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+Types) | |  |  | | --- | --- | | *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)