**Preparatory to Research Attestation**

Researchers who intend to have Kaiser Permanente Research Bank (KPRB) programmers access Protected Health Information (PHI), or who intend to use the KPRB self-service Query Tool (RQUEST) to access PHI, to obtain aggregate data for activities preparatory to research, are required to notify the KPRB’s specified individual. Send this completed form to Inga Wagar at [inga.n.wagar@kp.org](mailto:inga.n.wagar@kp.org) or upload with your pre-application or preparatory to research (PTR) submission in the KPRB Access Portal.

This application will be used if PHI needs to be accessed for research planning purposes, such as evaluating whether a research project is feasible or not.

**Please fill out the form below. You may be contacted for more information, if necessary.**

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| --- | --- | --- | --- |
| **Project Title:** |  | | |
| **Kaiser Permanente Principal Investigator (PI)** | | | |
| Name | | Phone | Fax |
| Region | | Dept | Email |
| **External Principal Investigator (PI)** | | | |
| Name | | Phone | Fax |
| Affiliation | | Dept | Email |
| **Brief Need** | | | |
| Describe criteria for selecting records: | |  | |

[ ] True The use of PHI is solely to prepare aggregate data for review in order to prepare a research protocol, determine feasibility for a study, or for similar purposes preparatory to research.

[ ] True The data that is being provided is the minimum necessary for research preparation purposes.

My submission of this form indicates that all the information is accurate and that I will comply with KP policies and federal regulations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature (or emailed from the KP investigator’s KP email account) |  | Printed Name |  | Date |

Email Inga Wagar at inga.n.wagar@kp.org if you have questions