Data Import Request Memo

***A memo to request user provided data to be imported into the IRIS VDE should be emailed to*** ***irisdatarequests@umich.edu*** ***and contain the following information. You may download this form and edit as needed, otherwise please create a memo with elements numbered as follows:***

1. PROJECT NAME
2. PROJECT PRINCIPAL INVESTIGATOR NAME
3. REQUEST SUBMITTED BY
4. GENERAL INFORMATION
	1. How many files are requested for import?
	2. What is the purpose of use (why is the file being requested)?
	3. Please state how the data are part of the research project as approved. (You may summarize or copy descriptions from your research proposal).
5. DESCRIPTION OF RESEARCH SAMPLES
	1. How was the file created?
	2. How will the file be merged or combined (with what data elements of IRIS data)?
	3. What is the sample size/representation (i.e., what are the cases and/or subsets of data represented)?
	4. Identify any implicit samples or potential secondary disclosure concerns.
6. FILE INFORMATION

For SAS data set please paste “PROC CONTENTS”

For STATA data set please paste “DESCRIBE”

For other data sets please provide the following:

* 1. File name (including file format, e.g., “output.rtf”)
	2. File size (KB)
	3. Number of records
	4. List of variables (record layout is sufficient)
1. DESTINATION LOCATION FOR FILES

If approved for import, where would you like this file to be saved?

* 1. Group folder (list folder name) or,
	2. Personal folder (list folder name)
1. PERMISSIONS FOR FILES

Indicate all that apply:

* 1. The data are public use and downloaded from the internet here (list URL)
	2. The data are public use and procured other than from the internet (attach evidence of public use)
	3. The data are purchased (attach receipt or documentation from institution that subscribes to data)
	4. The data are proprietary (attach written permissions from data custodian or vendor providing consent to import to IRIS VDE and noting any restrictions on use)
1. OTHER INFORMATION OR COMMENTS (OPTIONAL)

***Attach this memo to an e-mail and send it to*** ***irisdatarequests@umich.edu***

***For IRIS use only:***

*Date request received: - -*

*Date reviewed: - -*

*Approved [ ] Not Approved [ ] Changes made before import, if any:*

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