Utah Suicide Mortality Research Study (USMRS)
Data Request Operating Procedures

1. Purpose

These procedures govern the submission, review, and approval of all requests to use USMRS data resources. Every investigator or investigative team must follow this process for each distinct project that produces a tangible outcome (e.g., publication, conference presentation, clinical guideline, quality-improvement study, or grant proposal). One application may **not** cover multiple separate projects.

2. Prerequisites

Before submitting a Data Request Application, all team members must:

1. Have a current, signed USMRS Memorandum of Understanding (MOU) on file with the USMRS Program Manager.
2. Be approved as a co-investigator on the required IRB protocol(s) and ensure and document that the requested data elements and proposed analytical procedures are covered by the IRB.
3. Maintain up-to-date CITI certification.

3. Application Process

1. **Review Available Resources**
    - Consult the USMRS Data Resources. The USMRS Data Core will keep up-to-date data inventories, including data dictionaries and years of coverage for each data field.
    - Feasibility questions can be answered during this initial review stage with the Data Core.
2. **Consult the Study Tracking Sheet**
    - Check the “USMRS Study Tracker” to review existing approvals/projects,

avoid project overlap and identify potential collaborators.

3. **Complete the Data Request Application**
    - Fill out and submit application form.

4. Review Process

Step 1: Program Manager Screening (1–2 business days)

- Confirm that:
    - All team members have a current MOU.
    - IRB and CITI requirements are satisfied.

Step 2: Advisory Group Review (within 3 weeks)

The USMRS Advisory Group (AG) Governance Committee, including the Data Core Director and as needed, external experts—will evaluate:

- **Feasibility**: Availability of the data and resources necessary to address the study aims.
- **Scientific Rigor**: Soundness of scientific premise, methods, and hypothesis(es) and/or feasibility of implementation plan.
- **Impact**: Scope, potential benefits, and appropriateness of the proposed study based on project type, scale, and experience level of the investigator(s) (for example, seeking grant funding, clinical, public health, adding to body of knowledge, and quality improvement).
- **Ethical Considerations:** Potential interpretations of data and adherence to community/lived-experience guidance.
- **Duplication**: Degree of overlap with ongoing USMRS projects.
- **Team Capacity**: Sufficiency of expertise/ capacity within the proposed study team.
- **Training opportunities:** Consideration of support of and/or training opportunities for early career individuals.

Step 3: Feedback and Revision (within 4 weeks)

- Investigators receive written feedback (and an in-person or virtual debrief, if possible/needed).

- Revision requests may include any aspect that stems from the review process described in step 2.

The review process is interactive; optional suggestions for enhancement may be offered.

NOTE: Exceptions to the Review Timeline will be considered on a case-by-case basis.

5. Study Tracking

- All applications—approved or declined—are logged by the Program Manager. A summary is maintained in the USMRS Study Tracker, accessible to all USMRS members for transparency and coordination.

6. Data Use Agreement (DUA) (can take up to 4 weeks)

- **Upon approval of application**, each investigation team must sign the University of Utah DUA before data release.

7. Data Availability

- Requested data will be made available to the investigator(s) once all parties have signed the DUA.
- Detailed data safeguarding requirements are outlined in the USMRS MOU.

Any misuse of data or violation of data usage rights may result in suspension or revocation of access to USMRS data and biological samples.