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 the highlighted RSS link below the study title and primary contact information.

Within the RSS system Click Edit RSS on the left side navigation.
On the **Operational Data** page scroll down to question 13 and confirm that **Yes** has been selected, if the PI holds an appointment within FSM.

13. Feinberg School of Medicine faculty collecting health information on research participants are required to complete section of the RSS and submit a documented Data Security Plan. The Plan will help guard against accidental disclosure which could harm not only study participants but the also the University’s research efforts. The Plan will also held with university, state and federal regulations. Data Security Plan documents (Policy, template, examples) are available at http://www.feinberg.northwestern.edu/it/standards-policies/information-security/index.html

* Is the PI a Feinberg School of Medicine faculty member collecting health information on research participants?
  - [ ] Yes
  - [ ] No
  - Clear

Click **Continue** at the top right of the **Operational Data** page after you complete any necessary questions.

Click **Continue** at the top right of the **NMHC page** after you complete any necessary questions.

Then you will arrive at the **Data Security** page.

**Data Security**

For questions about this form, please contact the NMH Information Sec
Complete all questions and scroll down to **Question 8c**.

To upload your Data Security Plan click “Add”.

**8. Data Security Plan**

a. * Are you using Central IT FSM and/or NUCATS IT Resources?
   - Yes
   - No
   - Clear

b. * Are you using Departmental and/or External Resources?
   - Yes
   - No
   - Clear

---

**Upload the Data Security Plan for this study:**

([None] Add)

---

After uploading your Data Security Plan click **Finish** in the bottom right corner of the page.

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To return to the eIRB+ study page, click on the highlighted **IRB Submission Link**.
To upload a revised Data Security Plan, select **Upload Revision** in question 8c.

8. Data Security Plan

   a. * Are you using Central IT FSM and/or NUCATS IT Resources?
      
      ○ Yes  ○ No  Clear

   b. * Are you using Departmental and/or External Resources?
      
      ○ Yes  ○ No  Clear

   c. * Upload the Data Security Plan for this study:
      
      Data_Security_Plans_Template_V1_3.docx(0.01)  Upload Revision  Delete