

Using VINCI Services to Recruit Research Participants



**This document was created locally at the Malcom Randall VAMC by research personnel who have used VINCI for research participant recruitment. It is not an official VINCI document. For questions or to recommend revisions please contact davidclark@ufl.edu.*

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The process must be conducted from a VA networked computer (onsite or via CAG remote access).

Good luck on your submission!

Overview

VA Informatics and Computing Infrastructure (VINCI)

“VINCI is an initiative to improve researchers' access to VA data and to facilitate the analysis of those data while ensuring Veterans' privacy and data security.”

VINCI is a partner with the Corporate Data Warehouse (CDW) and hosts all data available through CDW as well as some unique data. Through VINCI, VA Researchers are able to access this data through the Data Access Request Tracker (DART) Application. For recruiting purposes, researchers can obtain contact information for patients who meet study-related exclusions/inclusions. Updated patient lists can be sent to the researcher at predetermined intervals, as additional patients match the study criteria (e.g., new neurological injury, new cardiovascular diagnosis, older age meeting study criteria, etc.). VINCI Services will complete this request for researchers once a DART Application is approved.

Access to DART is available through the VHA Data Portal (<http://vaww.vhadatportal.med.va.gov>). Various guides and instructional videos on the details of applying for access to this data are also available at this site. The process can seem complicated at first, but it is really quite feasible and VINCI Services can do most of the work.

The Process at a Glance:

- Submit a DART application.
- Obtain DART approval.
- Receive VINCI Workspace for your projects.
- Request VINCI Services to provide a patient list.
- Access the list in VINCI/Download Files

This whole process takes as little as two weeks after you complete the application.

The following is a quick guide with some helpful hints and sample documents. Keep in mind that the people at VINCI Services are very helpful so, if you get stuck, just ask for help.

Submitting a DART application

The link below takes you to the **VHA Data Portal** where you will submit your application:

<http://vaww.vhadatportal.med.va.gov/DataAccess/DARTRequestProcess.aspx#SubmitRequest>

Department of Veterans Affairs
VHA Data Portal

Data Sources | Data Access | Tools & Applications | Resources | Training | Policy & Admin | Support

Data Access > DART Request Process

DART Research Request Process

What is DART?

[Launch DART](#)

DART is an online application for requesting permission to access VHA data.

Did you know?

Only one DART request is submitted per protocol. Any changes to this request, such as adding data or changing staff, are made through amending the initial DART request.

Quick Links

- [DART User Guide](#)
- [Creating a DART IRB Research Request](#)
- [Amending a DART IRB Research Request](#)
- [DART Approval Process for IRB Research](#)

Overview

The Data Access Request Tool (DART) Research Request process is for requesting permission to access VHA data for approved research projects. Visit the [Preparing a Research Access](#) page to learn about requesting data when preparing a research funding application or protocol.

Which data sources can I request?

Many, but not all data sources and tools can be requested through DART. Here is a list of those that are available for request. Select a data source for a description of its contents and tips for requesting access.

- ADUSH Enrollment Files
- Bereaved Family Survey (BFS) Database
- BIRLS Death File
- Care Assessment Need Score (CAN Score)
- Corporate Data Warehouse (CDW)
 - Production Domains
 - Raw Domains
 - Text Integration Utility (TIU) Text Notes
- OMOP Common Data Model

On this page you will find a DART user guide among many other resources to learn about DART functions. Feel free to explore, but the list below provides the essential information. Other documents may also be requested depending on your responses to some of the questions.

Required Documents for the DART application are:

1. Research Request Memo*
2. Research Study Institutional Review Board (IRB) Approval Letter (Print from myIRB.)
3. Sample Informed Consent (Include the study specific HIPAA form in the same file.)
4. Research and Development (RD) Committee Approval Letter (Original approval for your study.)
5. IRB Approval Waiver of HIPAA-Compliant Authorization*
6. Research Protocol (Print from myIRB.)
7. CDW-Domain Checklist*
8. Request to Real SSN Access* (if needed)

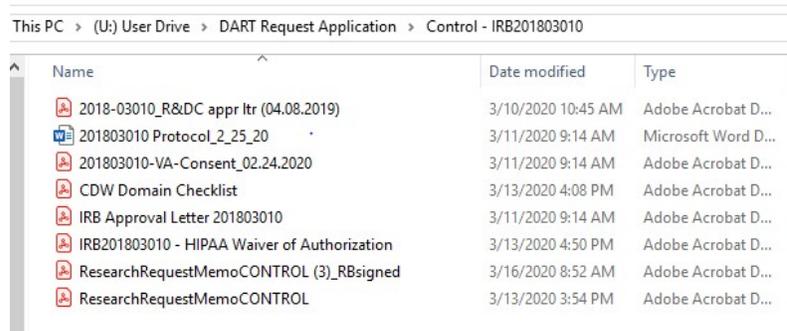
*Blank Templates can be found on VHA Data Portal (link above)

More detail on these documents to follow.

