Download and complete a data security plan following the Data Security Plan Template.

Log in to the eIRB+ system and open your study page. Click on **Update RSS**.

Within the **Update RSS Data** page, click on **Upload**.

Update RSS Data

If you have received instructions from Feinberg to update specific RSS fields now, you can do so below. Otherwise you should confirm all of your RSS information is correct each time you submit a Modification.

RSS: Operational Data

* 4. Does your research include the use of students, residents and fellows at the Feinberg School of Medicine as participants? If so, please be aware that you must seek prior approval. For additional guidance please see this document. Please contact Dr. Diane Wayne at dwayne@northwestern.edu for more information.

○ Yes ● No Clear

RSS: Data Security

For questions about the 'Data Security' section of the form, please contact FSMIT-policy@northwestern.edu. Be sure to include 'RSS Data Security Form Help' in the subject line of your email.

* Attest that all sections of the Data Security Plan are complete, using the following Data Security Plan template:
☐

Data Security Plan template:
http://www.feinberg.northwestern.edu/it/policies/information-security/data-security-plans.html

* Upload the Data Security Plan for this study:

[None] ⬆ Upload

Technology Resources
Please address all questions and requests for IT resources required (e.g., storage and storage estimates, backup storage, archiving storage, granting access to date) of the Data Security Plan to FSMHELP@northwestern.edu.

Data Security Plans
 Please address all questions, request for clarification and all other forms of assistance regarding Data Security Plans to FSMIT-policy@northwestern.edu.

Example Data Security Plans
http://www.feinberg.northwestern.edu/it/policies/information-security/data-security-plans.html

OK   Cancel

In the pop up window, **enter a Title** for the Data Security Plan and **Choose file** to upload.

Click **OK.**

Click **OK** again.