If the foreign subrecipient does not have a way of providing access to copies of their documentation that supports the research outcomes, UCSF Research Analysis Environment (RAE) can be used to set up a secure environment for the foreign subrecipient to upload files:

1. Request a new RAE study site by completing the [RAE ServiceNow request form](https://ucsf.service-now.com/ucsfit?id=ucsf_sc_cat_item&sys_id=d2dd00c61b0f4050fd5d85507e4bcba3)
2. Add the study team and foreign subrecipients as users
3. New RAE users, including the foreign subrecipients, will receive a [DocuSign Statement of Responsibility](https://it.ucsf.edu/how-to/request-statement-responsibility)
4. Once signed, foreign subrecipients will receive an email to set up an RAE account through Okta and an email to set up DUO two-factor authentication
5. Foreign subrecipients can then upload files in the study folder at the RAE site [mytransfer.ucsf.edu](https://mytransfer.ucsf.edu/index.php/login)

For assistance with setting up RAE for this purpose, submit a request at the [RAE Direct Help System](https://redcap.ucsf.edu/surveys/?s=C3H8PLYJCT).