Submitting a DART application (continued)

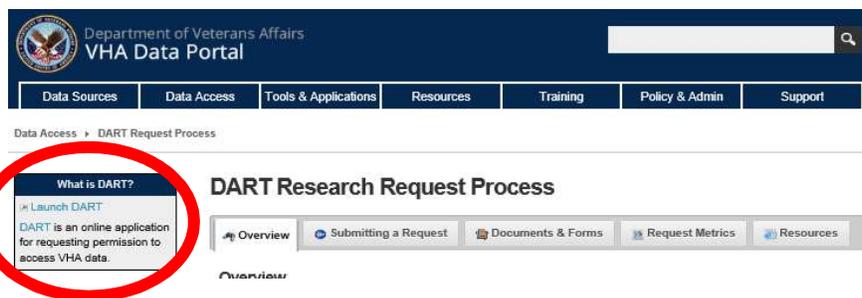
Tip:

Before you begin the DART application create a folder on your VA User drive to store everything you will need to upload.



Name	Date modified	Type
2018-03010_R&DC appr ltr (04.08.2019)	3/10/2020 10:45 AM	Adobe Acrobat D...
201803010 Protocol_2_25_20	3/11/2020 9:14 AM	Microsoft Word D...
201803010-VA-Consent_02.24.2020	3/11/2020 9:14 AM	Adobe Acrobat D...
CDW Domain Checklist	3/13/2020 4:08 PM	Adobe Acrobat D...
IRB Approval Letter 201803010	3/11/2020 9:14 AM	Adobe Acrobat D...
IRB201803010 - HIPAA Waiver of Authorization	3/13/2020 4:50 PM	Adobe Acrobat D...
ResearchRequestMemoCONTROL (3)_RBSigned	3/16/2020 8:52 AM	Adobe Acrobat D...
ResearchRequestMemoCONTROL	3/13/2020 3:54 PM	Adobe Acrobat D...

Once you have gathered the required documents, go to the [VHA Data Portal](#) and click the Launch DART link.



Department of Veterans Affairs
VHA Data Portal

Data Sources | Data Access | Tools & Applications | Resources | Training | Policy & Admin | Support

Data Access > DART Request Process

What is DART?
Launch DART
DART is an online application for requesting permission to access VHA data.

DART Research Request Process

Overview | Submitting a Request | Documents & Forms | Request Metrics | Resources

The application can be started and returned to if needed. You will only be able to submit the application when every requirement has been met. A step by step informational video is available, but the questions are straight forward and should be able to be answered with all of the study documents you have gathered.

Be prepared to report your study's important dates (approval, start, anticipated close) to get past the first page.



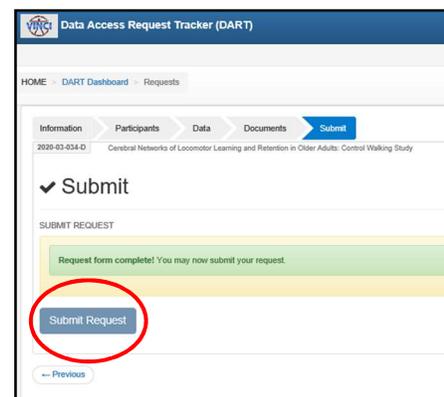
Approval Expiration Date *	12/20/2020
Study Start Date *	08/01/2019
Anticipated Study Close Date *	04/28/2023

You will also be asked for the name and email for the Principal Investigator and all "participants" (study team) who will have access to the data being provided. All must be VA employees or WOCs with valid VA.gov email and VA location.

Scroll through the pages, upload the documents and "Submit Request." This should take less than 15 minutes if you have everything ready.

The final page (submission page) looks like this:

Note: If you can't click the "Submit Request" button, something is incomplete.



