

Research Data Offboarding Survey – Question Preview

Did you acquire Research Data during your employment with MCW?

Databases, files, biological specimens or samples, lab notebooks, statistical analysis, graphs/charts, consent forms, surveys, etc. For a full definition of Research Data, review [MCW corporate policy RS.GN.180](#).

If Yes, what is the status of your research data?

options display with sub-questions:

A. I am destroying it before I leave

- Is there associated PRO9s) or AUA(s) with this data?

B. I am leaving it at MCW

- Describe the type of materials you are leaving at MCW
- Describe where these materials are located including room numbers for physical materials
- Are there costs associated with storing this data? If yes, please provide a contact
- Is there associated PRO9s) or AUA(s) with this data?
- How long does the data need to be retained at MCW? (Less than 1 year, 1-5 yrs, 5-10 years, Indefinitely)
- Who will be the MCW custodian of this data?

C. I am requesting to take a copy of my data and leaving the originals at MCW

- Describe the Research Data you are requesting to be copied
- Describe where these materials are located including room numbers for physical materials
- Why are you requesting to transfer a copy of this Research Data?
- Does the Research Data that you are requesting to copy contain Protected Health Information (PHI)?
- Is there associated PRO9s) or AUA(s) with this data?
- Are there costs associated with storing this data? If yes, please provide a contact
- How long does the data need to be retained at MCW? (Less than 1 year, 1-5 yrs, 5-10 years, Indefinitely)
- Who will be the MCW custodian of your original data?

D. I am requesting to take my original data

- Describe the original Research Data and/or Materials you are requesting to transfer
- Why are you requesting to transfer your original Research Data and/or Materials?
- Does the original Research Data you are requesting to transfer contain Protected Health Information (PHI)?
- Is there associated PRO9s) or AUA(s) with this data?
- In requesting to retain your original Research Data and/or Materials, you agree to the following statements:
 - My Department Chair has approved my request to transfer my original Research Data
 - MCW will maintain access rights to the original Research Data
 - My new institution accepts custodial responsibilities for the original Research Data
 - I have submitted the necessary Data Use Agreements and/or Material Transfer Agreements
- Please upload the signed Departing Faculty Institutional Data Access Letter - [Download template \(DOCX\)](#) *here*