

## RIF Request Checklist: Federal Agency Requesters

For requester/researcher use only. Does not need to be submitted to ResDAC.

ResDAC has created an **optional** checklist to help you organize and track your documents for a new Research Identifiable File (RIF) request. Using this resource will ensure that your packet is complete when you submit it.

Required forms	Notes to discuss with ResDAC:
Attachment A: RIF Application	
RIF Data Use Agreement (DUA)	
Key Personnel Supplement	
RIF Specifications Worksheet*	
IRB documentation (Common Rule and HIPAA waiver)	
*Not required for reuse only requests	
Other forms depending on your project (check all that apply)	
Requesting physical data?	
Approved DMP SAQ Summary sheet	
Collaborators external to your organization?	
Collaborating Organization Supplement	
Requesting the Part D Event file?	
Variable Justification Worksheet (tab in Specifications Worksheet)	