

Instructions for completing the Research Identifiable File (RIF) DUA Signature Addendum

This document: All Research Identifiable File (RIF) requests must include a completed Signature Addendum if adding a data user to the data use agreement.

Note: Data Custodians on a RIF DUA must contact the [Data Privacy Security Program \(DPSP\)](#) to change the custodian through the [Data Management Plan Self-Attestation Questionnaire \(DMP SAQ\)](#) process.

General Instructions

1. Answer every item in the document.
2. Do not alter the layout or content of the document.
3. Submit to ResDAC an unsigned, editable draft in PDF format.

Specific Instructions

A

Enter the DUA number if completing this form for an amendment request. If submitting a new request, leave blank.


B

Enter the exact Study Title listed on the DUA if completing this form for an amendment request. If submitting a new request, enter the exact Study Title listed on the Attachment A: RIF Application.

C

Select the user role from the drop-down menu.

(Instructions continue on page 2)


OMB No. 0938-0734. Exp. 12/31/2027

Research Identifiable File (RIF) DATA USE AGREEMENT (DUA) SIGNATURE ADDENDUM FOR DATA ACQUIRED FROM THE CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS)

Complete this form if you are adding one of the following users to the data use agreement:

- **Data Recipient:** An individual under the oversight of the Data Custodian that will receive physical shipment or virtual download of CMS data.
- **VRDC Seat Holder:** An individual that will have direct access to CMS data through the Chronic Conditions Warehouse (CCW) Virtual Research Data Center (VRDC).

Important Notes:

- All form fields are required.
- CMS does not require this form for updates to existing contact information (e.g., e-mail address, phone numbers), but only to add an individual who is not already on the DUA.
- CMS does not accept mailbox rental services (P.O. Box, UPS Store, etc.) for an address.
- CMS does not accept foreign addresses outside of the United States and its territories.
- CMS does not accept personal e-mail addresses (@yahoo, @gmail, @outlook, etc.). Your e-mail must be associated with your employer, organization, or university.
- All CMS data must physically remain within the boundaries of the United States and its territories.

DUA Number: **A** _____ Name of Study/Project: **B** _____

User Role: **C** _____

Data System (for direct access users only): **D** _____ If Other, please enter: **E** _____

Name: **F** _____ Phone: **G** _____ Ext.: _____

Organization: **H** _____

Street Address: **I** _____

City: **J** _____ State: _____ Zip: _____

Email: _____

By signing this form, you are attesting to the terms and conditions defined in the original Data Use Agreement (DUA) documentation.

Signature: **K** _____

D

Select the data system you are accessing from the drop-down menu. If accessing data through the VRDC, select 'CCW'.

Note: This does not apply to DUAs with physical receipt of data files.

E

If accessing a different data system other than the options provided, enter here.

F

Enter the legal first and last name of the user.

G

Enter the user's phone number.

H

Enter the exact legal name of the user's organization.

I

Enter the physical address for the user. CMS does not accept a P.O. box or foreign address.

J

Enter the user's email address associated with an employer, organization, or university. CMS will not accept personal email addresses (e.g., gmail.com or hotmail.com).

K

When directed by ResDAC, the user signs the form here. CMS prefers digital signatures.



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