

# Requesting Research Data Access Using DART

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***Tim Trautman***

*Health Research Science Specialist  
& DART Program Manager*



VA Informatics &  
Computing  
Infrastructure



# Request data access with DART

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- DART is the [Data Access Request Tracker](#) online application used by Data Stewards (owners) to approve access to various data sources including CDW/VINCI data
- Collects study information and documentation via a 4-screen “Wizard”
- Determines required documentation based on Wizard entries
- Distributes the request to approving authorities who approve online
- See [DART Research Request Process](#) page
- Also for Preparatory to Research requests

# Poll #1

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(choose all applicable)

- I want to request data for Research
- I want to request data for Preparatory to Research
- I want to learn more about using DART
- I'm just curious about DART

# Typical Required Documents

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- Research Request Memo
  - IRB Approval Letter
  - Research and Development Committee Approval Letter
  - Research Protocol
  - HIPAA Informed Consent/Authorization or Waiver
  - Real SSN Access Request Form (if needed)
  - Any additional data source specific forms
  - Forms can be found on the [VHA Data Portal](http://vaww.vhadatportal.med.va.gov/DataAccess/DARTRequestProcess.aspx)
- <http://vaww.vhadatportal.med.va.gov/DataAccess/DARTRequestProcess.aspx>

# Create your Protocol

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- Introductory paragraph
- Statement of the Problem
- Purpose
- Significance of the Study
- Research Questions and/or Hypotheses and/or Null Hypotheses
- Background
- Methodology
- Procedure and time frame
- Analysis plan
- Scope and limitations
- Use the most up to date Protocol

# Institutional Review Board (IRB) Letter

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- You will need an IRB Letter from each location where an investigator is involved
- It can come from the Central IRB, local VAMC, or University Affiliate
- IRB Letters are not standardized across the VA
- If using VINCI for data storage, add to IRB:
  - [\*VINCI Description for IRBs\*](#)
  - [\*VINCI Information Security Description\*](#)

# Waiver of HIPAA Authorization

Department of Veterans Affairs		IRB Documentation of Waiver of HIPAA Authorization for Research	
VA Facility Name	<input type="text"/>	Station Number	<input type="text"/>
Title of Study <input type="text"/>			
Principal Investigator (Last, First, Middle) <input type="text"/>			
Give a brief description of the Protected Health Information (PHI), including the identifiers, for which use or access has been determined to be necessary by the IRB. Example: name, initials, medical record information, x-rays, etc.			
<input type="text"/>			
<b>FOR IRB USE ONLY BELOW THIS LINE</b>			
<i>NOTE: For an IRB or Privacy Board to approve a waiver of HIPAA authorization for research, it must determine that the following criteria have been met as required by 45 CFR 164.512(i).</i>			
The IRB has determined that (check all that apply):			
<input type="checkbox"/> The use or disclosure of the PHI involves no more than minimum risk to the privacy of individuals, based on, at least, the presence of all the following elements:			
<input type="checkbox"/> An adequate plan to protect the identifiers from improper use and disclosure.			
<input type="checkbox"/> An adequate plan to destroy the identifiers at the earliest opportunity consistent with conduct of research, unless there is a health or research justification for retaining the identifiers or such retention is otherwise required by law.			
<input type="checkbox"/> Adequate written assurances that the PHI will not be reused or disclosed to any other person or entity, except as required by law, for authorized oversight of the research study, or for other research for which the use or disclosure of PHI would be permitted by the HIPAA Privacy Rule.			
<input type="checkbox"/> The research could not practicably be conducted without the waiver or alteration.			
<input type="checkbox"/> The research could not practicably be conducted without access to and use of the PHI.			
<i>Note: If an IRB determines that all criteria are <u>not met</u>, the IRB cannot approve the waiver.</i>			
VA FORM JUL 2011	<b>10-0521</b>	Page 1 of 2	

- HIPAA Waivers are not standardized across the VA
- [VA Form 10-0521](#) is available for use
  - VA Facility Name
  - Title of Study
  - PI Name
  - Brief description of PHI used

# Sample Informed Consent & HIPAA Authorization

VA Department of Veterans Affairs		RESEARCH CONSENT FORM	
SUBJECT NAME		DATE (MM/DD/YYYY)	
TITLE OF STUDY			
PRINCIPLE INVESTIGATOR		VAMC	
<small>DESCRIPTION OF RESEARCH BY INVESTIGATOR 1. Purpose of study and how long it will last; 2. Description of study including procedures to be used; 3. description of procedures that may result in discomfort or inconvenience; 4. Expected risks of study; 5. Expected benefits of study; 6. Other treatment available; 7. Use of research results; 8. Special circumstances.</small>			
SUBJECT'S IDENTIFICATION			
VA FORM 10-1086 MAR 2006		Page 1 of 1	

- Used to inform potential study participants and gain their consent to participate
- Informed Consent forms are not standardized across the VA
- [VA Form 10-1086](#) is available for use
  - Subject Name (leave blank)
  - Title of Study
  - PI Name
  - Description of research by Investigator (8 sections)



# Real SSN Access

**Real SSN Access Request**

This form is required for research requests for real SSN data requested through DART. Complete the information below and submit this form for approval by your IRB Chair and the Associate Chief of Staff for Research. Instructions follow below.

