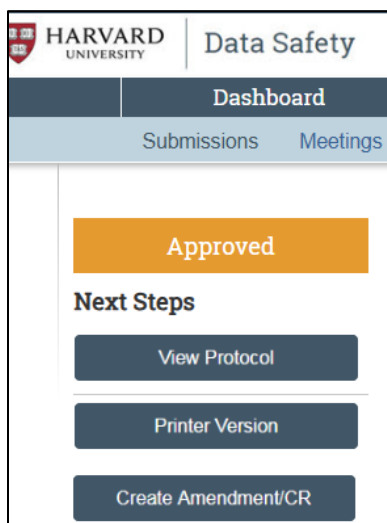


How do I update the data storage location in my Data Safety (DAT) record to include the RCP?

1. Navigate to the relevant DAT record and select “Create Amendment/CR.”



2. Type of Submission: Select “Amendment.”
3. Amendment Type: If there are no updates to the research team members or their information, select only “Other parts of the protocol.” If you need to update the research team, also select “Protocol team member information.” Click “Continue.”

Amendment / Continuing Review

1. * **Type of Submission:** ?

☒ Amendment

☐ Amendment/CR

☐ Continuing Review

[Clear](#)

! To change the PI, select "Other parts of the protocol." When changing team members, select both amendment types if team members must be added or removed as handlers of materials.

2. * **Amendment type:** ?

☐ Protocol team member information

☒ Other parts of the protocol

4. Amendment short title: Leave the pre-filled text as is.
5. Describe the change: Enter “*Updating data storage location to include the RCP.*”
6. Describe the rationale for the change: Enter “*Migrating data from the HBS Grid to the new RCP.*” Click “Continue.”

Editing: AM24-0881-01

Amendment Introduction

- * Amendment short title:**

Amendment for DAT26-0001
- * Describe the changes:**

Updating data storage location to include the RCP
- * Describe the rationale for the changes:**

Migrating data from the HBS Grid to the new RCP

- If you are updating protocol team member information, click “Continue” through the Basic Information section until you get to “Protocol Team Members.” Update or add to the Protocol Team Members section as needed.

Protocol Team Members

i In certain instances, reviewers may look to related Agreements or IRB submissions for information about the study team. To add a related submission, Save and Exit to return to the study workspace, then complete the "Manage Related Projects" activity. For more information, see the section of the Safety Submission Guide on [Managing Related Projects](#).

- List individuals who will access the data (including advisers, contractors, and collaborators) or who need access to this submission for administrative purposes:** **?**

+ Add

Roles	Harvard-Name	Harvard-E-Mail	External-FName	External-LName	Affiliation
Update Data Manager Can access data	Jessica Triant	jtriant@hbs.edu			

- Click “Continue” until you get to the “Data Information” tab. You should see all the datasets associated with this research listed.
- Select each dataset that will be migrated to the RCP by clicking the Data Name.

Data Information

- * Series or sets of data (multiple may be listed):**

+ Add

Data Name	Physical Media?	Data Contract?	Storage Behind Harvard Authentication?	Encrypted Data?	Third Party Sharing?	Data Security Level	Locations
test data	no	no	yes	no	no	2	Harvard DropBox_3

- The “Edit” window will display. Scroll down to Question 9: “Places where data will be collected, stored, or analyzed, including tools and locations.” Either type in “HBS Research Computing Platform (RCP)_DSL 4” or select it from the pop-up menu by clicking on the three dots.

9. * Places where data will be collected, stored, or analyzed, including tools and locations:

Choose one or more Level-appropriate options from a set of Harvard pre-reviewed tools and locations.

Level-appropriate options meet minimum requirements for a Data Security Level (DSL)

at or higher than the DSL for the data set(s). Choose "other" if other locations will be written in below. ?

Name	Maximum DSL	
HBS Research Computing Platform (RCP) __ DSL 4	4	✕

11. Click “OK”, then “Continue,” to move to the Data Access tab. Select “Save & Exit” at the bottom of the screen, and you will be redirected back to the main page.
12. Hit “Submit” from the side bar and verify that everything is accurate. The entry will be sent to the DAT specialist for review and approval.

Please reach out to Jessica Triant (jtriant@hbs.edu) if you have any questions about this process!