

FAQS:

Q: Why do I need to request a TPRM?

- To safeguard our data
- A TPRM engagement profile is required prior to engaging with any of the following teams (you will be asked for TPRM record number when engaging with any of the following teams):
 - o Contracting
 - o Procurement
 - o Athena tickets
 - o ARB requests
 - o Data & AI governance requests
 - o NTR requests

Q: When do I have to engage TPRM?

- TPRM must be initiated prior to contract execution and any data transfer. It will delay projects if you wait.

Q: How do I know if I need TPRM?

- Use the [TPRM Wizard](#) to find out

Q: How long does this process take?

- Return to main page and review "process_TPRM_timelines"
- If the questionnaire is still marked as "in progress" with the vendor, please consider following up to request its submission.

Q: How do I find a TPRM record number?

- Go here to [Self-Search](#)
- If you do not find one, that means you need to [Request Intake](#)

Q: I self-searched and found the product, but it's a different version

- If this is a medical device, please submit an intake request; you will be required to provide the latest MDS2 from the vendor.
- If this is not a medical device and there is no substantial change from the previous device, no further action is necessary.

Q: My existing service or license contract is being renewed, does this need to go through TPRM?

- Yes, if it does not have a current engagement profile.
- Check with Self-Search to determine if it already exists
- Check TPRM scope using the TPRM Wizard.

Q: Can I purchase the product while it is going through the TPRM process?

- Maybe, return to main page and review "process_TPRM_Dependencies"

Q: How long does it take for a vendor to complete a questionnaire?

- That depends on the vendor. You will be cc'd on all communication with the vendor and can request them to expedite the process if needed.
- Return to main page and review "process_TPRM_timelines"

Q: The vendor is asking for an NDA to be signed prior to sharing data with TPRM

- It is not uncommon for the vendor to request an NDA to share their security information
- Please contact tprm@pennmedicine.upenn.edu to obtain a copy of the NDA to provide to the vendor.
- The vendor should review the document, sign it, and return a PDF copy.
- Upon receipt, you are responsible for initiating the signature process on our end within PennFor > Financials & Supply Management (FSM).

Q: What is PennFor > Financials & Supply Management (FSM)?

- PennFor > Financials & Supply Management (FSM) is the system used at Penn Medicine is the system where you initiate obtaining signatures on NDAs.
- If you do not have access, you will have to put in an Access request to gain access.