**Message from TC IRB to Researchers:** *This document is designed to reduce the possibility of transmitting identifiable, un-secured, or sloppy data between an external research site and TC researchers. This can serve as either a formal acknowledgement or guidelines to follow. These acknowledgements should not be sent to TC IRB, rather they are guides meant to be tailored to the unique needs of each research team and protocol.*

**DATA TRANSMISSION CHECKLIST**

To: [TC Primary Investigator Name, Title]

From: [External Researcher Name, Title, Affiliation]

Contact: 212-222-2222, [researcher@institution.edu](mailto:researcher@institution.edu)

RE: [Research Title] Data Transmission Acknowledgement

Date: 8/27/19

Before sending the attached data to [Primary Investigator Name, Title], I, [External Researcher Name, Title, Affiliation] verify that I have completed the following steps as previously agreed upon by Teachers College and [Affiliated Institution]:

* Collected and securely stored all data in [agreed-upon software].
* Confirmed that all data has a corresponding signed participant [consent/ assent/ permission] form on file.
* Removed all identifying information from the data set, including:
  + Names
  + Phone numbers
  + Emails
  + Addresses
  + Other:\_\_\_\_\_\_
* Organized and cleaned the data in accordance with standard practice.
* Encrypted the data set for secure transmission.
* Sent [Primary Investigator Name, Title] the encryption key through safe, secure means.
* Ensured that no-one but [Research Assistant/Affiliate Name1], [Research Assistant/Affiliate Name2], and I have accessed the data.
* Reported any problems or concerns about the data prior to transfer.
* [Other…]

I affirm that I have completed all of the above steps prior to transferring the data:

x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[External Researcher Name, Title, Role]