



Proposed Final Additional Data Year Policy
Approved by GB on April 25, 2025; Amended on September 19, 2025

Purpose: This policy establishes the conditions under which researchers may request additional years of data after their application has been approved.

At the time of approval/before DUA Submission: At the time of *notification of approval*, the approved data recipient(s) will be asked to confirm final data years for each requested dataset through a form provided by iPHD. If additional data years became available after application submission but before DUA submission, the researcher may add additional years, subject to additional data fees as outlined in the current iPHD fee schedule.

After the data years are confirmed, the selection is considered final. The researcher must ensure that the data years listed on the DUA and IRB match the confirmed data years. Projects cannot be delayed in anticipation of future data year releases.

After DUA submission or after iPHD data release to approved data recipient: If the approved data recipient wishes to add data years at any time after the DUA has been submitted, they *must submit a written request to the iPHD*. This option may be used only once per project and requires:

- Submitting an updated IRB approval for additional years;
- Paying any applicable data fees per the current fee schedule; and
- Paying an additional processing fee if staff time is required to prepare an updated dataset and update related compliance agreements (billed at an hourly rate).

Delegation of Authority to CSHP: To enhance efficiency and minimize unnecessary delays in data access, the Governing Board granted limited authority to Rutgers Center for State Health Policy (CSHP), allowing CSHP to approve requests for additional data years pertaining to ongoing projects, provided there are no modifications to the research questions or the approved datasets. All such modifications shall be documented by CSHP and presented to the Board at the next scheduled meeting.

Note: This policy applies only to requests for additional data years. If a researcher wishes to request a different dataset than originally submitted, a new application is required and will be subject to standard iPHD review procedures.