**Section A: Project Information**

Principal Investigator: \_\_\_\_\_ Project's IRB#: \_\_\_\_\_

Project Name: \_\_\_\_\_

IRB Institutional Name or VA Facility Name (Primary site): \_\_\_\_\_

Check the box below that indicates why the project requires real SSN data access. Include the protocol page number where this information is located.

<input type="checkbox"/> Link to primary data collection	p.	<input type="checkbox"/> Use of VA data <u>only</u> available with real SSNs	p.
<input type="checkbox"/> Recruit subjects	p.	<input type="checkbox"/> Link to non VHA data sources	p.
<input type="checkbox"/> Other reason:			p.

I affirm the reasons checked above are consistent with the IRB approved protocol.

Principal Investigator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section B. IRB Chair or Voting Member:**

Real SSN access is clearly reviewed and approved in the IRB Approval Letter (if checked, skip to Section C)

Indicate in the boxes below which of these documents were submitted and approved for this project.

Protocol	<input type="checkbox"/>	Informed Consent	<input type="checkbox"/>
HIPAA Authorization	<input type="checkbox"/>	Waiver of Informed Consent	<input type="checkbox"/>
Waiver of HIPAA Authorization	<input type="checkbox"/>	Exempt: Informed Consent Not Required	<input type="checkbox"/>

I affirm that the documents checked above are consistent with the use of real SSN data and the Human Subjects Sub-committee (IRB) has determined access to real SSN data is justified for this research project.

IRB Chair or Voting Member Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section C. Associate Chief of Staff for Research (ACOS-R)**

I affirm that the Privacy Officer has reviewed the protocol and that legal authority exists for use and disclosure of individually-identifiable information, and that the Information Security Officer has reviewed for security measures to protect SSNs in accordance with this facility's standard operating procedures.


ACOS-R Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: Electronic or handwritten signatures are accepted

VA Information Resource Center for Office of Research & Development  
May 2019

- This form is for justifying use of Real SSN
- You will need a [Real SSN Access Request form](#) signed by your IRB
- More information is available on the [VIReC Real SSN Data Request Process](#) page.

# R&D Committee Approval

<b>Department of Veterans Affairs</b>	<b>Memorandum</b>
Date: September 25, 2018	
From: Research and Development Service Center; ACOS/R&D (151)	
Subj: Final VA Approval	
To: [Redacted]	
<p>1. This research project entitled "Utilization of Customizable, Networked and Adaptive Systems" (2008-2011) has received final approval to be conducted at the VA R&amp;D Health Care System. The IRB conducted the administrative review by the IRB regarding the VA research components of the study and approved both the VA and University research components on 09/25/18 and the Research &amp; Development Committee approved the VA research components of the study on 09/25/18.</p> <p>2. The use of "Contract" Real World Security Features is approved and may be used as described in the IRB approved protocol.</p> <p>3. This will be required to submit a study progress report.</p> <p>4. Any changes to the protocol and any adverse event notifications must have the approval of the IRB. All submissions to the IRB are electronically submitted to the VA Research Office. Failure to comply with the requirement will cause suspension of the study.</p> <p>5. If you have questions, please contact Caroline Murray at 800-368-4888.</p>	
	
cc: Study File	
Automated VA FORM 2105	

- Each VA facility has a local Research and Development Committee
- All IRB Approved Research studies in DART must have and R&D approval letter for each location participating in the study

# Research Request Memo

Memorandum		
Department of <b>Veterans Affairs</b>		
Date:	<input type="text"/>	
From: Principal Investigator	<input type="text" value="Insert Name of Principal Investigator"/>	
Subj: Research Data Request Memo for:	<input type="text" value="Tracking Number - Name of Protocol"/>	
To:	Director, National Data Systems	
The following information is required and all signatures must be obtained before any review of this request can take place:		
Are all participants requesting access a VA employees or WOC employees? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this request for data use for a VA research study (includes pilot studies)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this request for activities preparatory to research? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Select the type(s) of data needed: <input type="checkbox"/> Real SSN <input type="checkbox"/> Scrambled SSN <input type="checkbox"/> PHI but No SSN		
Is access to CAPRI / JLV being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is access to VSSC and/or MCA Web Reports being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will any requested data be transferred outside of the VA? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will the data be stored in the VINCI Environment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Both		
A. Please describe the data you are requesting. The data requested must reflect data discussed in the protocol or HIPAA waiver if applicable and selected in DART.		
B. Provide a high level summary of how the requested data will be used in the research study.		
C. If Real SSN access is requested, please provide a justification.		
D. List the participants names and whether they are VA Employee, Contractor, or Without Compensation (WOC).		
Estimated time the data will be needed for: <input type="text"/>		
<b>Approvals</b>		
As the Principal Investigator, I certify that the data will be transferred, retained, utilized, and destroyed in accordance with VA and VHA policy including the following: VA Handbook 5011.5, Chapter 4 (Alternative Workplace Arrangements); VA Directive and Handbook 6500, Information Security Program; VA Directive and Handbook 6502, Privacy Program; and VHA Directive 1605, VHA Handbook 1200.05, 1605.1, and 1605.2. The data being requested will only be used in accordance with the protocol listed above.		
I acknowledge and affirm that I am the responsible party should there be any data incidents/ breaches involving downloaded data from this request.		
NAME OF PRINCIPAL INVESTIGATOR	DATE SIGNED	<input type="text"/>
NAME AND TITLE OF SUPERVISOR	DATE SIGNED	<input type="text"/>
March 2019		

