HOUSTON HEALTH DEPARTMENT

IRC WORKFLOW CHECKLIST

To ensure timely and accurate processing of your IRC data request, please include all required items as specified for your request type. Be sure to provide detailed information and clearly define the names of all variables to be used in your analysis. Incomplete submissions may delay processing.

A. HHD IRC Individual/Organizational Workflow

- ☐ Point of Contact (POC)
- ☐ Types of dissemination products
- ☐ Proposed authorship/acknowledgment statement
- ☐ Final products/reports to IRC/Data Dissemination Committee
- ☐ Acknowledgement from POC/Program Manager agreeing to data sharing
- ☐ Is package complete? Receive **data sharing agreement** from HHD Legal (MANDATORY)

B. HHD IRC Individual Internal Workflow

- ☐ Point of Contact (POC)
- ☐ Types of dissemination products
- ☐ Proposed authorship/acknowledgment statement
- ☐ Final products/reports to IRC/Data Dissemination Committee
- ☐ Acknowledgement from POC/Program Manager agreeing to data sharing
- ☐ Is package complete? Acknowledge, sign, and submit document with statements

C. HHD IRC Individual External Workflow

- ☐ Point of Contact (POC)
- ☐ Types of dissemination products
- ☐ Proposed authorship/acknowledgment statement
- ☐ Acknowledgement from POC/Program Manager agreeing to data sharing
- ☐ Is package complete? Written IRC Approval granted via email.