



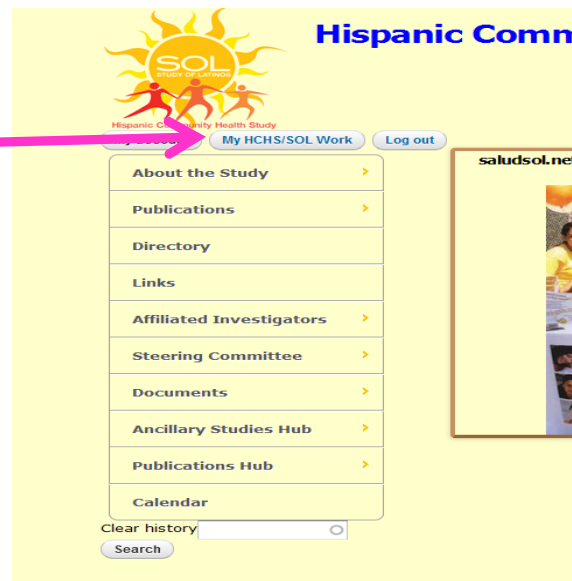
Instructions for Requesting Data

Step 1:

Go to <https://sites.csc.unc.edu/hchs> and log in with your username and password

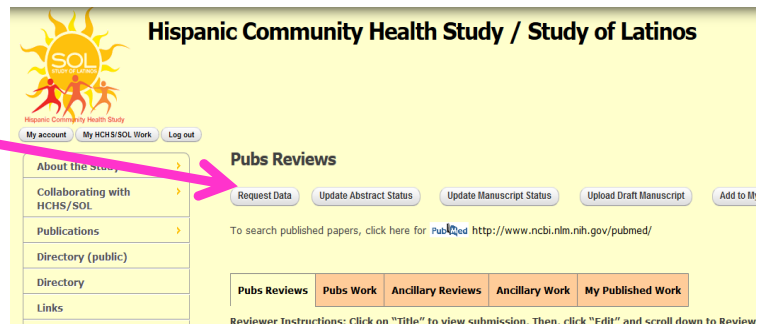
Step 2:

Click on My HCHS/SOL Work



Step 3:

Click on "Request Data"



Step 4:

Fill in the information for your Manuscript

Select the MS Number of your Manuscript.

Write in the Name of the Lead/Corresponding Author

If desired, select the affiliation of the Lead/Corresponding Author

If desired, select the affiliation of the Manuscript

If desired, select the Center Affiliation

Check the box for all data that is being requested.

If other Data is desired, indicate below

Indicate if the manuscript Proposal is the result of or connected to an ancillary

Select the Data Analysis Location from the dropdown menu.

Indicate if the Statistician who will be performing data analysis has experience using HCHS/SOL Data

Indicate whether data analysis is required or not.

Create Data Request

Data Request Form – Use if not getting local access

MS# *

- Select a value -

Lead/Corresponding Author *

Manuscript Lead/Corresponding Author Affiliation

- None -

Manuscript Affiliation

- None -

Center Affiliation

- None -

Data Requests

- ☐ Baseline
- ☐ Visit 2
- ☐ Visit 3
- ☐ Visit 4
- ☐ DNA or Biomarker

Other Data Request Type

If other data is being used, please list.

Ancillary Study

- None -

This manuscript proposal is primarily the result of an ancillary study - None -

Data Analysis Location

- None -

Certification Status for Statistical Analyst

Is the statistician who will be performing the data analysis experienced in using the HCHS/SOL main study data, or data from studies?

- None -

Data analysis file for this manuscript is

- ☐ N/A
- ☐ Not required (already has access to Investigator Use data files)
- ☐ Required (does not currently have access or is from affiliated institution)

Comments and Notes

Describe any special considerations for your data request that are not already detailed in the approved analysis plan for this

Data use agreements must be execute in advance of the distribution of data. Please indicate if you have a signed HCHS/SOL agreement or need to start that process.

Your request will be processed faster with the listing of all variables the analysis will require.

Step 7:

Click to submit your work.

A screenshot of a web form's bottom section with a yellow background. It contains two rounded rectangular buttons: 'Submit' on the left and 'Preview' on the right, both with a slight 3D effect.

Incomplete submissions will not be acted on.

Please be sure to complete the entire form.

Suggestions on how to make this document better? Email hchsadministration@unc.edu!