

# California Cancer Registry Check List for Researchers

WHEN SUBMITTING DATA REQUEST, CASE LISTING, OR LINKAGE PROPOSALS

## Contact information

Questions regarding initiating process or questions regarding policies & procedures, please contact Ann Brunson at 916-779-2673 or [abrunson@ccr.ca.gov](mailto:abrunson@ccr.ca.gov)

Address: 1825 Bell Street, Suite 102, Sacramento CA 95825

Please send proposal and documents electronically as a PDF to Ann Brunson. You may also may information to her attention at address above.

## Required steps and documentation

- Review and complete the application requirements for [“Policies and Procedures for Access to and Disclosure of Confidential Data from the California Cancer Registry.”](#)

All items noted below can be found in the document noted above.

- Submit the following documents to CDPH Chronic Disease Surveillance and Research Branch’s (CDSRB) program:
  - Study protocol (without Appendices)
  - [Appendix 3: Agreement for Disclosure of CCR Data signed by the principal investigator and responsible institution official](#)
  - [Appendix 5: Procedures to Maintain the Confidentiality of CCR Data signed by the principal investigator](#)
  - Current IRB Approval. This includes institutional IRB. If proposal is a patient contact study or OSHPD linkage, the CDHS Committee for the Protection of Human Subjects (CPHS) IRB is also required.
  - List of requested data items from the CCR including brief justification  
[Data dictionary:](#)
  - Notice of Grant Award if applicable
- Once CDSRB approves the project and signs the [Appendix 3](#) (Agreement for Disclosure of CCR Data), Ann Brunson will send the approval and make arrangements for the transfer of your data to the CCR and subsequent linkage.

**For Your Records ONLY:** [Appendix 2: Confidentiality Agreement for Access to CCR Data](#)