- [Research Request Memo](#)
- Instructions are in Appendix A of the [DART User Guide](#)
- Initiate your DART request to obtain your DART Tracking Number for the memo's Subject line

# DART Demo - IRB Research Study

HOME > DART Dashboard DART User Guide

To-Do List **6** **Requests 25** Administration Pool Add/Remove Roles

**Requests** Create a New Request

Filter: All Preparatory to Research Research

Showing 1 to 10 of 25 Search:

Table: Requests

Tracking #	Name	Type	Contact	Submitted	Status	Actions
2018-01-001-D	NDS & SQDUG - Submitted - No Approvals	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG <span>0%</span> NDS <span>20%</span>	Actions
2018-01-002-D	NDS & SQDUG - Unsubmitted	Research Data Access	Larimer, Grant (IPA)		NOT SUBMITTED	Actions
2018-01-003-D	NDS & SQDUG - NDS Approved - SQDUG Not Approved	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG <span>0%</span> NDS <span>APPROVED</span>	Actions
2018-01-004-D	NDS & SQDUG - NDS Not Approved - SQDUG Approved	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG <span>APPROVED</span> NDS <span>0%</span>	Actions
2018-01-005-D-A01	NDS & SQDUG - Approved	Research Data Access	Larimer, Grant (IPA)		NOT SUBMITTED	Actions
2018-01-006-D	NDS & SQDUG - NDS Change Requested	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG <span>0%</span> NDS <span>CHANGE REQUESTED</span>	Actions

See a quick movie



# DART Demo - IRB Research Study

**New Request**

Official Study Name \*

Request Type \*

\* Required


I'm not a robot 

Table: Requests


Tracking #	Name	Type	Contact	Submitted	Status	Actions
2018-01-001-D	NDS & SQDUG - Submitted - No Approvals	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG 0% NDS 20%	Actions
2018-01-002-D	NDS & SQDUG - Unsubmitted	Research Data Access	Larimer, Grant (IPA)		NOT SUBMITTED	Actions
2018-01-003-D	NDS & SQDUG - NDS Approved - SQDUG Not Approved	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG 0% NDS APPROVED	Actions
2018-01-004-D	NDS & SQDUG - NDS Not Approved - SQDUG Approved	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG APPROVED NDS 0%	Actions
2018-01-005-D-A01	NDS & SQDUG - Approved	Research Data Access	Larimer, Grant (IPA)		NOT SUBMITTED	Actions
2018-01-006-D	NDS & SQDUG - NDS Change Requested	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG 0% NDS CHANGE REQUESTED	Actions


# DART Demo - IRB Research Study

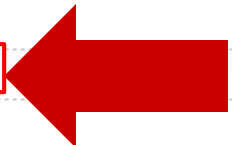
**[WARNING: A/V UNSCANNABLE]DART 2017-03-005-D has been Initiated - Please Read Before Submitting This Request - Do Not Reply**

dart@va.gov

Sent: Wed 3/22/2017 3:24 PM

To:  Simpson, Ronald D.

Message  DART Considerations.pdf (334 KB)



Greetings DART User,

You are receiving this email because you initiated a new Research Data Access Request Tracker (DART) request:

- DART Tracking Number: 2017-03-005-D
- Study/Protocol Name: DART Cyberseminar

It is important that you read the attached PDF document in order for you to understand the process. Please note that only IRB approved research and Preparatory to Research requests should be submitted through DART. Operational access is requested through other processes.

The attached document provides links to helpful resources, considerations to take into account when requesting data access, and what to expect. The [DART User Guide](#) provides complete details about how to use DART. If you need assistance with completing the DART request or have questions, please contact the VINCI Concierge Service at [VINCI@va.gov](mailto:VINCI@va.gov) or [NDS.ResearchAccessRequests@va.gov](mailto:NDS.ResearchAccessRequests@va.gov). Do not reply to this email as it is system generated.

Remember, please take time to read the [DART User Guide](#).