Data Access Request Tracker (DART)

HOME > DART Dashboard > Requests

Information | Participants | Data | Documents | **Submit**

2020-03-034-D Central Networks of Locomotor Learning and Retention in Older Adults: Control Walking Study

Submit

SUBMIT REQUEST

Request form complete! You may now submit your request.

Submit Request

← Previous

Research Request Memo

This is a two page document initiating the Data request. It will need signatures from the Principal Investigator and his/her supervisor. The document template outlines what information is needed fairly thoroughly, but if you are unsure, remember VINCI services will help. Remember to include all people on your team. DART refers to the team members as participants.

Department of		Memorandum	
Veterans Affairs			
Date:	March 13, 2020		
From:	Principal Investigator	David Clark, Sc.D.	
Subj:	Research Data Request Memo for:	201803010-Cerebral networks of locomotor learning and	
To:	Director, National Data Systems		
The following information is required and all signatures must be obtained before any review of this request can take place:			
Are all participants requesting access a VA employees or WOC employees? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is this request for data use for a VA research study (includes pilot studies)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is this request for activities preparatory to research? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Select the type(s) of data needed: <input type="checkbox"/> Real SSN <input type="checkbox"/> Scrambled SSN <input checked="" type="checkbox"/> PHI but No SSN			
Is access to CAPRI / JLV being requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Is access to VSSC and/or MCA Web Reports being requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Will any requested data be transferred outside of the VA? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Will the data be stored in the VINCI Environment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Both			
Describe where the data will be stored within the VA network by providing the following information:			
Facility/Company Name	Brain Rehabilitation Research Center, Malcolm Randal VA Medical Center		
Building Number	12 (CLC)	Room Number	253A-12
Street Address	1601 SW Archer Rd		
City	Gainesville	State	FL
		Zip Code	32608
Country	USA		
Please address the following five items in the body of the memo below:			
1. Describe how the data will be transferred, (i.e. electronic, cd, etc.) between the Transferring Agency and Custodian and the methods that you will take to secure the transmission of the data.			
2. Describe how the data will be securely retained with the Custodian's network.			
3. Describe how and by whom the data will be accessed.			
4. Describe how long the data will be retained after project completion and how the data will be destroyed.			
5. Describe how you will maintain an auditing of the activity (users and location) of the data.			
We are requesting patient full name, date of birth, age, mailing address and email records for those who meet our study criteria in the local area. We will provide VINCI services with zip codes and ICD codes to include only those patients who may be considered. We would like to receive a list of new records on a regular basis (bi-weekly). The patient list will be stored on a secure server via transfer by using VINCI secure download tool. The list will only be accessed by the team members and will be destroyed upon project completion.			
March 2019			

Select scrambled SSN if you want last four.

Select "Both" to download files

Be specific in the information request.

Research Request Memo (continued)

- B. The requested data will be used to send recruitment flyers and/or emails to potential research subjects. The flyers will describe the study and minimum requirements and invite the patient to contact the study if interested. If the patient responds, one of the team members will screen by telephone using the IRB approved screening questionnaire. If accepted, the patient will be invited to an onsite screening to be further evaluated and determine if they meet study criteria. All records created from this encounter will be kept in a locked cabinet or secure server in a locked room.
- C. No Real SSN access is requested.
- D. The following people are the team members participating in this study:
 David J. Clark, Sc.D., Investigator, VA Employee
 Brigitte A. Cox, Study Coordinator/Research Assistant, Without Compensation (WOC)
 Steven P. Winesett, Jr., Study Coordinator/Medical Support Assistant, VA Employee

Estimated time the data will be needed for: 12/31/2020

Approvals

As the Principal Investigator, I certify that the data will be transferred, retained, utilized, and destroyed in accordance with VA and VHA policy including the following: VA Handbook 5011.5, Chapter 4 (Alternative Workplace Arrangements); VA Directive and Handbook 6500, Information Security Program; VA Directive and Handbook 6502, Privacy Program; and VHA Directive 1605, VHA Handbook 1200.05, 1605.1, and 1605.2. The data being requested will only be used in accordance with the protocol listed above.

I acknowledge and affirm that I am the responsible party should there be any data incidents/ breaches involving downloaded data from this request.

