Important Note: All projects require a minimum of 10 business days to setup in PopMedNet, with at least 30 days of advance notice required.

|  |  |
| --- | --- |
| 1. Requestor(s):
 |  |
| 1. Requestor(s) Email:
 |  |
| 1. Requestor(s) Organization, i.e. lead site that will be distributing queries:
 |  |
| 1. Project Name (as you would like it to appear in the PopMedNet Query Tool, max 20 characters):
 |  |
| 1. Funding status:
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Approved |  | Pending |  | TBD |

 |
| 1. Project Dates (necessary duration of access to PopMedNet to allow for secure querying):
 | Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. What is the expected date for the first query submission for this project?
 |  |
| 1. What is the total number of expected queries anticipated to be distributed for this project?
 |  |
| 1. Which Data Partners will be included in this project? If you know, are any of these Data Partners already using the PopMedNet Query Tool?

*What is the DataMart that will be included in this project? Please request list of available DataMarts* *if unsure.* |

|  |  |  |
| --- | --- | --- |
| Data Partner Name | DataMart Name | Already using the PopMedNet query tool? |
|  |  | *Yes / No* |
|  |  |  |
|  |  |  |
|  |  |  |

 |
| 1. For each of the Data Partners listed above, which users will be responding to queries, i.e. will be the DataMart Administrators?
 |

|  |  |  |
| --- | --- | --- |
| Data Partner Name | DataMart Name | DataMart Administrator(s) |
|  |  | *Name (email)* |
|  |  |  |
|  |  |  |
|  |  |  |

**Or**

|  |  |
| --- | --- |
|  | All active DataMart Administrators at each site listed in Q9 should have permission to respond to queries for this project |
|  |  |

 |
| 1. Which query type(s) will be used for this project\*?

\*For a description of all query types, please refer to the PopMedNet User Guide here: [Request Types](https://popmednet.atlassian.net/wiki/spaces/DOC/pages/8880286/Request%2BTypes) |

|  |  |
| --- | --- |
| *Yes / No* | File Distribution |
|  | Modular Program |
|  | Menu-Driven Query (MDQ) |

 |
| 1. Which person(s) at the lead site should have permissions to distribute queries to Data Partners?
	1. If “**Yes**” to Requires Training, please provide any date requirements for training completion.
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Data Partner Name | Full Name | Email | Requires PopMedNet Training |
|  |  |  | *Yes / No* |
|  |  |  |  |
|  |  |  |  |

 |
| Date (MM/DD/YY):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 1. Which person(s) **besides those listed in Q12** at the lead site should have permissions to view query activity in the Project?
	1. And of these persons, who *also* should be able to view query results?
 |

|  |  |  |  |
| --- | --- | --- | --- |
| DataMart Name | Full Name | Email | View Results? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 |

\*If you have any questions regarding the project setup form, please enter a service desk ticket here: [Request a New Project](https://popmednet.atlassian.net/servicedesk/customer/portal/1/group/30)