

RIF AMENDMENT REQUEST LETTER

Please use this template when you want to make a change to an existing DUA. In the body of the letter, check the objective(s) applicable to your study and complete the requested information. You may delete any objectives that do not apply.

Create a preliminary draft of your amendment request letter and submit it (unsigned) as a Word file. ResDAC will notify you when it is time to format the final document to letterhead and obtain a handwritten signature.

Requesting Organization Letterhead (*applies to final, signed document only*)

[Enter Date]

Director, Division of Data & Information Dissemination
Data Development & Services Group, OEDA
Centers for Medicare and Medicaid Services (CMS)

Dear Division Director:

I am requesting an amendment to my existing [If VRDC please specify] project titled “[Enter original study title]” under DUA # [Enter original DUA#], which is active through [Enter expiration mm/dd/yyyy] and funded by [Enter funding source]. The Principal Investigator for this study is [Insert PI's name].

Requested action(s) to amend this DUA (check all that apply):

- I am requesting the same data files for the same project, but data for the most recent quarters/years, specifically the following:
 - [List file names & additional quarters/years requested]
 - [Explain why additional data are needed]
- I am requesting the same data files for the same project, but to reuse data (i.e. data approved under an existing DUA) for the most recent quarters/years, specifically the following:
 - [List reuse DUA number(s), file names & additional quarters/years requested]
 - [Explain why additional data are needed]
- I am requesting data files that have **not** been previously covered under this DUA, specifically the following:
 - [List additional file names & quarters/years requested]
 - [If data reuse, list reuse DUA number(s), additional file names & quarters/years requested]
 - [Explain how new data will address original research objectives]

I am requesting a change to the Data Management Plan (DMP):

[Describe proposed DMP change(s) & explain reason(s)]

I am requesting a modification to the Executive Summary (e.g. study objectives/aims, linkage of CMS data to non-CMS data, etc.):

[Describe proposed modifications & explain reason(s)]

I am requesting a change related to VRDC access:

Seat Extension: [Enter # of seats, names of seat holders & x qtrs/1 yr]

Seat Addition: [Enter # of seats & names of seat holders]

Seat Transfer: [Enter names of current & new seat holders & reason for change]

I am requesting to change the DUA Requestor or Custodian to an individual from an organization that is not currently approved on the DUA:

[Provide names of current Requestor/Custodian & replacement & specific reason for change]

I acknowledge that DUA Attachment B has previously been provided for the DUA being amended. I continue to adhere to the stipulations set forth in Attachment B.*

The contact person for this request within our organization is [Enter contact name] and can be reached by e-mail at [Insert email address] or by phone at [Insert phone number].

Thank you.

Sincerely,

[SUBMIT DRAFT ONLY – DO NOT SIGN UNTIL ADVISED BY RESDAC]

Typed name and

Title of original Requestor/User (DUA item 16)

* Attachment B is required once for each Data Use Agreement (DUA) and remains on file with CMS for the lifespan of the DUA. If Attachment B is not already on file for the DUA you are amending, then this acknowledgement will be removed from the amendment request letter and Attachment B will be included as part of the current amendment request.