Sincerely,  
*The DART Team*

# DART Demo- IRB Research Study

**VINCI** Data Access Request Tracker (DART) Welcome Trautman, Timothy N.

HOME > DART Dashboard > Requests DART User Guide

Information Participants Data Documents Submit History Communication

2019-11-002-D Creating a DART Request for IRB Research

## **i** Activity Information

REQUEST INFORMATION

Short Name \*

Does your project have an IRB or other Project Number?  Yes  No

IRB or Project Number \*

Does your project have an approval expiration date?  Yes  No


Approval Expiration Date \*

Study Start Date \*

Anticipated Study Close Date \*



# DART Demo- IRB Research Study

 Data Access Request Tracker (DART) Welcome Trautman, Timothy N. ^

Anticipated Study Close Date \*

**Exemptions & Informed Consent \***

1. Has your study been determined to be an exempt human subjects study?  
 Yes  
 No

1a. Does your study require subjects to give informed consent orally or in writing - or a HIPAA authorization in writing?  
 Yes  
 No

1b. Does your study have IRB approval for a full Waiver of Informed Consent?  
 Yes  
 No

**HIPAA Authorization \***

2. Does your study have IRB or Privacy Board approval for a Waiver of HIPAA authorization?  
 Yes  
 No

2a. Is the Waiver of HIPAA authorization only for recruiting or determining subject's eligibility?  
 Yes  
 No

2b. Is the Waiver of HIPAA authorization for the entire study?  
 Yes  
 No

\* Required

← Previous Validate Save Draft Next →



# DART Demo- IRB Research Study

Data Access Request Tracker (DART)
Welcome Trautman, Timothy N.

Anticipated Study Close Date \*

**Exemptions & Informed Consent \***

1. Has your study been determined to be an exempt human subjects study?  Yes  No

1a. Does your study require subjects to give informed consent orally or in writing - or a HIPAA authorization in writing?  Yes  No

1b. Does your study have IRB approval for a full Waiver of Informed Consent?  Yes  No

**HIPAA Authorization \***

2. Does your study have IRB or Privacy Board approval for a Waiver of HIPAA authorization?  Yes  No


2a. Is the Waiver of HIPAA authorization only for recruiting or determining subject's eligibility?  Yes  No

2b. Is the Waiver of HIPAA authorization for the entire study?  Yes  No

1. Has your study been determined to be an exempt human subjects study?	<b>Yes</b>	<b>No</b>	<b>No</b>
1a. Does your study require subjects to give informed consent orally or in writing - or a HIPAA authorization in writing?	N/A	<b>Yes - Need Sample Informed Consent and HIPAA Authorization.</b>	<b>No</b>
1b. Does your study have IRB approval for a full Waiver of Informed Consent?	N/A	<b>No or Yes</b>	<b>No or Yes</b>
2. Does your study have IRB or Privacy Board approval for a Waiver of HIPAA authorization?	<b>Yes - Need Waiver of HIPAA-Compliant Authorization.</b>	<b>Yes - Need Waiver of HIPAA-Compliant Authorization.</b>	<b>No - Need Sample Informed Consent and HIPAA Authorization.</b>
2a. Is the Waiver of HIPAA authorization only for recruiting or determining subject's eligibility?	<b>Yes - Need Sample Informed Consent and HIPAA Authorization.</b>	<b>No</b>	N/A
2b. Is the Waiver of HIPAA authorization for the entire study?	<b>No</b>	<b>Yes</b>	N/A

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# DART Demo- IRB Research Study

 **Data Access Request Tracker (DART)** Welcome *Trautman, Timothy N.*

[HOME](#) > [DART Dashboard](#) > [Requests](#) [DART User Guide](#)


Information Participants Data Documents Submit

History Communication


2020-06-027-D DART Demo

## Participants

PARTICIPANTS & LOCATIONS

Name	AD Alias	Location	Notifications	Data Access	CAPRI/JLV Application Account	Delete
Trautman, Timothy N. (UofU)	VHAISLTRAUTT	(660) Salt Lake City HCS (Salt Lake City UT)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Important!** Please select a Primary Location and a Principal Investigator for each location. ✕

Primary	Location	Principal Investigator
★	(660) Salt Lake City HCS (Salt Lake City UT)	 Trautman, Timothy N. (UofU)

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# DART Demo - IRB Research Study

**VINCI** Data Access Request Tracker (DART) Welcome Trautman, Timothy N.

HOME > DART Dashboard > Requests DART User Guide

Information Participants **Data** Documents Submit History Communication

2020-05-008-D Required documents test

## Data Sources

Data Storage Location \*

- VINCI
- Other Server Location

Name of facility \*

Address \*

Building

Room #

Will data be transferred external to the VHA? \*



# DART Demo - IRB Research Study

Will data be transferred external to the VHA? \*

*Currently CDW cannot approve a research request that would include disclosing the CDW data (identifiable or de-identified) outside of VHA without a signed research consent and HIPAA authorization from the individual because of the risk of re-identification. The data may be used (internally or within VHA) for the approved protocol. If "finder" files are to be sent out to Federal or state agencies for the purpose of the Federal or state agency disclosing information on the individual back to VA per SOR 34VA12, a DUA between the PI and the external agency must be submitted with the DART application.*

- No  
 Yes (DUA is required)

Name of  
Company/Agency\*

Street \*

City \*

State \*

Zip Code \*

Data Access Systems

- SAS Grid

IDENTIFIERS ([More about identifiers](#))

