DATA TRANSFER/USE AGREEMENTS

1. Incoming Data Transfer/Use Agreements (DTA/DUAs):
Skip the paper forms and submit incoming Data Transfer/Use Agreements (DTA/DUAs) using the on-line form found on ContractConnect. The system will collect all of the pertinent information and signatures. The system requires a valid Emory netid.

2. Bi-lateral Data Transfer/Use Agreements
Submit Bi-lateral Data Transfer/Use Agreements (DTA/DUAs) to ott-mta@emory.edu

3. Outgoing Data Transfer/Use Agreements

   (A) School of Medicine Faculty/Staff
Outgoing Data Transfer/Use Agreements in which data to be transferred is sourced from database records in the School of Medicine or collected from EHC pursuant to an IRB-approved protocol; Send to Zainab Wurie Harvey (zwurie@emory.edu)

   (B) Rollins School of Public Health Faculty/Staff
Outgoing Data Transfer/Use Agreements in which data to be transferred is sourced from database records in the School of Public Health or collected from EHC pursuant to an IRB-approved protocol; Send to Kimberly Maune (kimberly.maune@emory.edu)

   (C) Emory College Faculty/Staff
Outgoing Data Transfer/Use Agreements in which data to be transferred is sourced from database records in the Emory College or collected from EHC pursuant to an IRB-approved protocol; Send to Jose G. Rodriguez (jgrodi@emory.edu)

   (D) School of Nursing Faculty/Staff
Outgoing Data Transfer/Use Agreements in which data to be transferred is sourced from database records in the School of Nursing or collected from EHC pursuant to an IRB-approved protocol; Send to Gina Critchet (gina.m.critchet@emory.edu)

   (E) Emory Health Care (EHC)
Outgoing Data Transfer/Use Agreements in which the data to be transferred is obtained directly from Emory Healthcare records or collected in the principal investigator’s capacity as an Emory Healthcare clinician; and (3) are not under Emory IRB purview; Send to Anne Adams (anne.adams@emoryhealthcare.org)

   (F) Office of Sponsored Programs
Data Transfer/Use Agreements that are part of an Emory clinical trial agreement, sponsored research agreement, or contract specifically governing human subject interaction/intervention by the Emory investigator where the prime funding agreement is currently under negotiation, send to osp-contracts@listserv.cc.emory.edu
Other Information

The requirement to complete an appropriate DUA for a transfer of human subject data is in addition to, and not a substitute for, obtaining appropriate applicable informed consent, HIPAA authorization, or IRB approval for any research activity.

Only those individuals authorized to sign on behalf of Emory University may sign agreements that legally bind the University. Anyone else who does so, whether inadvertently or not, is subjecting themselves to substantial personal legal liability. Since most, if not all, DUAs contain terms obligating Emory University, as a matter of policy, all DUAs must be forwarded to the appropriate department for review and approval.