

## EDW Research Request Submission

Enterprise Data Warehouse requests for IPHAM members are currently being offered via a complimentary IPHAM voucher. In order to take advantage of this voucher, please follow the instructions below carefully.

### 1. Login into EDW Application

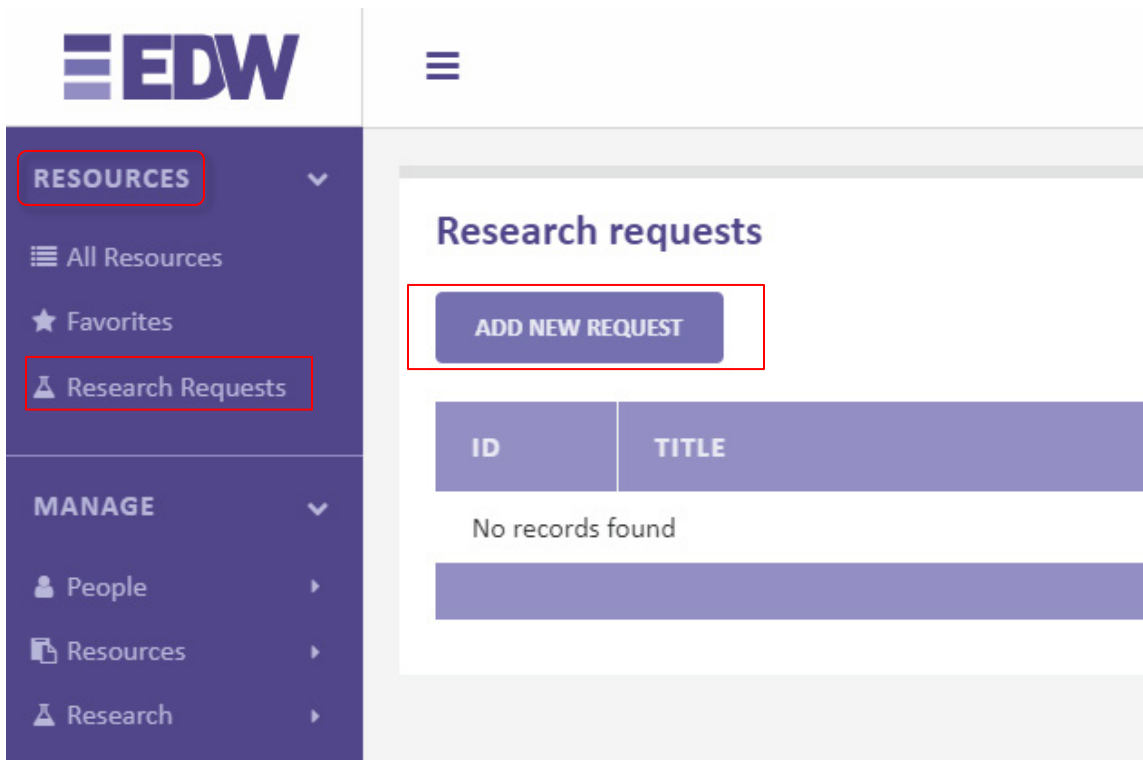
- Visit <https://edw.nm.org/portal/#/login>
- Login with your **NMHC account** or **NU Net ID**

