Researcher Check List

For Submitting Data Request, Case Listing, or Linkage Applications

Please Note: Allow for 8-10 weeks from the time of formal approval of your project to receipt of data.

Required steps and documentation

Review and complete the application requirements as outlined in the "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 policies and procedures document.

Submit the following documents to CDPH Chronic Disease Surveillance and Research Branch's (CDSRB) program at research@ccr.ca.gov

- Application for Disclosure of Confidential Registry Data for Research (*or Application for Additional Disclosure of Confidential Registry Data for Research for repeat projects*)
- Study protocol (without Appendices)
- Appendix 3: Agreement for Disclosure of CCR Data signed by the Principal Investigator and responsible institution official.
- Copy of current IRB Approvals (both are required for all projects).
  - Institutional IRB approval
  - CDHS Committee for the Protection of Human Subjects (CPHS) IRB.
    A letter of support from CCR is required by CPHS for all applications. Please contact CCR at research@ccr.ca.gov to request a letter of support. For specific questions regarding the application or approval process for CPHS approval, please contact CPHS directly.
- List of requested data items from the CCR including brief justification.
  - Data dictionary
- Approval from the Vital Statistics Advisory Committee (VSAC) is required to receive death-related information (vital status, cause of death, survival time, etc.) from CCR. Please contact CCR at research@ccr.ca.gov for information about the process.
- Notice of Grant Award, if applicable.

Patient Contact Studies – For requests limited to patients residing within a single region, please contact that region directly. The California Cancer Registry will coordinate multi-region or statewide requests.

Region	Counties	Contact
1/8	Alameda, Contra Costa, Marin, Monterey, San Benito, Santa Clara, Santa Cruz, San Francisco, San Mateo	**Greater Bay Area Cancer Registry** (510) 608-5022 gbacr@ucsf.edu
2, 3, 4, 5, 6, 7/10	Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Madera, Mariposa, Mendocino, Merced, Modoc, Mono, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Bernardino, San Diego, San Joaquin, San Luis Obispo, Santa Barbara, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba	Cancer Registry of Greater California (916) 779-0300 research@crgc-cancer.org
9	Los Angeles	Los Angeles Cancer Surveillance Program (323) 865-0434 ahamilt@med.usc.edu
	Multi region or Statewide request	California Cancer Registry (916) 731-2500 research@ccr.ca.gov

Upon CDSRB approval of the project, you will receive the counter signed Appendix 3 (Agreement for Disclosure of CCR Data), letter of approval and Financial Agreement Acknowledgment. We will make arrangements for the secure data transfer at that time.

Contact Information

Questions? Send us an email at research@ccr.ca.gov