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 find question 2 and confirm that **Yes** has been selected, if the PI holds an appointment within FSM.

2. Feinberg School of Medicine faculty conducting human subjects research are required to complete RSS and submit a documented Data Security Plan. The Plan will help guard against accidental disclosures that could harm not only study participants but also the University’s research efforts. The Plan will align with university, state, and federal regulations. Data Security Plan documents (policy, template, example)

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

*Is the PI a Feinberg School of Medicine faculty member conducting human subjects research?*

☐ 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.
How to Upload and Submit a Data Security Plan

Feinberg School of Medicine – Information Security

How to Upload and Submit a Data Security Plan

Feinberg School of Medicine – Information Security

Data Security

For questions about this form, please contact the NMH Information Security

Complete all questions and scroll down to Question 5.

To upload your Data Security Plan click “Add”.

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

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 5.

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