**Please Note:** If your browser does not work, please try other browsers



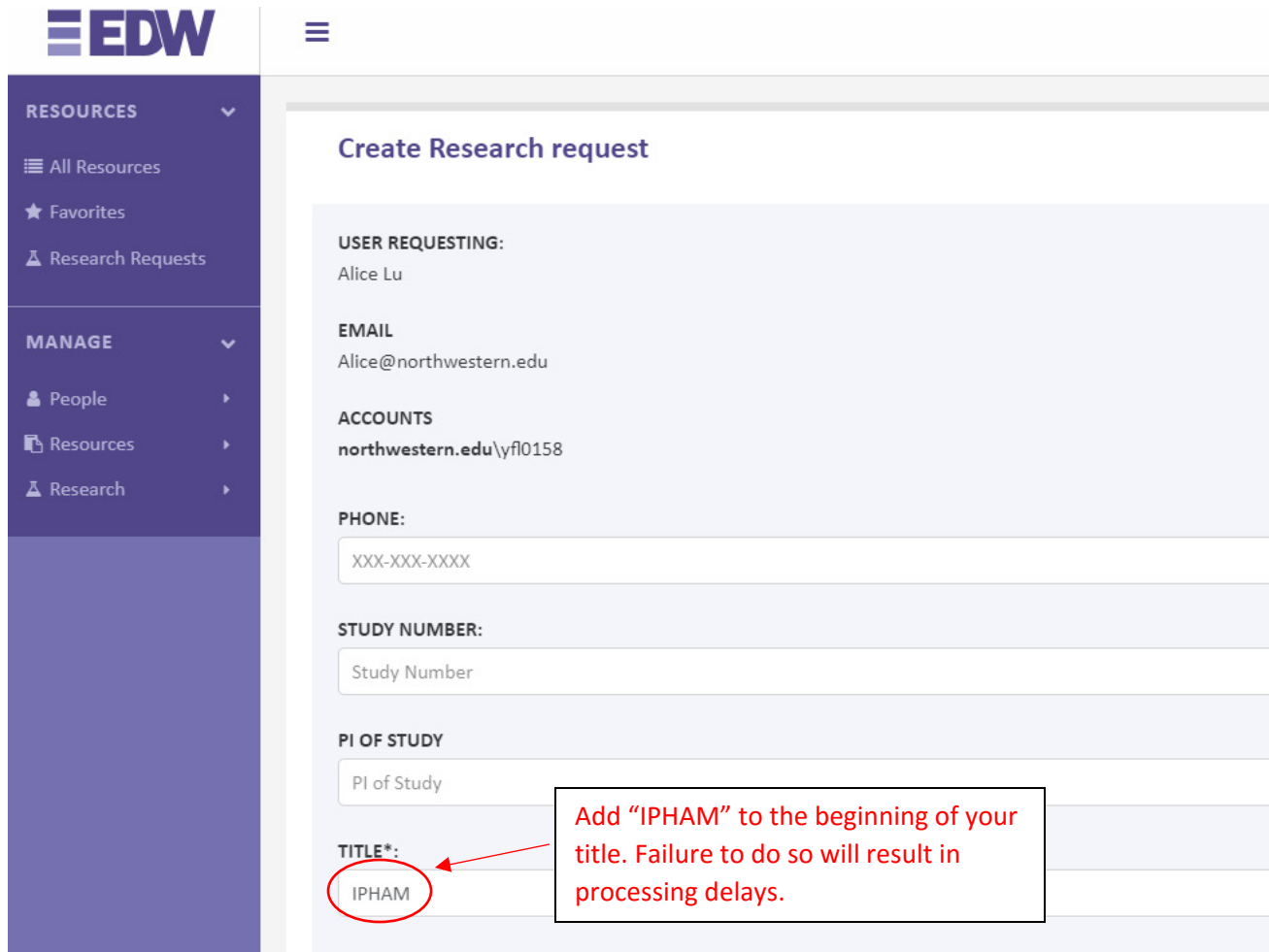
### 2. Add a new Research Request

- Click on **Resources > Research Requests** on the left panel
- Next, click on **Add New Request**



3. Your User Information will automatically generate based on your login credentials.  
Please complete all relevant fields to provide the analyst with detailed information about your request.  
Fields with an asterisk \* are mandatory.

**PLEASE NOTE:** Please add “IPHAM” to the beginning of your title to ensure that your request is assigned appropriately. Failure to identify IPHAM in the title will lead to delays in processing your request.



The screenshot shows the EDW interface for creating a research request. The left sidebar contains navigation options: RESOURCES (All Resources, Favorites, Research Requests), MANAGE (People, Resources, Research). The main content area is titled 'Create Research request' and contains several input fields:

- USER REQUESTING:** Alice Lu
- EMAIL:** Alice@northwestern.edu
- ACCOUNTS:** northwestern.edu\yfl0158
- PHONE:** XXX-XXX-XXXX
- STUDY NUMBER:** Study Number
- PI OF STUDY:** PI of Study
- TITLE\*:** IPHAM

A red callout box with a black border points to the 'TITLE\*' field, containing the text: 'Add "IPHAM" to the beginning of your title. Failure to do so will result in processing delays.'

