



Add Health Restricted-Use Data Contract Roadmap



APPLICANT 

START

CONTRACTS TEAM 



Download contract requirement documents from
CPC Data Portal <http://data.cpc.unc.edu/projects/2/view>



Complete application. Be sure to upload:
- All requirements with all PI signatures as required
- System administrator contact information.



Upload filled and signed requirements using CPC Data
Portal <http://data.cpc.unc.edu/projects/2/view>



Add Health team will start processing the application and
ask for missing materials.



Make a payment by credit card, check or money order
- If you are applying for a new contract



Add Health team will review security plan with security
consultant and your system administrator. Email PI if there
are issues or questions with the plan, until it is finalized.

3 - 4 weeks



Please be patient if there are changes to
the contract language. Delays (1-4 weeks) are possible.
Plan accordingly!



Once the security plan is approved and all other pieces of
the application are approved. The contract will be sent to
the UNC OFFICE of INDUSTRY CONTRACTING (OIC) for
final review and signatures.



To avoid delays, please respond immediately to all
Add Health emails.



When the contract is approved by OIC,
- CPC Data Portal will send an approval email.
- Add Health team will then process the data request and
upload data to the CPC Data Portal.

6 - 8 weeks

END