

Adams Access Request Form

Access to Adams is granted through two offices for only NAU Faculty/Staff/Students/Affiliates; the Office of Research Compliance (ORC) and SHERC. Researchers working with various types of high risk data will be funneled through the two offices for access to Adams. For information on affiliates please refer to: <https://inn.nau.edu/its/affiliates/>

The following is a list of current types:

- Access to analyze REDCap data (will include access to Jefferson and Adams)
- Human Subjects Research (ORC)
- HIPAA Data but not human subjects research (ORC/Privacy Officer)
- Other data (ORC/SHERC)
- Access to Analyze Highly Sensitive Data
- Human Subjects Research (ORC)
- HIPAA Data but not human subjects research (ORC/Privacy Officer)
- Other data (ITS Security team for review)
- General Access to utilize ADAMS Software (SHERC)

A researcher/PI will send an email to either SHERC - Christine Kirby (Christine.Kirby@nau.edu) or ORC - David Faguy (David.Faguy@nau.edu) requesting access to Adams (includes REDCap access). If needed urgently, Bob Trotter, Cathy Propper or Julie Baldwin are also able to approve access. If approved, then one of the above will put in a Service-now ticket to the ARSA team in ITS for processing. Please fill out the following:

Is this a new Project (y/n)?

If an existing Project, what is the name of the R Drive Folder on Adams:

Please use full names wherever a name is to be entered.

IRB Number if applicable:

- If an IRB Number is included the vetting will be performed by ORC/Privacy Officer. An email will be sent to them with all of the information requested in this document.

Principal Investigator:

• **Name:**

NAU Login ID:

PI Phone number and department:

Other Researchers on the study:

- In the case of an IRB, they must be listed on the IRB. Include name and NAU Login ID:

Short Name for Study:

Long name/Description of the Study:

NOTES:

In the event that a person is being added to a project on Adams, we will need all of the pertinent information for the project in question.

To reiterate, the above information should be sent to the appropriate individual or individuals for granting of access to Adams. That person (ORC or SHERC liaison) will then create a Service-now ticket, including the above information, and will assign the ticket to the ARSA team.

Once the trouble ticket is received, one of the ARSA team members will begin to set up access and the space for the study.