

Informatics Request Process Standard Operating Procedures

1. Revision, Review and Approval History

Action	Name	Date	Notes
Initial Draft	Evan French	3/20/2025	

2. Purpose

This document describes the process of requesting informatics support for clinical research projects.

3. Reference Policies

The most recent version of Health System policies are available in the [VCUHS Policy Library](#) (only accessible from the VCUHS network).

Title	Organization	Policy Number
Research Honest Broker Policy	VCU Health System Authority and Affiliates	No number, search name
Protected Health Information, Uses & Disclosures for Research Policy	VCU Health System Authority and Affiliates	COMP-014
De-Identification of Protected Health Information Policy	VCU Health System Authority and Affiliates	MR.PH.004
Protected Health Information, Minimum Necessary Uses and Disclosures Policy	VCU Health System Authority and Affiliates	No number, search name

Uses and disclosures of PHI for which an authorization or opportunity to agree or object is not required	Department of Health and Human Services	45 CFR 164.512(i)
Other Requirements Relating to Uses and Disclosures of Protected Health Information	Department of Health and Human Services	45 CFR 164.514(b)
VCU/VCUHS Enterprise Data Warehouse for Research	VCU	HM20023298

4. Policy

TBD

5. Definitions

Please see definitions relevant to this policy in the [glossary](#).

6. Procedures

Submitting a request

Requests for informatics support for research projects can be submitted at informatics.vcu.edu.