



Procedure Name: Cosmos Access	Number: SOP 22 v3.0
Subject: Clinical Research	Effective Date: April 10, 2023
Linked Policy: Clinical Research Operations & Compliance Policy	Revised Date: June 4, 2025

PURPOSE:

To define and document MFA IS&T's and OCR's process for granting an end user access to Cosmos portal within Epic. This SOP is developed to ensure all end users requesting access to the application follow the standardized process.

PROCEDURE:

This procedure should be followed if there is a request to obtain access to the Cosmos portal. There are two levels of access the end users can select, "Cosmos SlicerDicer Access" and "Cosmos Data Science Access".

Cosmos Slicer Dicer: Intended for users who have a research project use case that would benefit from access to summary-level national data. A Local SlicerDicer will allow access to a specific organization's data. The Cosmos SlicerDicer allows users to query all participating Cosmos organizations' data

Cosmos Data Science: Intended for researchers and data scientists familiar with R, Python, and/or SQL who have a research or project use case that would benefit from access to deidentified national data. This access requires additional training at Epic headquarters in Verona, WI or online with successful completion of a project and exam. Only users with an articulable project or use case and prior R/Python/SQL experience should receive this level of access.

All users must indicate the specific project for which they are requiring Cosmos access and must provide all supporting documentation including but not limited to:

- 1.) Project proposal
- 2.) IRB documentation including outcome letter (Non-human subjects research determination letter)
- 3.) Any additional documents as requested by OCR

Epic Cosmos Access

1. OCR receives Cosmos access request: The end user will submit the initial request with the Office of Clinical Research (OCR) (see attached Cosmos Access Request form).
2. OCR reviews request: The Office of Research will review and make a determination regarding the Cosmos access request. If approved provide the start date and end date. **(There needs to be a form created for submission to Zendesk)**



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3. OCR creates Zendesk ticket: The Executive Associate with the OCR will submit the Zendesk ticket on behalf of the individual requesting access.
4. Users and Security team: The Users and Security analyst will create the user EMP record (when applicable) or verify that an EMP exists.
5. Users and Security team: The Users and Security analyst will apply the Cosmos template to the EMP record.
6. Users and Security team: The Users and Security analyst will apply the start and end dates.
7. Update the Sherlock: The Users and Security analyst will update the Sherlock for Cosmos access with the detailed information regarding the user and the timeframe for access.

Attachments

Cosmos Access Request Form

DEFINITIONS:

Epic refers to MFA's Electronic Health Record System.

Cosmos refers to application.



Cosmos Access Request Form

First Name	Click or tap here to enter text.		
Last Name	Click or tap here to enter text.		
PI Name (if not you)	Click or tap here to enter text.		
Do you have existing EPIC access?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>	*If yes, what is your username? Click or tap here to enter text.

Type of Cosmos access needed	<input type="checkbox"/> Cosmos SlicerDicer access: Intended for users who have a research project use case that would benefit from access to summary-level national data. A Local SlicerDicer will allow access to a specific organizations data. The Cosmos SlicerDicer allows users to query all participating Cosmos organizations' data. <input type="checkbox"/> Cosmos Data Science access (for institutional use – must be pre-approved for this level): Intended for researchers and data scientists familiar with R, Python, and/or SQL who have a research or project use case that would benefit from access to deidentified national data. This access requires additional training at Epic headquarters in Verona, WI or online with successful completion of a project and exam. Only users with an articulable project or use case and prior R/Python/SQL experience should receive this level of access.
Timeframe Cosmos access is needed for	Click or tap here to enter text.
Source of funding for training (if required) and analyst support time	Click or tap here to enter text.
Reason for requesting access	<input type="checkbox"/> Research <input type="checkbox"/> QI <input type="checkbox"/> Other: Click or tap here to enter text.
Title of project or proposal	Click or tap here to enter text.
If this is for research, do you have IRB approval?* *Please include IRB approval documents (if applicable) and a copy of your project outline/proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No

For OCR Use Only:

Request Approved

Request Denied*

*Reason for denial: Click or tap here to enter text.

OCR Signature: _____