

# UCLA HEALTH DATA OVERSIGHT COMMITTEE APPROVAL

*Revised January 14, 2020*

## **Background**

In the event that a research contract or grant requires data to be released to third parties (third party is defined as any profit or not-for-profit entity), the UCLA Health Data Oversight Committee (DOC) must review approve the release of the data. As part of the DOC's review, they will require the Chair of the Department of Medicine (DOM), Dr. Alan Fogelman, to approve the release of the data as well.

## **DOM Process**

In order to obtain the DOM Chair's approval please follow these steps:

1. Draft an email addressed to Dr. Alan Fogelman with the following information:
  - a. Name of PI
  - b. Name of Sponsor
  - c. IRB #
  - d. Title of study, and study number
  - e. Brief overview of the study
  - f. Completed template:

We are collaborating with \_\_\_\_\_ on a study about \_\_\_\_\_. The study involves sharing \_\_\_\_\_ data with \_\_\_\_\_. We are working to obtain permission from UCLA Health's Data Oversight Committee to release data to \_\_\_\_\_. One of the committee's requirements for review is that we notify our department chair. Dr. Fogelman, do you support and approve our participation in this study, which will necessitate the release of \_\_\_\_\_ data for the UCLA (Division Name) patients who are a part of this study?

2. The PI **MUST** be the one who sends the email request to Dr. Fogelman.
3. Dr. Fogelman will provide his response via email.
4. If Dr. Fogelman approves, the email approval can be forwarded to the requesting party.