

# Data Safety Soft Launch Information Sheet

For support site reference: November 27, 2019

## What is a system soft launch?

Between December 5, 2019 and when the proposed Harvard Research Data Security Policy revisions are confirmed in early 2020, the new Data Safety and Security application will be available for optional use in a feedback period that is being referred to as a “soft launch”. When the soft launch period is complete, system use will be required for all reviews.

During the soft launch period, data security reviewers and School Security Officers are asked to:

- Direct researchers to the new system to complete the review process. While use is optional, it is also strongly encouraged;
- Act as liaisons with the research community to collect and provide feedback to the support team;
- For any review initiated in the new application, complete that review in the application; and
- Continue to complete any assigned ancillary reviews in other systems (such as ESTR and Agreements), as they are initiated/requested.

## How do we support the soft launch period?

This is a time to introduce the system to researchers and either share feedback about the system with the support team directly or ask researchers to contact us.

Some suggested approaches to introduce researchers to the Data Safety and Security application and provide feedback include:

- Providing investigators with guidance materials and encourage informational session attendance, to learn more about the application;
- Selecting a subset of investigators to submit their data security review in the new application,
- Requesting all new data security reviews be submitted in the new application,
- Collecting feedback from investigators and delivering it to the support team in aggregate, or
- Asking investigators to contact the help desk ([rshelp@harvard.edu](mailto:rshelp@harvard.edu)) directly with questions and feedback.

School Security Officers should choose the approach that works best for them, keeping in mind that once a submission in the new Application has been created, it should not be abandoned in favor of returning to an e-mail-based review.

## What happens next?

1. Begin using the new Data Safety and Security application and providing feedback as of December 5.
2. During the soft launch period, the support team will collect feedback to use it to contribute to the next system release.
3. Status updates will be provided at School Security Officer monthly and other meetings.

## Resources

1. Introduce your researchers to the Data Safety and Security system by providing a link to the support site with system guides/job aids and the calendar of informational sessions: <https://ras.fss.harvard.edu/data-safety>
2. When you begin your review, refer to the [Safety Reviewer/Specialist Guide](#) to familiarize yourself with the system’s features and the review process.
3. The support team of HUIT staff are available to meet with any department, research team, or School Security Officer who is unable to attend the scheduled informational sessions. To schedule a personalized informational session, contact [rshelp@harvard.edu](mailto:rshelp@harvard.edu).