NAME OF PRINCIPAL INVESTIGATOR David J. Clark, Sc.D.	DATE SIGNED 3/14/2020	David J. Clark <small>Digitally signed by David J. Clark Date: 2020.03.14 09:55:02 -0400</small>
NAME AND TITLE OF SUPERVISOR Russell M. Bauer, Ph.D., ABPP, Director, Brain Rehabilitation Research Center MRVAMC	DATE SIGNED Mar 14, 2020	Russell M. Bauer, Ph.D. <small>Digitally signed by Russell M. Bauer, Ph.D. Date: 2020.03.14 10:41:23 -0400</small>

Example wording from another study:

A. Please describe the data you are requesting. The data requested must reflect data discussed in the protocol or HIPAA waiver if applicable and selected in DART. We are requesting from VINCI the following information for the patients to meet criteria: a list of current hospitalized patients including: patient name, DOB, and a stroke diagnosis every 7 days. Data will be transferred to the local server by using VINCI secure download tool. Patient list will be stored in local secure server and deleted after project completion. Patient list will be accessed only by team members.

B. Provide a high level summary of how the requested data will be used in the research study. Allow potential participants to be contacted and medical inclusion/exclusion criteria to be investigated to evaluate whether patients meet criteria. A brief meeting will be arranged between study staff and potential participant. Permission to contact them after hospital discharge will be obtained to discuss whether they would be interested in pursuing participation in the study.

IRB Approval Waiver of HIPAA-Compliant Authorization

The HIPAA waiver smartform page from myIRB can be used as documentation of HIPAA waiver approval. The entire myIRB packet for your study can be printed as a PDF, and then extract the relevant page(s).

UF | myIRB

Date: Wednesday, March 11, 2020 11:26:29 AM

ID: IRB201803010

View: HIPAA Waiver of Authorization

HIPAA Waiver of Authorization

1.0

* What protected health information will you collect, create, use, or disclose (*disclose = outside the covered entity*), under this waiver?

We will collect names and addresses for the purpose of contacting people to determine if they are interested in being screened for this study. Contact will occur through mailing of recruitment materials.

NOTE 1: Do not list the information that you are collecting, using, disclosing under an authorization signed by the subject. This section is just for information collected/used/disclosed under this waiver.

NOTE 2: (click for suggested language)

2.0

* I certify that the use or disclosure of protected health information involves no more than a minimal risk to the privacy of individuals based on, at least the following elements:

a. An adequate plan is in place to protect the identifiers from improper use and disclosure. Add each type of storage used and describe how identifiers will be protected for each type:

Storage type	Protection Plan Description
Temporarily collect data via a portable device: Institutional laptop that is encrypted and password protected	
Data is Recorded on paper *	Paper documents will be kept in a locked cabinet in a locked office.
Data is stored on an institutional server that is encrypted, password protected, and backed up	

b. Approval of a HIPAA waiver requires that an adequate plan is in place to de-identify (destroy the identifiers) at the earliest opportunity consistent with conduct of the research (*no later than the completion of data analysis, sooner if appropriate*), unless there is a health or research justification for retaining the identifiers or such retention is otherwise required by law.

Indicate how you will de-identify identifiers under this waiver.

CDW-Domain Checklist

Your data will come from items in the Corporate Data Warehouse (CDW) production column only. If you are unsure of what boxes to check, contact VINCI Services for guidance. Shown below are minimal selections for a good result. There is a guide to CDW on the VHA Portal or just ask VINCI Services.

