

**Hawaii State Department of Health (DOH) Proposal Approval Form for Behavioral Risk Factor Surveillance System (BRFSS) Data Requests**

Project title:

Principal Investigator (PI) or Project Manager (PM):

Required attachments:

- 1. Full proposal<sup>1</sup>
- 2. If a limited dataset is being requested, a signed DOH Data Use Agreement must be attached
- 3. If the data request includes Protected Health Information (PHI), documentation that demonstrates compliance with HIPAA must be attached (IRB Waiver of Authorization, Business Associate agreement, or patient informed consent)

Signature of PI or PM: \_\_\_\_\_ Date: \_\_\_\_\_

**DC/OC/D<sup>2</sup> approval to proceed with project**

DC/OC/D Name:

DOH Division or Office:

DC/OC/D Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Full proposal should include: title, complete list of investigators and organizational affiliation, contact information for principal investigator/project manager, project timeline, purpose, background information, methods including explanation of DOH data to be used, planned uses of research outcomes, consent forms (if applicable), measures to ensure confidentiality, and requested variables.

<sup>2</sup> Division Chief, Office Chief, or Designee.

**Please attach a full proposal in a separate Word or PDF document with the following components:**

1. **TITLE:** The proposal title should be succinct and specific to the research in question.
2. **INVESTIGATORS:** List the names, academic degrees, and organizational affiliation of the researchers and all individuals who will be working with the data.

*Note: All investigators and anyone who will have access to the data must be listed here and on the DOH Data Use Agreement where their signature is required.*

3. **CONTACT INFORMATION:** Include the name, title, telephone, and email address of the corresponding researcher for this data request.
4. **PROJECT TIMELINE:** Provide an outline of the anticipated timeline. It can be in bulleted form or in a table as shown below.

Project Timeline – Key Activities	Oct 2021	Nov 2021 – Jan 2022	Jan – Mar 2022	Apr – Jun 2022
Data Request Process and Approval	<input checked="" type="checkbox"/>			
Conduct Analysis		<input checked="" type="checkbox"/>		
Write Manuscript			<input checked="" type="checkbox"/>	
Submit for DOH/HHDW Review and Approval				<input checked="" type="checkbox"/>
Submit for Publication				<input checked="" type="checkbox"/>

5. **PURPOSE** (1-2 sentences): Provide a brief synopsis of the proposed research.
6. **RESEARCH QUESTIONS:** State the main research questions that will be examined in the analysis.
7. **BACKGROUND** (1-2 paragraphs): Provide a brief overview (with references) of what is currently known about the topic area and how the proposed analysis of record-level data will shed new light on unexplained issues.

8. **METHODS** (2-3 paragraphs): Specify the years of data being requested and the demographic or outcome variables to be used in the analysis. This will help our team to identify any important variables that may be missing or misidentified from the analysis and suggest additional or alternative variables.

Provide an overview of the proposed analysis (eg, statistical tests) and the software that will be used. Mock-ups of the anticipated result tables are helpful.

9. **PLANNED USES OF RESEARCH OUTCOMES** (1 paragraph): Briefly describe the intended uses of the research; for example, to generate an abstract for a conference, publication in a scientific journal, to create a factsheet, etc.
10. **VARIABLES REQUESTED:** The variables can be included in the proposal or in an attached spreadsheet. Please specify the variable name, the definition, and the year(s) for each variable you are requesting (see example below).

The requested variables must be pertinent to the proposed analysis described in the background and methods. For more information about how the questions are asked, copies of the BRFSS survey instruments used each year can be found on the data source page. However, as variables names can change from year to year, please use the BRFSS Data Request Codebook to select the variables for this analysis.

The BRFSS Data Request Codebook contains two tabs.

- i. Raw Survey Items Tab - Contains a complete listing of the questions asked and CDC variables created each year since 2011. Variable names may change over time. If using data from this tab, for multiple years, the researcher must ensure that the proper variable name is used for each year.
- ii. HHDW Health Indicators Tab - Contains variables that have been mapped across years.

EXAMPLE: Request for kidney disease data from 2017-2019 from the Raw Survey Items tab (in yellow) and HHDW Health Indicators tab (in green). Please choose either the Raw Survey Item or the HHDW Health Indicator for each area of interest.

VARIABLE NAME	DEFINITION	YEARS
STRAT_STSTR	Stratum	<i>These are the weighting variables required for analysis and must be included.</i>
ANNUAL_SEQ_NUM	Primary sampling unit and unique record identifier	
FINAL_WEIGHT	Landline/Cell phone weight	
SURVEY_YEAR	Survey year	2017-2019
*CHCKDNY	Ever told had kidney disease	2017
*CHCKDNY1	Ever told had kidney disease	2018
*CHCKDNY2	Ever told had kidney disease	2019
	OR	
†KIDNEYDX	Kidney disease – prevalence	2017-2019
Etc.		

\*Raw variables

†Health indicator