RIF Request Forms: **Role Definitions**

The RIF request process requires identification of people with specific roles for the project. Proper understanding of job roles will save time and prevent the need for later revisions.

Additional Contact: Additional individual (who isn't a requester or custodian) who should receive notifications about the DUA and will be able to perform certain DUA functions.

Collaborating Organization: A collaborating organization works with the Requesting Organization, is involved in the research, will be viewing or accessing unaggregated data or results that do not meet the cell suppression policy outlined in section 5 of the CMS DUA.

Collaborator: An individual from a Collaborating Organization who will actively participate in the research and will view or access unaggregated data or results that do not meet the cell suppression policy outlined in section 5 of the CMS DUA.

Data Custodian: Individual who will be responsible for ensuring that the environment in which the CMS data is stored complies with all applicable CMS data security requirements, including the establishment and maintenance of security arrangements to prevent unauthorized use. For physical data, this is the person listed on the Data Management Plan (DMP) Self-Attestation Questionnaire (SAQ).

Data Recipient (specifications worksheet): Individual under the oversight of the Data Custodian who takes possession of CMS data via physical shipment or download.

Innovator: A researcher associated with a for-profit organization, or anyone conducting research with the intent to create a product or tool to be sold.

Project Contact (specifications worksheet): Individual who is knowledgeable about the details of the data request. The Chronic Conditions Warehouse (CCW) may contact this person if they have questions about the data or finder files. This person is not tracked on the DUA.

Requester: Individual authorized to sign agreements on behalf of the requesting organization. This person is often referred to as the 'legal signatory'. This person accepts all terms and conditions in the DUA and attests that all the information contained in the request is accurate.

Requesting Organization: Organization with which the DUA is established.

VRDC Seat Holder: Individual with direct access to CMS data through the CCW Virtual Research Data Center (VRDC). This individual must not download any restricted data unless approved to do so by CMS and listed as a Data Recipient on the DUA.