4. Fill out a summary of your request in the Description, select the Type of Research, and Data Elements needed (e.g. IRID, Gender, Age, Date, Diagnosis Code, etc).

The screenshot shows the EDW interface with a sidebar on the left containing 'RESOURCES' and 'MANAGE' sections. The main form area has the following fields:

- TITLE\*:** A text input field containing 'IPHAM'.
- DESCRIPTION:** A text input field with a red arrow pointing to it from a callout box. The callout box contains the text: 'Add a brief summary of your data request (e.g. what is the purpose of the research, what is the research about, how will you use the data, etc).' The field itself contains the placeholder text 'Description'.
- TYPE OF RESEARCH:** A dropdown menu with the text 'Choose Type of Research'.
- DATA ELEMENTS NEEDED:** A text input field with a red arrow pointing to it from a callout box. The callout box contains the text: 'Please list the fields you need for the data (e.g. demographic variables, labs, notes, diagnosis codes, etc).' The field itself contains the placeholder text 'Data Elements'.

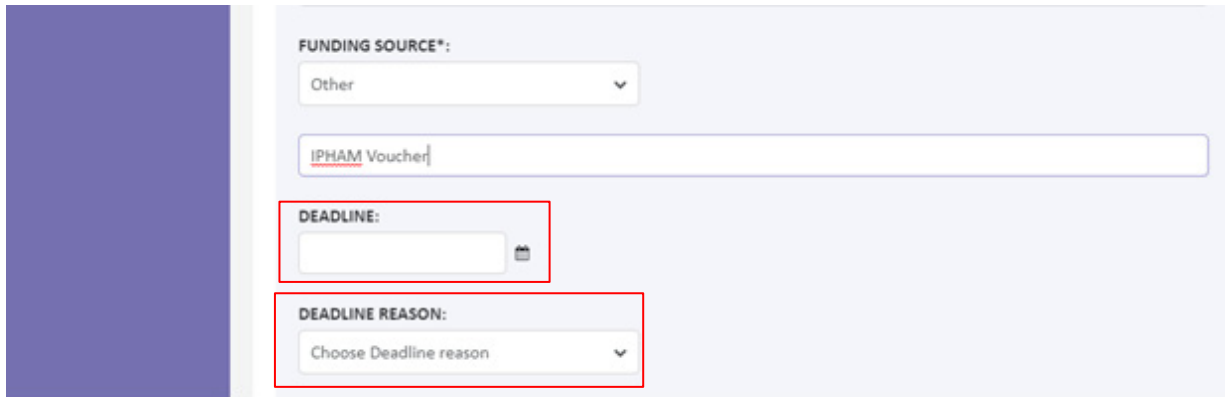
5. For researchers who are requesting to use IPHAM EDW resources, please select “Other” for Funding Source and type “IPHAM Voucher” in the description field. This will ensure that an IPHAM voucher is used for payment.

The screenshot shows the EDW interface with a sidebar on the left. The main form area has the following fields:

- FUNDING SOURCE\*:** A dropdown menu with the text 'Other' selected. A red arrow points to it from a callout box containing the text: 'Choose “Other” for Funding Source type'.
- DESCRIPTION:** A text input field containing 'IPHAM Voucher'. A red arrow points to it from a callout box containing the text: 'Type “IPHAM Voucher” in the Description field.'
- DEADLINE:** A date input field with a calendar icon.
- DEADLINE REASON:** A dropdown menu with the text 'Choose Deadline reason'.

## 6. Enter deadline information, if applicable.

If there is a deadline for your request, please select the date and the deadline reason. This will assist us in assigning our limited resources to urgent requests for grant applications or publications.



The screenshot shows a web form with a purple sidebar on the left. The form fields are as follows:

- FUNDING SOURCE\*:** A dropdown menu with "Other" selected.
- Text Input:** A text box containing "IPHAM Voucher".
- DEADLINE:** A date input field with a calendar icon, highlighted with a red box.
- DEADLINE REASON:** A dropdown menu with "Choose Deadline reason" selected, highlighted with a red box.

## 7. Submit the request

Once the request is submitted you will receive an email from the Analyst as soon as the request has been assigned.