1. **PURPOSE**
   To describe the administrative practice required to request and obtain institutional signatory approval for Unrestricted Data Use Agreements (UDUA).

2. **SCOPE**
   All researchers at CUNY receiving unrestricted research data from non-CUNY individuals or organizations. For information regarding researchers at CUNY sharing research data (whether restricted or unrestricted) with non-CUNY individuals or organizations, or both sharing and receiving research data (whether restricted or unrestricted), see Data Transfer Agreements.

3. **DEFINITIONS**
   UDUAs are contracts that describe the receipt and use of non-CUNY unrestricted data by CUNY researchers. “Unrestricted data” is defined as datasets that do not contain personally identifiable participant information or other confidential or private information, do not raise national security concerns, and may otherwise be distributed to the general public. UDUAs serve to address any limitations on the use of the data, obligations to safeguard the data, liability for harm arising from the use of the data, publication, and privacy rights associated with the data.

4. **RESPONSIBILITIES**
   The Vice Chancellor for Research and the University Director for Research Compliance are the authorized signatories for UDUAs. Research team members (including the Principal Investigator), or others at the CUNY Colleges do not have the authority to sign UDUAs on behalf of CUNY.

5. **WORK INSTRUCTION**
   1. Upon receipt of an UDUA, ensure the correct study title, name of the Principal Investigator, and all other identifying information are listed correctly on the agreement. The name of the entity entering into the UDUA is “The City University of New York on behalf of [name of college or school].”

   2. Forward the unsigned agreement to the research compliance staff responsible for research agreements for review and signature.

6. **REFERENCES**
   - http://ori.hhs.gov/Chapter-6-Data-Management-Practices-data-sharing