

To Prospective Researchers:

The Hazelden Betty Ford Foundation (HBFF) Research Action Team and Privacy Board (RAT/PB) meets periodically to review requests from external researchers who wish to conduct studies with HBFF patient data. In order for your request to be review, please follow the directions below:

- 1) Complete the attached Research Request and Submission Guidelines Form**
- 2) Include any relevant information that you believe may support your request (e.g. journal articles, proposals submitted to an Institutional Review Board, etc.)**
- 3) Include your curriculum vitae or resume**
- 4) Include a copy of your study's IRB approval memo**

The RAT/PB follows all procedures and requirements specified by the Health Information Portability and Accountability Act "Common Rule" (45 CFR 46) in order to safeguard patient privacy. Your request will be reviewed in accordance with those requirements.

The RAT/PB is not an Institutional Review Board. Your study must have IRB approval, and a copy of that approval must be on file with your RAT/PB request before any research or recruitment may proceed.

Once the RAT/PB approves your request, you may be required to sign a Confidentiality Agreement, Researcher Collaboration Agreement, and/or Data Use Agreement, as applicable to your study. If it is determined that your study requires any of these documents, they must be signed and on file with the RAT/PB before you are allowed to proceed with recruitment or data collection.

Please feel free to contact me if you have any questions about the review process.

Thank you for your interest in conducting research at HBFF.

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