**University of Idaho**

**Institutional Review Board**

**Data Transfer and Use Agreement Instructions**

A Data Transfer and Use Agreement (DUA) is used when data is being exchanged between two or more parties. Examples include:

* + Two or more researchers collaborating and sharing data
  + One researcher providing data to another researcher
  + A researcher obtaining data from a data bank

The University of Idaho uses templates from the Federal Demonstration Partnership. These templates are available [here.](https://thefdp.org/default/committees/research-compliance/data-stewardship/)

**Instructions:**

1. Determine if you will be sharing data (1) only one-way, (2) reciprocally, or (3) in a multi-party collaboration. Choose the matching template with Attachments 1 and 3 and download it.

2. Determine what type of data you will be sharing (1) de-identified, (2) HIPAA data with direct identifiers removed (limited data set) (3) identifiable (4) identifiable HIPAA data (5) identifiable FERPA data (6) other restricted data. Choose the matching DTUA Attachment 2.

3. Submit the completed draft forms to [irb@uidaho.edu](mailto:irb@uidaho.edu). If you already have an approved IRB protocol, include the protocol number your email.

4. The IRB Coordinator will review the draft and compare it to the approved protocol. If approved, the IRB Coordinator will return it to you with instructions to submit a ticket for it to be signed by the Office of Technology Transfer. See ticket requests [here.](https://www.uidaho.edu/research/ott/faculty-researchers/industry-partnership) Please note that these agreements can only be signed by the Office of Technology Transfer’s Authorized Signatory. Primary Investigators may not sign these on behalf of the University.

5. Once the DUA is fully executed, you may begin the data transfer.