

# How to upload a Data Security Plan

FSM IT Information Security, updated 8/4/2022

**Step 1:** Login to eIRB+ and open your study page. Click **Edit Study** to view the IRB application.

**My Current Actions**

- Edit Study
- Printer Version
- View Differences
- Submit
- Assign Primary Contact
- Manage Ancillary Reviews
- Add Comment
- Copy Submission
- Discard
- Notify PI to Submit
- Manage Submission Rights
- View RSS

**Process Flow:** Pre-Submission → Pre-Review → IRB Review → Post-Review → Review Complete. Clarification Requested and Modifications Required are feedback loops between stages.

History	Funding	Project Contacts	Documents	Reviews	Study Team Training	Snapshots	COI
Filter	Activity	Enter text to search for	Go	+ Add Filter	✕ Clear All		
Activity	Author						
Study Created							

**Step 2:** If the PI has a Feinberg appointment or NMHC is a study site, the Research Supplemental Submission (RSS) and Final Page and optionally RSS page will appear.

**Sites**

1. Please specify study site(s):

- Northwestern University (NU) – Evanston
- Northwestern University (NU) – Chicago
- Northwestern University (NU) – Qatar
- Ann & Robert H. Lurie Children's Hospital of Chicago (Lurie Childrens)
- Clinical Research Unit (CRU)
- Northwestern Memorial HealthCare (NMHC) and/or its affiliates (NMH, NMG, NLF)
- Shirley Ryan AbilityLab (SRALab)
- Robert H. Lurie Comprehensive Cancer Center and/or its affiliates

**Final Page and optionally RSS**

Certain studies require additional information via the Research Supplemental Submission (RSS). RSS information is needed on a study (or modification) if the PI is affiliated with Feinberg School of Medicine OR NMHC (or one of its affiliates) is a study site, visible to the IRB or IRB Reviewers.

The RSS is REQUIRED for this submission. If you do not see the RSS questions below, the study's primary contact should execute the 'Manage Study Access' activity on the study to add you to the guest list. (If this is a modification, they should do so on the

**RSS: Northwestern Memorial HealthCare (NMHC)**  
For help with this form please contact Delores Purnell Crump at [dpurnell@nm.org](mailto:dpurnell@nm.org), or call (312) 926-1719. Be sure to include 'RSS NMHC Data Form Help' in the subject line of your email.

\* 1. Northwestern Memorial HealthCare (NMHC) Site(s):

- Northwestern Memorial Hospital (NMH)
- Northwestern Medical Group (NMG)
- Northwestern Lake Forest Hospital (NLFH)
- Other NMHC Affiliate

**Step 3:** Scroll to the bottom of the Final Page to the **RSS: Data Security:**

- Indicate your answer
- Click the Data Security Plan to access the survey in REDCap
- Once completed, a PDF copy will be sent to the email you specified in the survey

**RSS: Data Security**

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

\* 1. Attest that all sections of the Data Security Plan are complete, using the following Data Security Plan template. If not, attach a document explaining why this project is not Human Subjects Research, or otherwise not applicable:

Yes  No [Clear](#)

[Click here for the Data Security form.](#)

**Step 4:** Upload the PDF copy under Question 2 of the **RSS: Data Security.**

\* 2. Upload the Data Security Plan (or Not Human Subjects Research justification) for this study. Please do NOT attach the protocol. If you do not yet have a Data Security Plan, use the template linked above to develop one for this project.

(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 data) of the Data Security Plan to [FSMHHELP@northwestern.edu](mailto:FSMHHELP@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](mailto:FSMIT-policy@northwestern.edu).

Click **Finish** to exit the form.

1. **Important!** To send the submission for review, click **Submit** on the next page.

**Step 5:** Click **Finish** to exit the form.

Click **Finish** to exit the form.

1. **Important!** To send the submission for review, click **Submit** on the next page.

[← Back](#) [Save](#) [Exit](#) [Hide/Show Errors](#) [Print](#) [Jump To](#) [Finish](#)

## Questions?

Please contact [fsmit-policy@northwestern.edu](mailto:fsmit-policy@northwestern.edu) for additional support, including **modifying your DSP if it needs to be updated.**