VAMC Studies: Real SSN Access Request

Modified: February 2019

Background:

Researchers requesting data with real social security numbers (ie: the 9-digit SSN) in Data Access Request Tracker (DART) need to complete Real SSN Access Request Form in order to request access to VA data, and get a project space on VINCI (VA Informatics and Computing Infrastructure).

1. Q: How do I obtain this form?

   Contact the HRPP office of Research Services at the North Florida \ South Georgia VA Medical Center.

2. Q: Do I need to submit this form to the IRB?

   A completed “Real SSN Access Request” form must be submitted with the IRB-01 project submission. This form must already have been signed by the Associate Chief of Staff for Research at the VAMC. The form is then uploaded on the “Miscellaneous VA Forms” smart forms question within myIRB.

   The PIs must make sure they don’t check boxes of things we don’t receive. For example, for chart review studies, “protocol” is not submitted, so “study protocol” should not be checked.

   The IRB will then review the submission and, as part of that review, make a determination if granting the “Real SSN” access is justified. When appropriate, the IRB Chair will sign the uploaded “Real SSN Access Report,” which can then be sent back to the PI with the approval letter.