

SPARCS Data Requester Checklist

Use this checklist to make sure that you are submitting all the documents required when requesting Statewide Planning and Research Cooperative System (SPARCS) data. This checklist should be used in addition to completing *DOH-5132: SPARCS Data Request Form for Limited or Identifiable Data Files*. This has been created as a resource, it does not need to be submitted with your request.

For Limited Data File Requests

(Check as you complete)

- SPARCS Data Request Application (DOH-5132)**
- Project Director Curriculum Vitae/Resume**
- Project Summary (Word Document)**
- Individual Data Use Agreement(s)**
- Organizational Data Use Agreement(s)**
- Security Guidelines**

For Identifiable Data File Requests

(Check as you complete)

- SPARCS Data Request Application (DOH-5132)**
- Project Director Curriculum Vitae/Resume**
- Project Summary (Word Document)**
- IRB Protocol**
- IRB Determination Letter** (if applicable, Patient Consent Instrument)
- Data Linkage Approval Letter(s)** (required for Vital Records, Cardiac Registry, Sepsis Clinical, or Personal Cohort)
- Individual Data Use Agreement(s)**
- Organizational Data Use Agreement(s)**
- Security Guidelines**