**TSHS Resources Portal**

**Dataset Submission Form**

***Version June 23, 2016***

Please provide the following information.

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| **Your name:** |  |
| **Your institution:** |  |
| **Your email address:** |  |
| **Submission date:** |  |
| **The title of your dataset:** |  |
| **Dataset owner’s full name, email address and website address:** |  |
| **Source URL if the dataset is already publicly available:** |  |
| **Dataset keywords or phrases (minimum of 3, maximum of 6):** | 1.  2.  3.  4.  5.  6. |
| **Permission category (check all that apply):** | \_\_ Publicly available dataset  \_\_ HIPAA-compliant de-identified dataset (See Note 1 below.) |
| **Please answer yes or no to each statement:** | 1. This dataset may be freely downloaded and utilized for non-profit educational purposes in its current form.  \_\_\_\_\_ Yes \_\_\_\_\_\_ No  2. I have obtained permission from the original owner of this dataset.  \_\_\_\_\_ Yes \_\_\_\_\_\_ No  3. The data have been de-identified in accordance with HIPAA regulations. (See Note 1 below.)  \_\_\_\_\_ Yes \_\_\_\_\_\_ No |
| **Filename for your dataset introduction (see Dataset Introduction Template provided):** |  |
| **Filename for your data dictionary (see Data Dictionary Template provided):** |  |
| **Filename for your dataset in spreadsheet format (see Note 2)** |  |
| **Filename(s) for your dataset in other formats (see Note 2)** |  |
| **Are you also submitting teaching materials that go with this dataset at this time?** | \_\_\_\_\_ Yes \_\_\_\_\_ No |

**Note 1**: For additional information on Health Information Privacy, please read:  
<http://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html#safeharborguidance>

**Note 2**: Please submit your dataset in at least two formats: Excel or other spreadsheet format (.csv, .xls, .xlsx), ***plus*** at least one of: SAS (.sas7bdat, .xpt), R (.Rdata), SPSS (.sav), or Stata (.dta).