CDW DOMAIN CHECKLIST

CDW Production	CDW RAW*
<input type="checkbox"/> Allergy	<input type="checkbox"/> CAPRI Audit T
<input type="checkbox"/> Appointment	<input type="checkbox"/> CliniCom
<input type="checkbox"/> Beneficiary Travel	<input type="checkbox"/> Echo
<input type="checkbox"/> Consult	<input type="checkbox"/> Equip Inventory
<input type="checkbox"/> CPRS Orders	<input type="checkbox"/> F (Claim System)
<input type="checkbox"/> Dental	<input type="checkbox"/> Funds Control, A, and
<input type="checkbox"/> Emergency Dept. Int. Software (EDIS)	<input type="checkbox"/> me
<input type="checkbox"/> Enrollment (ADR)	<input type="checkbox"/> ous m
<input type="checkbox"/> Health Benefits Request	<input type="checkbox"/> BY
<input type="checkbox"/> Health Factors	<input type="checkbox"/> tics
<input type="checkbox"/> Immunization	<input type="checkbox"/> ary Function
<input checked="" type="checkbox"/> Inpatient	<input type="checkbox"/> Management Sys
<input type="checkbox"/> Integrated Billing	<input type="checkbox"/> (Pharmacy)
<input type="checkbox"/> Lab Chem	
<input type="checkbox"/> Lab Microbiology	
<input checked="" type="checkbox"/> Master Veteran Index (MVI)	
<input type="checkbox"/> Mental Health Assessment	
<input type="checkbox"/> Non-VA Meds	
<input checked="" type="checkbox"/> Outpatient	
<input type="checkbox"/> PAID Data ** (Please see note on next page)	
<input checked="" type="checkbox"/> Patient	
<input type="checkbox"/> Patient Associated	
<input type="checkbox"/> Patient Enrollment	
<input type="checkbox"/> Patient Insurance	
<input type="checkbox"/> Patient Record Flag	
<input type="checkbox"/> PCMM (Primary Care Management Module)	
<input type="checkbox"/> Pharmacy BCMA (Bar Code Medication Administration)	
<input type="checkbox"/> Pharmacy Outpatient	
<input type="checkbox"/> Pharmacy Patient	
<input checked="" type="checkbox"/> Program Integrity Tool (PIT)	
<input checked="" type="checkbox"/> Purchased Care	
<input type="checkbox"/> Radiology	
<input type="checkbox"/> Recall Reminders	
<input type="checkbox"/> Reengineered Primary Care Management Module (RPCMM)	
<input checked="" type="checkbox"/> SPatient	
<input type="checkbox"/> Staff	
<input type="checkbox"/> SStaff	
<input type="checkbox"/> Surgery PRE, INTRA, and POST	
<input type="checkbox"/> VistA Compensation & Pension	
<input type="checkbox"/> VistA Waitlist	
<input type="checkbox"/> Vital Signs	
<input type="checkbox"/> Women's Health	
	<div style="border: 1px solid black; padding: 5px;"> <p>Data</p> <input type="checkbox"/> CART O</div>

**CDW Raw data has not been pulled directly from the VistA sites and the data has not been verified or had business rules applied. It may not be current and there is limited documentation for users. Requests for CDW Raw data require additional time for creating data extracts and it is more difficult for studies to use.*

For additional information about the domains, please refer to the link below:
<http://vaww.virec.research.va.gov/CDW/Documentation.htm>

Request to Real SSN Access IRB approval (if needed)

Only request real SSN if you need it. Remember, the HIPAA minimum necessary rules states that access to protected health information (PHI) should be limited to the minimum necessary information to accomplish the intended purpose. It is also possible to get the last 4 of the SSN (VINCI calls this scrambled SSN) without completing this document (see section on Research Request Memo).



Real SSN Access Request for Exempt and Non-Exempt Research Studies

This form is required for all VHA research requests for real SSN data requested through DART.

Complete this form one time for the project and only for the primary research site.

Obtain approval signatures from your IRB or Research designee and the Associate Chief of Staff for Research and upload to DART.

Section A: Project Information

Principal Investigator Name: _____ Project ID Number: _____

VA Facility Location (Primary Site): _____

Project Title: _____

Using the Real SSN Use Code table at the bottom of the page, please enter the code number(s) for the appropriate justification(s) as to why your project requires real SSN data access: _____

Principal Investigator Signature

Date

Section B: IRB Chair or Voting Member

- If approval for real SSN access is **stated** in the submitted IRB Approval letter or Exempt Determination document, the Section B signature below is not required.
- If approval for real SSN access is **not stated** in the submitted IRB Approval letter or Exempt Determination document, either the IRB Chair (or voting member) or the individual who verifies the Exempt Determination must sign Section B.

I affirm that use of real SSN data is consistent with the research project documents submitted and approved for this project.*

IRB Chair or Exemption Certifier Name

Signature

Date

* Primary Investigators who are also IRB Chairs must have an IRB voting member sign the form in lieu of the IRB Chair.

Section C: Associate Chief of Staff for Research (ACOS-R)

I affirm that the Privacy Officer has reviewed the protocol and that legal authority exists for use and disclosure of individually identifiable information; and that the Information Security Officer has reviewed for security measures to protect SSNs in accordance with this facility's standard operating procedures.*

ACOS-R Name

Signature

Date

* Primary Investigators who are also ACOS-Rs must have their supervisor (e.g., COS) sign the form in lieu of the ACOS-R.