- Real SSN  
 Scrambled SSN  
 Identifiable data but no real or scrambled SSNs

# DART Demo - IRB Research Study

## REQUESTED DATA SOURCES

- ADUSH Enrollment Files
- Bereaved Family Survey
- CAPRI & Joint Legacy Viewer (JLV) - Individuals needing system access are selected on the Participants page and require Real SSN approval
- Care Assessment Need Score (CAN Score) - Scrambled SSN approval required
- Clinical Assessment Reporting and Tracking (CART) CV
- Corporate Data Warehouse (CDW)
  - Production Domains
  - Raw Domains
  - Text Integration Utility (TIU) Text Notes - Real SSN approval required
- COVID-19: Shared Data Resource
- DoD-VA Infrastructure for Clinical Intelligence (DAVINCI)
- Geriatrics and Extended Care (GEC)
  - RAI/MDS
- Health Economics Resource Center (HERC) Cost Data - Includes Average Cost Data, V21 and Nosos Risk Scores, and Discharge Data Sets with Subtotals
- Homeless Veterans Registry (Disclaimer)
- Lung Cancer Screening Demonstration Project (LCSDP) Cohort
- Managerial Cost Accounting (MCA)
  - National Data Extracts (NDEs)
  - Web Reports - Real SSN approval required
- Medical SAS Files & VETSNET File - CDW SQL tables

# DART Demo - IRB Research Study

- Million Veteran Program (MVP) - Available only to MVP approved studies
- Million Veteran Program (MVP) plus Vital Status Files - Available only to MVP approved studies

## OMOP Common Data Model

- VA Corporate Data Warehouse
- DAVINCI DoD-VA
- Patient Aligned Care Team Implementation Index (PACT Pi2)
- PSSG Geocoded Enrollee Files
- SAS Fee (Disclaimer)
- Traumatic Brain Injury Screening and Evaluation Data

## VA Surgical Quality Improvement Program (VASQIP) - Real SSN or Scrambled SSN only

- Cardiac variables
- Non-cardiac variables

## VINCI Natural Language Processing (NLP) Output

- Ejection Fraction
- Vital Status File (VSF) - CDW SQL tables which includes BIRLS date of birth, date of death, and gender
- VSSC Self-Service Web-Based Products

\* Required

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# DART Demo - IRB Research Study

The screenshot shows the DART web application interface. At the top, there is a blue header with the VINCI logo and the text "Data Access Request Tracker (DART)". To the right of the header, it says "Welcome Trautman, Timothy N.". Below the header, there is a breadcrumb trail: "HOME > DART Dashboard > Requests". A "DART User Guide" button is located in the top right corner. The main content area has a navigation bar with tabs: "Information", "Participants", "Data", "Documents" (which is highlighted in blue), and "Submit". To the right of the navigation bar are icons for "History" and "Communication". Below the navigation bar, there is a sub-header "2018-06-002-D Creating a DART Request for IRB Research". The main section is titled "Documents" and contains a "NOTICE" paragraph. Below the notice is a "Required Documents" section with a sub-header "REQUIRED DOCUMENTS". Under this sub-header, there is a list of required documents for the site "(660) Salt Lake City HCS (Salt Lake City UT) ( Primary Site )". Each document entry includes the document name, a description of where it is required, and an "Upload" button.

**Documents**

**NOTICE:** Always check the Data Steward's web site ([DART Process and Forms](#)) for the latest version of forms. Outdated forms will not be accepted. If a required document is actually several documents, such as an IRB and a Continuing IRB, combine them into one document before uploading. When you are required to replace documents after submission, it is easier for the reviewer if you replace all the documents that are changing at one time.

Required Documents

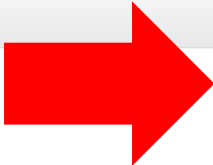
REQUIRED DOCUMENTS

➤ (660) Salt Lake City HCS (Salt Lake City UT) ( Primary Site )

Research Request Memo Required for CAPRI/VistAWeb, CDW Production Domains	Upload
Research Study Institutional Review Board (IRB) Approval Letter Required for CAPRI/VistAWeb, CDW Production Domains	Upload
Sample Informed Consent and HIPAA Authorization Required for CAPRI/VistAWeb, CDW Production Domains	Upload
Research and Development (RD) Committee Approval Letter Required for CAPRI/VistAWeb, CDW Production Domains	Upload

# DART Demo - IRB Research Study

<b>➤ (640) Palo Alto HCS (Palo Alto CA)</b>	
Research Study Institutional Review Board (IRB) Approval Letter Required for CDW Production Domains, Vital Status	<a href="#">Upload</a>
Research and Development (RD) Committee Approval Letter Required for CDW Production Domains, Vital Status	<a href="#">Upload</a>
IRB Approval of Waiver of HIPAA-Compliant Authorization Required for CDW Production Domains, Vital Status	<a href="#">Upload</a>
<b>➤ Simpson, Ronald D. ( Principal Investigator )</b>	
Vital Status Rules of Behavior Required for Vital Status	<a href="#">Upload</a>
<b>➤ Scehnet, Jeffrey ( Principal Investigator )</b>	
Vital Status Rules of Behavior Required for Vital Status	<a href="#">Upload</a>





