

Export Request Memo

Every export request must contain a completed version of this memo. It will provide the disclosure review team with enough information to evaluate the files in your export request. You must adequately comment all supporting code files to explain the commands used to generate the files in the export request. We strongly discourage you from exporting intermediate output, and we expect no more than 5-10 separate files that will be used in the final product unless approval given in advance. We will try to be as responsive as possible, but allow up to five days for exports to be approved. Short, well-documented requests will be prioritized.

If you have any questions regarding how to fill out this form, please contact export@coleridgeinitiative.org. Please do not include any direct references to specific data elements in these emails.

Please include the following elements numbered as below in your submission. **Before you submit your request, please review the [export guidelines](https://adrf.readthedocs.io/en/latest/usingtheadrf/export.html#export-guidelines) at <https://adrf.readthedocs.io/en/latest/usingtheadrf/export.html#export-guidelines>.**

1. Project Workspace

Please provide the exact name of the project workspace inside the ADRF in which you are working:

2. Request Submitted By

Provide the full name and corresponding ADRF username of the requester:

3. General Information

How many files are requested for export?

Why would you like to receive these files?

How do these outputs fit into your approved research project?

Have you ensured that the requested outputs conform to the export guidelines?

4. Description of research samples

Describe the research samples used to generate these files. If there are multiple samples pertaining to different files, clearly indicate the specific files that are created from the described samples.

5. Relationship between samples

Describe any relationships between the different samples, if applicable, used to generate these files.

6. Output files

For each file requested for export, please enter the following information in a neatly bulleted list:

- File name
- Description of file
- Program(s) that produced the file
- File name containing underlying research sample counts for this file
- File name(s) that contain supporting statistics required with the dataset
- File name(s) containing the code used to create this file
- Any additional comments