Real SSN Use Codes: Enter at least 1 Use Code in Section A above.

Code	Real SSN Access Justification
1	Study requires access to TIU Notes, CAPRI, JLV, or BIRLS.
2	Study requires access to CDW SPatient domain to obtain addresses to contact potential subjects for primary data collection.
3	Study requires access to CDW SPatient domain for real SSNs to look up patient records in CPRS for recruitment, screening, or other chart review.
4	Study requires access to VSSC or MCA Web Reports with real SSN person-level data.*
5	Study requires VHA data that will be linked to non-VHA data, e.g., CDC or Surveillance, Epidemiology, and End Results (SEER) data. Note: Linking VHA data to VA/CMS data does not require real SSN access as these data can be provided to VA users with VA scrambled SSN identifiers.
6	Other – Enter "6" in Section A above and enter brief justification here:

* For VSSC or MCA Web Reports access to local station real SSN or scrambled SSN/PHI data, use the [Local CUPS POC Request Process](#).

Note: Electronic or handwritten signatures are accepted.

VA Information Resource Center for Office of Research & Development
March 2020

Obtaining DART Approval

VINCI will provide all included study staff with the DART Tracking number by email after you submit the application.

You may check on status of your application anytime by visiting the DART Dashboard via the VHA Data Portal => Launch Dart.

There are several steps to approval including: Initial National Data Systems (NDS) Review, Privacy, Security, and NDS Final. You will receive an email as each step is completed or if action is needed.

Greetings DART User,

You are receiving this email because you initiated a new Research Data Access Request Tracker (DART) request:

- DART Tracking Number: 2020-03-036-D
- Study/Protocol Name: Spinal Excitation to Enhance Mobility in Elderly Adults - Charge Study

It is important that you read the attached PDF document in order for you to understand the process. Please note that only IRB approved research and Preparatory to Research requests should be submitted through DART. Operational access is requested through other processes.

The attached document provides links to helpful resources, considerations to take into account when requesting data access, and what to expect. The [DART User Guide](#) provides complete details about how to use DART. If you need assistance with completing the DART request or have questions, please contact the VINCI Concierge Service at VINCI@va.gov or NDS.ResearchAccessRequests@va.gov. Do not reply to this email as it is system generated.

Remember, please take time to read the [DART User Guide](#).

Sincerely,

The DART Team

Subject: 2020-03-034-D - Clark - Research Data Access - Initial NDS Review Completed

This request has been reviewed and Initial NDS Review completed. The request is now in status of Processing Data Access Request. If this status applies to you, please take action.

Reviews yet to be completed are: Privacy, Security, and NDS Final.

Subject: 2020-03-036-D - Clark - Research Data Access - Request Completed

NDS has approved this request. All reviews associated with this request have now been completed. This request may now be amended as needed. Please review this request below if you have questions.

Welcome to VINCI

Once your DART Application is approved, you will receive this WELCOME email from VINCI followed by several different emails alerting you to different phases in the setup of your workspace.

Because you are using VINCI Services to get your patient list, you may ignore the messages requesting more information.

Subject: Welcome to VINCI!

Now that you have been granted access, you may proceed to use the VINCI Standard Workspace. Begin by following the instructions in the [VINCI Workspace User Guide](#).

VINCI administrators have established a new Project folder for you (ORD_Clark_202003034D) on the project drive, P:\\. This folder will be visible next time you log into your VINCI workspace. Please remember, if you have multiple projects you may not transfer data among Project folders.

If this is a new project on VINCI, the data team will be emailing your group about a project correspondence site to communicate about your data needs. Please respond via that site as soon as possible to facilitate receiving the data quickly. Data extracts can take up to 5 business days to complete from the time all information is received.

Instructions for accessing VINCI:

1. To log in to the VINCI Workspace, go to [VINCI Central](#) (VINCI's Homepage)
2. Click the link "Launch Workspace" at the top left-hand side of the page.
3. Follow the prompts for "Standard Workspace single monitor", "Open", and then "Connect".
4. At the log in prompt enter either your PIV pin or select the options for your domain name\user name and then password if you have a PIV exemption.
 - a. Your domain and user name is: VHA08\VHANFLCOXB
5. Follow the remaining prompts until the program launches

Support for VINCI is available through our VINCI Help Desk at (801) 872-3324, Mon – Fri 8:00 am – 4:30 pm CST.

