## Checklist: Data Recipient Submitted Forms

Submit completed checklist as part of Data Use Agreement submission.

|  |  |  |
| --- | --- | --- |
| Document Completed & Attached | Form | Instructions |
| Yes  No, not applicable | Data Use Agreement |  |
| Yes  No, not applicable | Attachment 1: Data Use Agreement Amendment | Enter Recipient data output to be provided to Lead Organization |
| Yes  No, not applicable | Attachment 2: List of Approved Data Elements | Excel worksheet |
| Yes  No, not applicable | Attachment 3: List of Authorized Data Users | If Enclave product, specify user(s) who will hold seat licenses; add emails |
| Yes  No, not applicable | Exhibit A: Approved WA-APCD Data Application |  |
| Yes  No, not applicable | Exhibit B: Approved Data Management Plan | Not applicable for Enclave product |
| Yes  No, not applicable | Exhibit C: Recipient Attestation of WA-APCD Rules and Policies |  |
| Yes \_\_ (Number of Agreements)  No, not applicable | Exhibit D: Recipient Confidentiality Agreement(s) | Agreement is executed by each Authorized Data User |
| Yes (Future Completion)  No, not applicable | Exhibit E: Certificate of Project Completion and Data Destruction | Future completion |
| Yes (Future Completion)  No, not applicable | Exhibit F: Certificate of Continued Need and Compliance | Future completion |
| Yes  No, not applicable | Exhibit G: WA-APCD Data Access Fee |  |
| Yes  No, not applicable | Exhibit H: Recipient Data Output |  |
| Yes  No, not applicable | Exhibit I: Analytic Enclave User Authentication Agreement | Enclave product only |
| Yes  No, not applicable | Exhibit J: Analytic Enclave Data Downloads | Enclave product only |
| Yes  No, not applicable | Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |