

HAWAII PRAMS FULL PROPOSAL APPROVAL FORM



Upon initial approval (pre-proposal) to proceed, a full proposal and accompanying documents must be submitted by non-DOH investigators to DC/PC/D1 for final approval prior to releases of DOH-owned data and implementation of project. The proposal must include a complete list of all the variables being requested. Use the links to the Hawaii PRAMS Questionnaires and the PRAMS Data Request Codebook on the website to identify the questions of interest and to create a list of variables by Phase and Survey Variable Name.

Project Title:

DOH Liason (Name, Title): Jane Awakuni, PRAMS Coordinator

Required Attachments:

(Click in box to insert "X" or "N/A" if not applicable)

Full Proposal

Documentation of IRB/CHS Approval

Signed DOH Data User Agreement, if a limited dataset is being requested

Documentation Demonstrating Compliance with HIPAA, if data request includes Protected Health information (PHI). *Examples: IRB Waiver of Authorization, Business Association Agreement, or Patient Informed Consent.*

Principal Investigator (PI) or Project Manager

(PM) Name:

Official Title:

Email Address:

Phone Number:

Signature of PI or PM:

*****DC/PC/D APPROVAL TO PROCEED WITH PROJECT*****

Documents Received:

- Part 1: Collaborative Studies Using HI-PRAMS Data
- Part 2: Data Sharing Agreement
- Part 3: Additional Guidelines for Researchers
- Part 4: Certification of Data Disposition Date Received:

DC/PC/D Name: Jane Awakuni, PRAMS Coordinator

DOH Division of Office: Family Health Services Division, PRAMS

DC/PC/D Signature:

1 DC/PC/D=Division Chief/PRAMS Coordinator/Designee

2 Full proposal should include: title, complete list of investigators and organizational affiliation, contact information for principal investigator/project manager, DOH liaison, project timeline, purpose, background information, methods including explanation of DOH data to be used, planned uses of research outcomes, consent forms (when applicable), to measure and ensure confidentiality, IRB approval.