Helpful links

- VHA Data Portal <http://vaww.vhadataportal.med.va.gov/Home.aspx>
- VINCI's Homepage <http://vaww.vinci.med.va.gov/vincicentral/>
- VINCI User Guides <http://vaww.vinci.med.va.gov/VinciCentral/Guides/Index>
- Software available on VINCI <http://vaww.vinci.med.va.gov/VinciCentral/CloudComputing/Software>
- Data available <http://vaww.vinci.med.va.gov/VinciCentral/DataSources/Index>
- DART https://dart.vha.med.va.gov/vinci_dart_client/dart9/dashboard.html

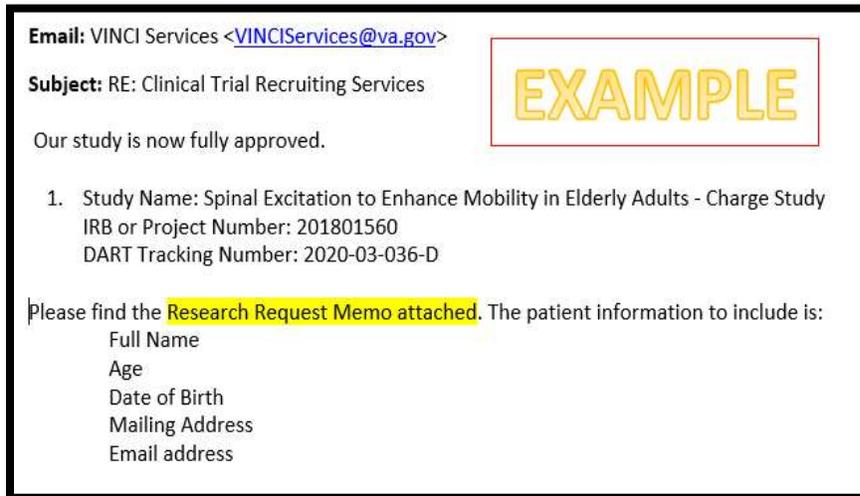
VINCI@va.gov
VINCI Help Desk (801) 872-3324

National Service Desk: 855-NSD-HELP (855-673-4357)

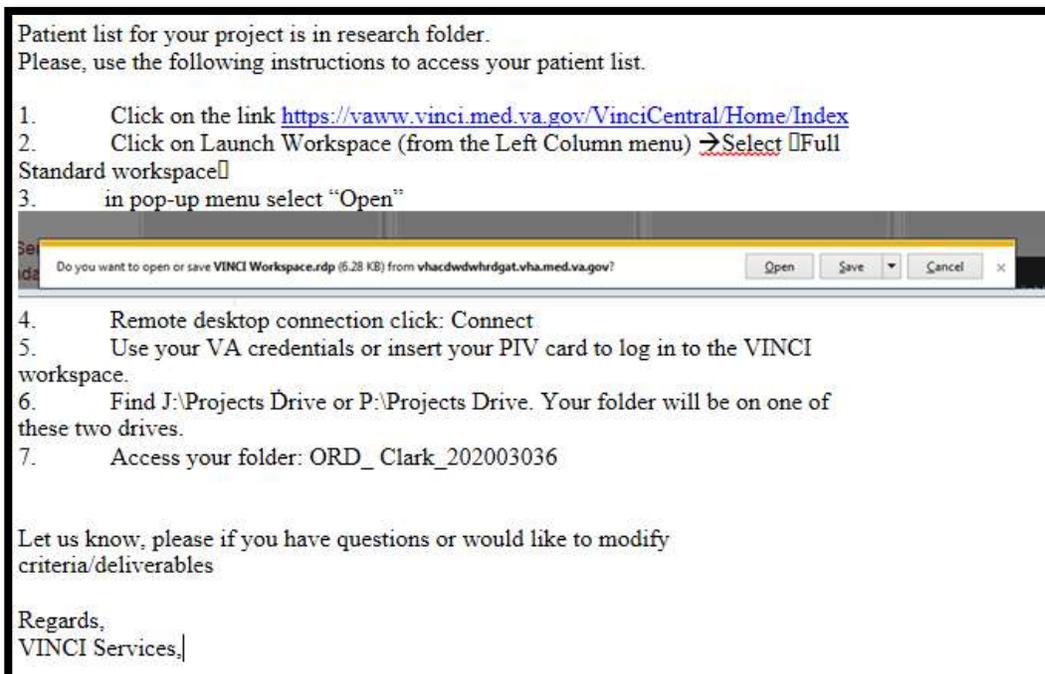
Requesting VINCI Services to provide a patient list.

