

RIF Request Checklist: **State 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

- [Attachment A: RIF Application](#)
- [RIF Data Use Agreement \(DUA\)](#)
- [Key Personnel Supplement](#)
- [State Agency Supplement](#)
- [State Specifications Worksheet*](#)
- [IRB documentation \(Common Rule and HIPAA waiver\)](#)

*Not required for reuse only requests

Notes to discuss with ResDAC:

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 \(tab in Specifications Worksheet\)](#)