter or Catherine Propper are granting for SHERC. Access to Adams is granted through two offices at present with the possibility of adding a third. These offices include the Office of Regulatory Compliance and SHERC. Researchers working with various types of high risk data will be funneled through the two offices for access to Adams. Please fill out this form and send it to one or more of the people listed above.

The following is a list of current types:

- Access to analyze REDCap data (will include access to Jefferson and Adams )
- Human Subjects Research (ORC)
- HIPAA Data but not human subjects research (ORC/Privacy Officer)
- Other data (ORC/SHERC)
- Access to Analyze Highly Sensitive Data
- Human Subjects Research (ORC)
- HIPAA Data but not human subjects research (ORC/Privacy Officer)
- Other data (ITS Security team for review)
- General Access to utilize ADAMS Software (SHERC)

A researcher/PI will send an email at this point to either David Faguy, Bob Trotter, or Paul Flikkema requesting access to Adams and possibly Jefferson-REDCap as well. If approved, then one of the grantors will put in a Service-now ticket to the ARSA team in ITS for processing. The types of information that ITS will need to be able to set things up on Adams include the following:

Is this a new Project (y/n)?

If an existing Project, what is the name of the R Drive Folder on Adams:

**IRB Number if applicable:**

- If an IRB Number is included the vetting will be performed by ORC/Privacy Officer. An email will be sent to them with all of the information requested in this document.

**Principal Investigator, please use full name:**

• **Name:**

**NAU Login ID:**

**PI Phone number and department:**

**Other Researchers on the study:**

- In the case of an IRB, they must be listed on the IRB. Include name and NAU Login ID:

**Short Name for Study:**

**Long name/Description of the Study:**

**NOTES:**

In the event that a person is being added to a project on Adams, we will need all of the pertinent information for the project in question.

To reiterate, the above information should be sent to the appropriate individual or individuals for granting of access to Adams. That person (ORC or SHERC liaison) will then create a Service-now ticket, including the above information, and will assign the ticket to the ARSA team.

Once the trouble ticket is received, one of the ARSA team members will begin to set up access and the space for the study.