After final approval, you may ask for your patient list. Attach the completed Research Request Memo and a list demographic and medical criteria for inclusion/exclusion of patients. These can include things like age, sex, zip codes, ICD codes, etc. Then, in the body of the email indicate what patient information you are requesting.

**Remember to get IRB approval for any contact that you intend to make with patients. In general, cold calling is not permitted unless you have a clinical relationship with the patient. Advertisement mailed to patients should be IRB approved and stamped.*



Once the patient list is created you will receive this notice. You can now download your patient list to the VA Server.

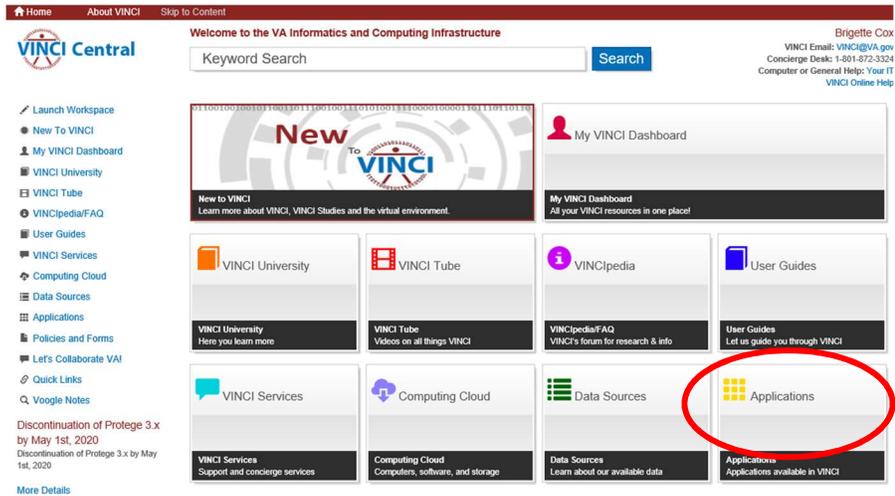


Downloading Files from VINCI

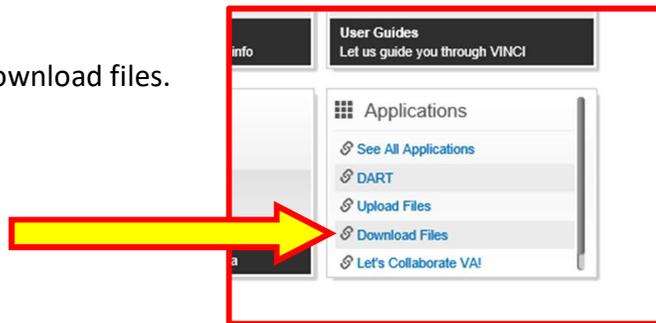
The following are the instructions to download the patient list to your research server:

Go to [VA VINCI central](#) website.

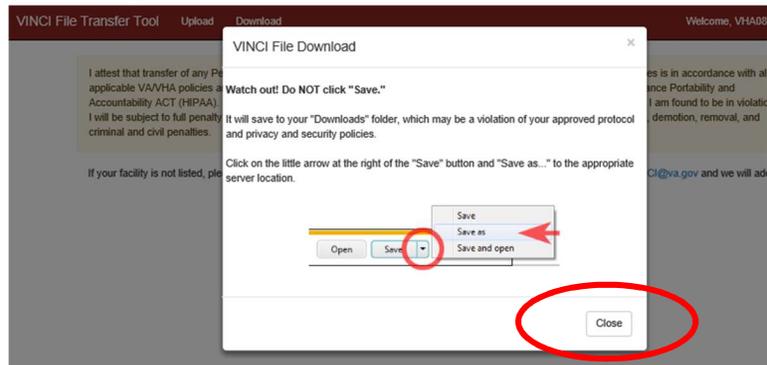
Click on the Applications Icon in the lower right corner of the page.



Select Download files.



Close VINCI FILE Download warning window.



Select your location.

In P: Project column open your research folder "ORD_XXX_XXX."



Select file you want to download and use function **SAVE AS** to save the file to the secure research server you indicated in your DART application.

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