# DART Demo - IRB Research Study

➤ (660) Salt Lake City HCS (Salt Lake City UT) ( Primary Site )	
Research Request Memo Required for CDW Production Domains, Vital Status	2017-03-005-D Research Request Memo-(660) Salt Lake City HCS (Salt Lake City UT).docx ( <a href="#">View</a> ) Upload ✓1 Uploaded 03/22/17 06:54PM by Simpson, Ronald D.
Research Study Institutional Review Board (IRB) Approval Letter Required for CDW Production Domains, Vital Status	2017-03-005-D IRB Letter-(660) Salt Lake City HCS (Salt Lake City UT).pdf ( <a href="#">View</a> ) Upload ✓1 Uploaded 03/22/17 06:54PM by Simpson, Ronald D.
Sample Informed Consent and HIPAA Authorization Required for CDW Production Domains, Vital Status	2017-03-005-D Informed Consent - HIPAA-(660) Salt Lake City HCS (Salt Lake City UT).docx ( <a href="#">View</a> ) Upload ✓1 Uploaded 03/22/17 06:54PM by Simpson, Ronald D.
Research and Development (RD) Committee Approval Letter Required for CDW Production Domains, Vital Status	2017-03-005-D RD Letter-(660) Salt Lake City HCS (Salt Lake City UT).docx ( <a href="#">View</a> ) Upload ✓1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.
IRB Approval of Waiver of HIPAA-Compliant Authorization Required for CDW Production Domains, Vital Status	2017-03-005-D Waiver of HIPAA Auth-(660) Salt Lake City HCS (Salt Lake City UT).pdf ( <a href="#">View</a> ) Upload ✓1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.
Research Protocol Required for CDW Production Domains, Vital Status	2017-03-005-D Research Protocol-(660) Salt Lake City HCS (Salt Lake City UT).docx ( <a href="#">View</a> ) Upload ✓1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.
CDW-Domain Checklist Required for CDW Production Domains	2017-03-005-D CDW-Domain Checklist-(660) Salt Lake City HCS (Salt Lake City UT).docx ( <a href="#">View</a> ) Upload ✓1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.
Real SSN Access Request Required for CDW Production Domains, Vital Status	2017-03-005-D Real SSN Access Request-(660) Salt Lake City HCS (Salt Lake City UT).docx ( <a href="#">View</a> ) Upload ✓1 Uploaded 03/22/17 06:55PM by Simpson, Ronald D.

# DART Demo - IRB Research Study

VINCI Data Access Request Tracker (DART) Welcome Trautman, Timothy N.

HOME > DART Dashboard > Requests [DART User Guide](#)

