

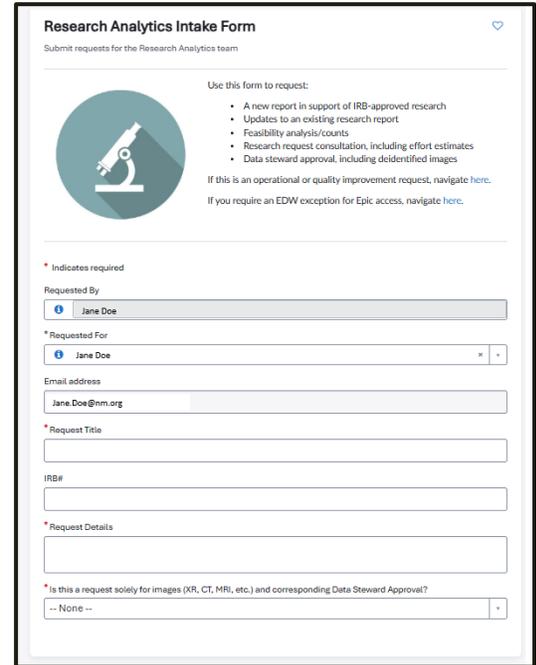
Research Analytics Intake Form

New submission form for Research Analytics

Effective January 2026, [the Research Analytics EDW request form](#) will transition to ServiceNow. Please use the new ServiceNow form to submit all requests for services rendered by [the FSM Research Analytics team](#).

Requests will be reviewed by the Research Analytics team and the NM data steward. Some of the required fields are shown below.

- Requested For
- Request Title
- IRB#
- Request Details
- Is this a request solely for images (XR, CT, MRI, etc.) and corresponding Data Steward Approval?
 - If, yes, form ends.
 - If no, form continues
 - Frequency of data access
 - Format of data product
 - Please specify the data format
 - Is data leaving the organization?
 - What is your estimated due date?
 - Data Element Template (Excel Template required to be



The screenshot shows the 'Research Analytics Intake Form' interface. It includes a header with the title and a sub-header 'Submit requests for the Research Analytics team'. Below this is a circular icon of a microscope and a list of instructions: 'Use this form to request:' followed by bullet points: 'A new report in support of IRB-approved research', 'Updates to an existing research report', 'Feasibility analysis/counts', 'Research request consultation, including effort estimates', and 'Data steward approval, including deidentified images'. There are also links for operational/quality improvement requests and EDW exceptions. The form fields include: 'Requested By' (Jane Doe), 'Requested For' (Jane Doe), 'Email address' (Jane.Doe@nm.org), 'Request Title', 'IRB#', 'Request Details', and a dropdown for 'Is this a request solely for images (XR, CT, MRI, etc.) and corresponding Data Steward Approval?' (set to 'None').

Figure 1: The Research Analytics intake form.

Service Agreement

Depending on your request, you may be required to sign a Service Agreement before work begins. Customers can access the Service Agreement through a link provided in their email notification, which directs them to the MyNM Service Center portal. The Service Agreement will go to the 'Requested For' customer.

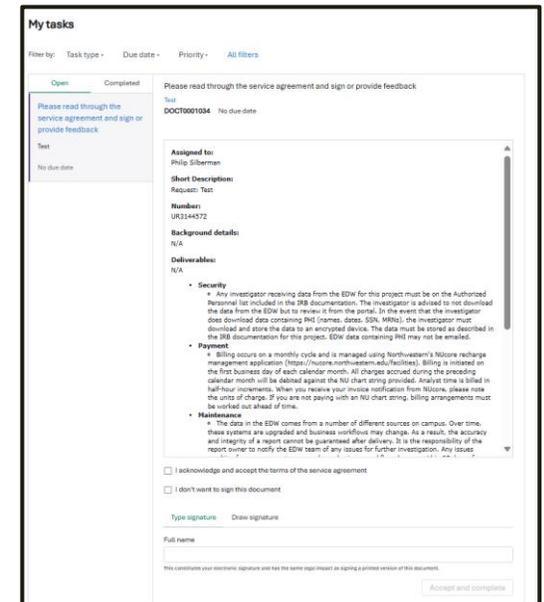
- Accept: To agree, select the checkbox. A signed PDF will be attached to your request, and the assigned analyst will be notified so work can begin.
- Reject: To decline, select the checkbox and provide feedback. Your response will be sent to the assigned analyst for review.

All signed service agreements require a [NUCore](#) order ID.

How can I access this form?

Navigate to this [link](#). You will be redirected to the MyNM Service Center Portal to fill out the request form.

Figure 2: An example Service Agreement.



The screenshot shows a 'My tasks' view in ServiceNow. The task is titled 'Please read through the service agreement and sign or provide feedback'. It is assigned to 'Philip Silberman' and has a 'Test' status. The task details include: 'Request: Test', 'Number: UR3144572', 'Background details: N/A', and 'Deliverables: N/A'. The main content is a service agreement document with sections for 'Security', 'Payment', and 'Maintenance'. At the bottom, there are checkboxes for 'I acknowledge and accept the terms of the service agreement' and 'I don't want to sign this document', along with fields for 'Type signature', 'Draw signature', and 'Full name'. An 'Accept and complete' button is at the bottom right.