

### Materials/Data Transfer Intake Form

To facilitate the creation of a data &/or materials transfer agreement for the transfer of data or materials from NSHealth to an external organization; please complete the following and submit this form to [ResearchContracts@nshealth.ca](mailto:ResearchContracts@nshealth.ca)

<b>PI Name and Contact Information</b> (email and mailing address)	
<b>NSHealth REB #</b>	
<b>Study Title</b>	
<b>Start/End Dates of study and transfer</b>	(YYYY/MM/DD)
<b>Description of data being provided</b>	
<b>Recipient: who is/are the data or materials being sent to?</b> (i.e., Recipient Investigator and/or Institution)	
<b>Contact information for Recipient</b>	
<b>Provider: who is providing the data/materials?</b> (i.e., Provider PI and Institution)	
<b>Contact information for Provider</b>	
<b>How are the data or materials being sent?</b> (i.e., MOVEit, RedCap, another file transfer platform)	
<b>Once received, what will happen to the data or materials?</b> (i.e., analysis, testing, upload to registry)	
<b>Who will own the final dataset and/or results from the transfer?</b> Be specific to access, use, and publication.	
<b>Are any funds being exchanged? If yes, how much and what for?</b>	\$

<p>Is there an expectation that the data or materials will be returned or destroyed upon completion of the study?</p>	
<p>Other Information</p>	

- ✚ Please note: this form is specific to transferring materials or data from NSHealth to another institution. Should NSHealth not be the lead site, please request that a DTA or MTA be provided for review.
- ✚ If the transfer requires the uploading or use of additional software or platforms, please contact NSHealth IMIT for review and approval.
- ✚ Data or materials transfer may require the completion of a Privacy Impact Assessment (PIA). NSHealth Privacy will oversee and advise on this requirement. Please note this is independent of the REB and any REB approval