Information Participants Data Documents **Submit** History Communication

2018-06-002-D Creating a DART Request for IRB Research

✓ Submit

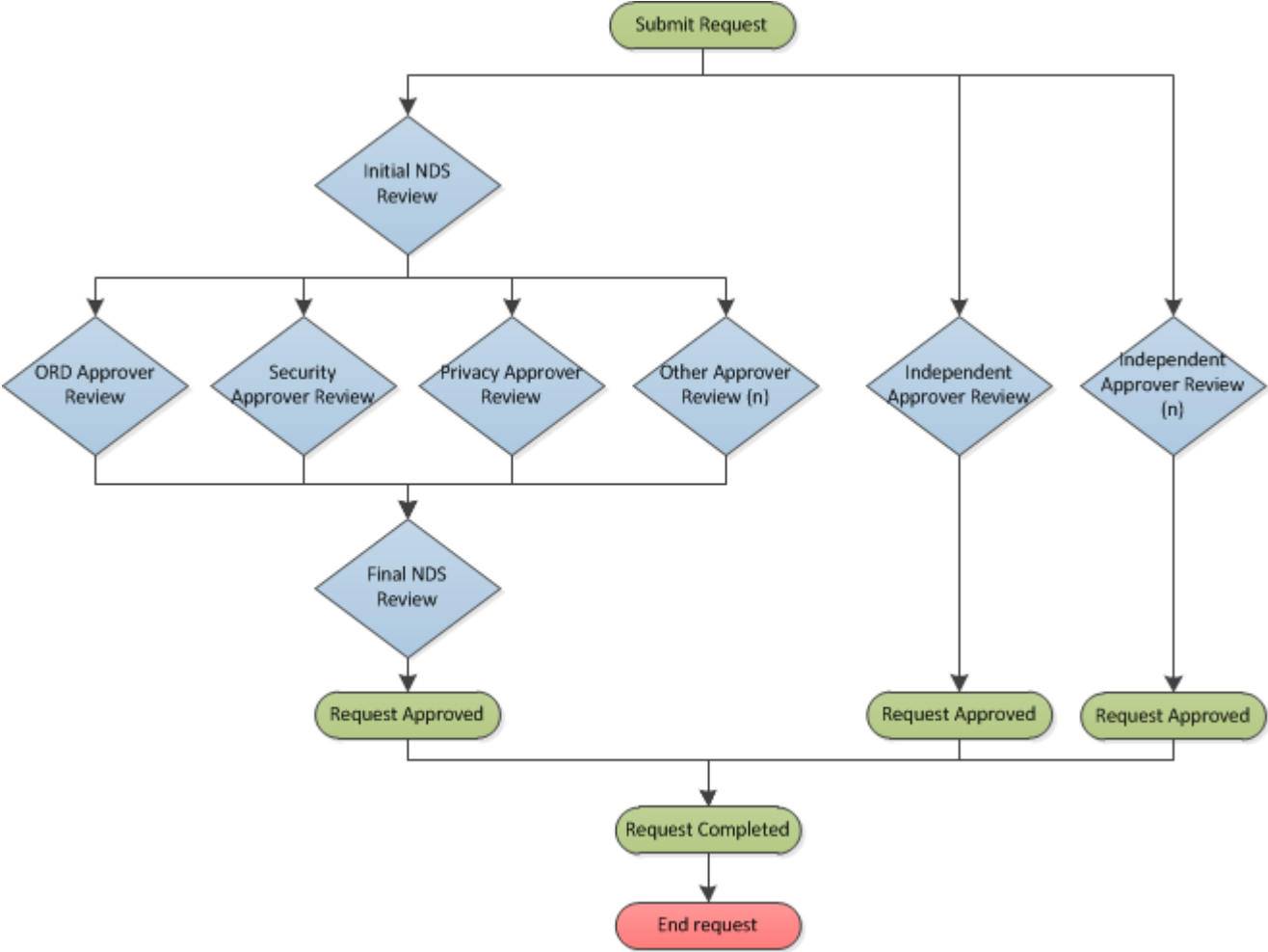
SUBMIT REQUEST

Request form complete! You may now submit your request.

**Submit Request**

← Previous Next →

# DART Processing - Avg. 14 Days



See a quick movie



# Poll #2

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Do you know that DART can be used to request the COVID-19 Shared Data Resource for Research and Preparatory to Research?

- Yes
- No

[COVID-19 Shared Data Resource SharePoint site](#)

# Tips and Tricks

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- When do I need to update the Research Request Memo?
  - When changing Participants, adding Data Sources, or adding a Data Storage Location.
  - Be VERY specific in the amendment narrative of exactly what is being changed.
- Are Digital Signatures required?
  - No, but are generally more convenient.
- What is a Change Request and how do I see it?
  - You will receive an email notice from DART.
  - Request appears in your To-Do list.

# Tips and Tricks

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- I changed my last name. How do I update it in DART?
  - In an amendment, have another Participant remove your old identity and add back your new identity.
- I moved stations. How do I update this in DART?
  - In an amendment, have another Participant remove your old identity and add back your new identity.
- How long do amendments take for approval?
  - Average of 6 days.
- Do not reply to emails from DART, reply to the reviewer in your DART request using Communications function.

# DART Amendment

HOME DART Dashboard

To-Do List 6 Requests 27 Administration Tool Add/Remove Roles

Requests Create a New Request

Filter All Preparatory to Research Research

Showing 1 to 10 of 27 Search:

Table: Requests

Tracking #	Name	Type	Contact	Submitted	Status	Actions
2018-06-006-D	Request for PTR	Preparatory to Research Access	Trautman, Timothy N.	06/21/2018	NDS APPROVED	Actions
2018-06-002-D	Request for IRB Research	Research Data Access	Trautman, Timothy N.	06/18/2018	NDS AP	Actions
2018-03-013-D-A02	PPT - Test 2	Preparatory to Research Access	Trautman, Timothy N.	03/19/2018	NDS APPROVED	Actions
2018-03-011-D-A02	PPT - Test	Preparatory to Research Access	Prahalad, Ramarao (Longview)	03/19/2018	NDS APPROVED	Actions
2018-03-010-D-A01	testing	Preparatory to Research Access	Trautman, Timothy N.	03/16/2018	NDS APPROVED	Actions
2018-01-022-D-A01	SQDUG Only Amendment - Approved	Research Data Access	Larimer, Grant (JPA)	01/24/2018	SQDUG APPROVED	Actions

# DART Amendment

HOME DART Dashboard

To-Do List **6** Requests **27** Administration Tool Add/Remove Roles

Requests [Create a New Request](#)

Filter

Showing 1 to 10 of 27 Search:

Table: Requests

Tracking #	Name	Type	Contact	Submitted	Status	Actions
2018-06-006-D	Request for PTR	Preparatory to Research Access	Trautman, Timothy N.	06/21/2018	NDS <span>APPROVED</span>	<a href="#">Actions</a>
2018-06-002-D	Request for IRB Research	Research Data Access	Trautman, Timothy N.	06/18/2018	NDS <span>APPROVED</span>	<a href="#">Actions</a>
2018-03-013-D-A02	PPT - Test 2	Preparatory to Research Access	Trautman, Timothy N.	03/19/2018	NDS <span>APPROVED</span>	<a href="#">View</a> <a href="#">Amend</a>
2018-03-011-D-A02	PPT - Test	Preparatory to Research Access	Prahalad, Ramarao (Longview)	03/19/2018	NDS <span>APPROVED</span>	<a href="#">Actions</a>
2018-03-010-D-A01	testing	Preparatory to Research Access	Trautman, Timothy N.	03/16/2018	NDS <span>APPROVED</span>	<a href="#">Actions</a>
2018-01-022-D-A01	SQDUG Only Amendment - Approved	Research Data Access	Larimer, Grant (IPA)	01/24/2018	SQDUG <span>APPROVED</span>	<a href="#">Actions</a>



