

Storing Research Data

Research data obtained from or about humans must be stored on a secure server. Below is a list of the storage systems currently approved for use:

- Departmental PIRATE drive;
- ECU REDCap;
- VIDANT Medical Center secure drive; or
- Entering data into a Sponsor's secure website or data storage equipment (for research that is externally funded).

*****NOTE: If you will store data temporarily not using one of the options above before entering data into a Sponsor's secure website and/or you are not using a secure portal for transmitting data, you must notify ITCS. This will require the completion of Step 2 below.**

If you are planning to store research data on any other system or storage drive, including laptops, flashdrives (thumbdrives), electronic tablets or phone applications, you are required to have a technology assessment completed. This request for assessment can be submitted simultaneously with your ePIRATE Smart Form. This assessment is not part of the IRB review (which will proceed concurrently) but must be completed before final IRB approval can be issued.

The following are the steps for requesting a risk assessment for storage of research data on equipment other than those listed in Item #1 above.

1. Requests for ITCS Technology Assessments are submitted at:
<https://ecu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=11812> When clicking on the link you will be asked to sign in with your PirateID, which takes you to the ITCS Technology Assessment webpage.
2. There you will need to select "Request Assessment" and fill out the short questionnaire form. The completed forms are automatically forwarded to the Operational Security team, who conducts the security assessments.
3. If you scroll to the bottom of the ITCS Technology Assessment webpage, you'll find a workflow diagram that may be helpful. The committee is the Clinical Information Steering (CIS) committee and it only meets once a month. Andy Anderson is the point of contact for the CIS committee.
4. Once that process is complete, please upload the final document from the CIS committee into your Smart Form for IRB consideration.