# UNC-CH School of Education Data Checklist – Submission Questions

Please fill out the following to the best of your ability to ensure a smooth Data Governance review process. These questions correlate or are the exact questions in the submission process.

1. Please describe what University data this request relates to. You will have the opportunity to provide precise field names in later questions if it is that sort of request, this should just give a general outline of what you know of the data prompting this request.
2. How will you use the data related to this request? If you are purchasing a new software or service, how will you use that software or service? Tell us the who, what, when, where, why, how of this request.
3. If this is related to one or more specific IRB studies, please list the IRB number(s).
4. If something requires urgent response, please note and explain that here.
5. If you are not the person responsible for the project/software/report/other, please give us the name of the person who is.
6. If the data will reside in, or you are procuring a system, application, or other IT product, please provide the name of the product.
7. Name of related vendor
8. Please provide contact name, phone, and email for the vendor.
9. Will there be Tier 2 or 3 information?
10. Does the project/activity involve Sensitive Information? Please review the Classification Standard if you are uncertain.
11. If you know the data fields being used, please list.
12. Please describe, if applicable, sources of data (e.g. ConnectCarolina, Data Warehouse, vendor source, collecting data directly) related to this request.
13. Identify information that will be created and stored in the system.
14. Please describe people/roles who will be able to view, update, use or download data. What access control methods will ensure only authorized access? How are users trained in its appropriate use? Who authorizes access and use?
15. Does your use include a new or changed use of SSN data?
16. If your request is about PHI, please let us know if you have already been in contact with the Institutional Privacy Office, attach a BAA if you have one, let us know if you may need one, or have any questions about this PHI use.
17. If someone else is assisting you with purchasing, please provide their name here.
18. Is this the first time your department is making this procurement or a renewal of an existing contract or license with the vendor for this product?
19. If a Risk Assessment was completed, please attach a copy if you have it, reference a ServiceNow request, or provide other information.
20. If there was a previous DGOG or UCPPD or CERTIFI or IRB or other governance review, please include a reference (request number, attached email, IRBIS number, date or reference to CERTIFI review etc.) for each.
21. Please attach a Voluntary Product Accessibility Template (VPAT) if applicable, and note if you have completed the review. Or if a VPAT is required but couldn't be obtained, please note that and provide any reference to Digital Accessibility Office interactions. (Attach email, request number, etc.)
22. Tell us which records retention schedule item applies to the data. Describe your disposition/destruction plan for the data once it's intended use has ended.
23. Additional Information