# DART Amendment

**Amend Request**

REQUEST INFORMATION

Official Study Name: Creating a DART Request for IRB Research

Request Type: Research Data Access

Buttons: Cancel, Amend Request

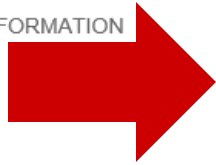
Background Table: Requests

Tracking #	Name	Request Type	Date	Status	Actions
2019-08-902-D	MVP&#43;VSF Test#1	Research Data Access	08/08/2019	MVP APPROVED	Actions
2019-08-906-D	MVP VSF Test #1	Research Data Access	08/08/2019	MVP APPROVED	Actions
2019-08-907-D-A01	MVP VSF Test#2	Research Data Access	08/08/2019	NDS NOT SUBMITTED	Actions
2019-08-911-D-A02	MVP VSF Test#2.4	Research Data Access	08/08/2019	NDS NOT SUBMITTED	Actions
2019-08-912-D-A01	MVP&#43;VSF Test#3	Research Data Access	08/20/2019	MVP APPROVED NDS APPROVED	Actions
2019-08-913-D	MVP&#43;VSF Test#4	Preparatory to Research Access	08/20/2019	NDS NOT SUBMITTED	Actions
2019-08-916-D	PTSD in Veterans	Research Data Access	08/20/2019	NDS APPROVED	Actions
2019-08-917-D	Defect 7 test of step 3-12	Research Data Access	08/20/2019	MVP 9% NDS 9%	Actions
2019-08-920-D	Creating a DART Request for IRB Research	Research Data Access	08/23/2019	NDS APPROVED	Actions

# DART Amendment

## Activity Information

### REQUEST INFORMATION



Narrative Text \* Adding CDW Production domain

Short Name \* DART Demo

Does your project have an IRB or other Project Number?  Yes  No

Does your project have an approval expiration date?  Yes  No

Study Start Date \*  06/11/2020

Anticipated Study Close Date \*  06/10/2023

#### Exemptions & Informed Consent \*

1. Has your study been determined to be an exempt human subjects study?  Yes  No

#### HIPAA Authorization \*

2. Does your study have IRB or Privacy Board approval for a Waiver of HIPAA authorization?  Yes  No

# DART Resources

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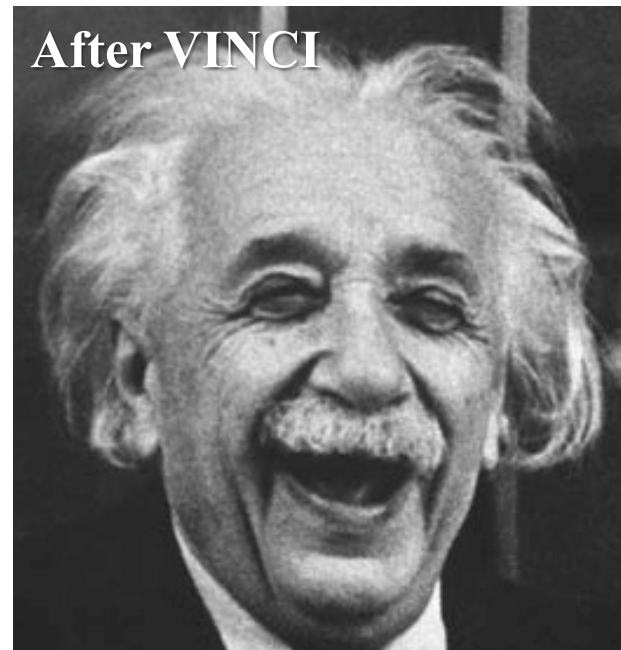
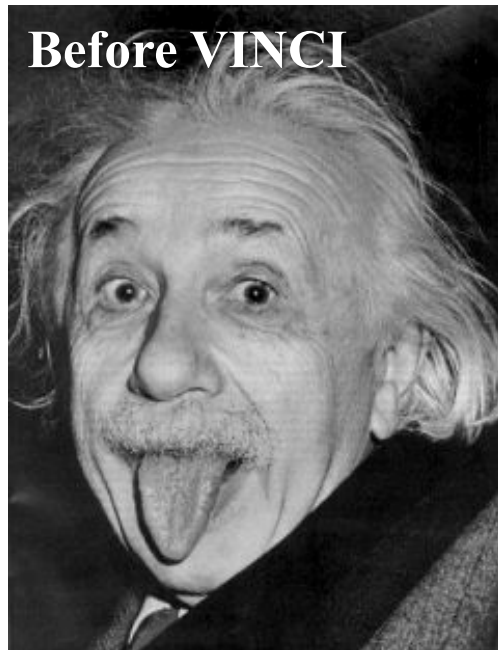
- DART videos on [VINCI Tube](#)
- DART Considerations in [VINCIpedia](#)
- DART pages in [VHA Data Portal](#)

# Questions?

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[VINCI@va.gov](mailto:VINCI@va.gov)

*A VINCI Concierge can assist at any time by contacting [VINCI@va.gov](mailto:VINCI@va.gov) with your request*



**Stay safe and healthy everybody!**