Data Access Policy:
National Resource Center for The First-Year Experience
and Students in Transition

The National Resource Center for The First-Year Experience and Students in Transition (NRC) provides access to data files whose embargo has been removed to support research on students in transition into and through higher education. The data files will be released to Principal Investigators (PI) who meet the criteria outlined below and are approved by the NRC. The NRC holds the right to refuse a data request, particularly if the research proposal overlaps with any past or current NRC projects.

Currently Available Datasets

- 2006 National Survey of First-Year Seminars
  - Codebook
  - Survey Instrument
  - Data file

Data Files

The data files have been cleaned and stripped of any identifying data. The data files can be provided in the following formats: SPSS, STATA, and Excel. In addition, each data file is accompanied by a corresponding codebook.

Data Policy

External researchers and institutional representatives who request data collected by the NRC to conduct their own analyses must submit the following:

- Application for Obtaining Data, including:
  - PI’s curriculum vitae
  - IRB approval for research project

- Agreement for the Use of Data

- Research Proposal Outline for Data Access

- Security Pledge for Data Access
**Documented Approval from Institutional Review Board**

All requests must be accompanied by document(s) approval from the PI’s institutional review board. If the PI’s review board awards the research project an “exempt status,” documentation must still be provided detailing the approval of exemption.

**Provisions for Release**

All granted requests for data shall be subject to the following provisions:

- Released data will include responses from only those schools that gave the NRC permission to share their data.
- All identifying information (e.g., institution, contact, title, city, state, email, phone, zip code) will be removed from the dataset before the NRC releases data to the researcher.
- Datasets shall be made available as established by the NRC.
- Data will be used (analyzed and disseminated) only in the manner stipulated in the proposal and accepted by the NRC.
- Agreements for the Use of Data from the National Resource Center for The First-Year Experience and Students in Transition expire 18 months after the date of approval by the Center. Agreements may be extended for an additional 12 months by the NRC with the submission of an updated research proposal and IRB approval for the project.
- All publications and presentations resulting from these data must explicitly state that the original research using the dataset was conducted by the NRC, and that the current author has been granted special permission to use the dataset for independent research.
- All publications and presentations resulting from these data must include the following statement: “The analysis and opinions presented in this [report, article, etc.] are those of the author(s) and do not necessarily reflect the views of the National Resource Center for The First-Year Experience and Students in Transition.”
- The PI is required to provide the NRC with an electronic copy of any publication or presentation that utilized the data. Moreover, upon acceptance of publication or presentation, it is the responsibility of the PI to update the NRC with when and where the data will be showcased.
- If the PI plans to share any findings that result from the proposed research with the media, they must advise the NRC of their intent to do so. If the PI is contacted by the media, the PI is responsible to inform the NRC of such media inquiries.

*Note:* Research using data collected by the National Resource Center will not be eligible for the Paul P. Fidler Research Grant.
Data Sharing Fees

When external researchers and institutional representatives request data collected by the NRC to conduct their own analyses, Center staff will determine whether a fee will be assessed.

Fees are generally not assessed if:

- Requestor is a graduate student seeking limited use for a course project, thesis, or dissertation project.
- The project will generate research data that are useful to the NRC, but is not a project that the Center would conduct itself.
- Requestor is a representative of an institution that participated in the NRC study of interest who is making a first-time request for the data.
- Requestor is an individual who requests data for a previously-approved NRC sponsored publication.
- Requestor is a NRC Advisory Board member or Fellow.

For more information about the fees, please contact Dallin George Young at dallin.young@sc.edu.

Review of Applications

All proposals will be reviewed and approved by the Assistant Director of Research, Grants, and Assessment and the Director of the NRC.

Approval Timeline

Once the NRC approves the data access request, the PI is permitted 18 months to fulfill their research proposal. After 18 months, the PI is required to provide the NRC with a status update documenting the progress of the research. The PI may request an extension of an addition 12 months to fulfill their proposal, but the NRC has the right to terminate the research upon the 18 month review.

When the agreed upon timeline expires, the PI is solely responsible to immediately destroy all electronic data files.

Each proposal will be uniquely considered and evaluated by the NRC within 4-6 weeks. The criteria used for decision-making regarding the release of datasets are subject to change and at the full discretion of the NRC staff.

Updated 12-12-2012. Subject to change without notice.
Application for Obtaining Data:
National Resource Center for The First-Year Experience
and Students in Transition

Date of Application: _______________________________

Requested dataset: ________________________________________________________________

Name of Principal Investigator:
_______________________________________________________________________________

Title of Principal Investigator:
_______________________________________________________________________________

Name of Associate Investigator(s) – if applicable
_______________________________________________________________________________

Institution: ______________________________________________________________________

Street Address: ___________________________________________________________________

City/State/Zip Code:
_______________________________________________________________________________

Telephone Number: ______________________________

Fax Number: ______________________________

Email Address: ________________________________________________

Requested Delivery Date for Data: ________________________________
_______________________________________________________________________________
As separate documents, please upload 1) current curriculum vitae for the Principal Investigator, and 2) IRB approval for the project.

Only fully completed and documented requests will be considered. Please ensure your application is complete.

Application checklist:

- Application for Obtaining Data
  - Principal Investigator’s curriculum vitae
  - IRB approval for research project

- Agreement for the Use of Data

- Research Proposal Outline

- Security Pledge signed by Principal Investigator and all Associate Investigators

______________________________________________________________________________

Please send signed Application, Agreement, Research Proposal Outline, and Security Pledge to:

Dallin George Young, Assistant Director for Research, Grants, and Assessment
National Resource Center for The First-Year Experience and Students in Transition
University of South Carolina
1728 College Street
Columbia, SC 29208
Agreement for the Use of Data:
National Resource Center for The First-Year Experience
and Students in Transition

I. Definitions

A. “Principal Investigator” or “PI” is the person primarily responsible for analysis and other use of data obtained through this agreement.

B. “Associate Investigator(s)” are persons, excluding the investigator, who will have access to data obtained through this agreement.

C. “Receiving institution” is the university or research institution at which the investigator will conduct research using data obtained through this agreement.

D. “Representative of receiving institution” is a person authorized to enter into contractual agreement on behalf of the receiving institution.

II. Requirements of Principal Investigator

PIs must meet one of the following criteria:

A. Hold a faculty or staff position at the receiving institution, or

B. Be a graduate student under the direct supervision of a Ph.D. or other terminal degree professional who holds a faculty or staff position at the receiving institution.

III. Requirements of a Receiving Institution

Receiving Institutions must meet the following criteria:

A. Be an institution of higher education, a research organization, or a government agency,

B. Have a demonstrated record of using data according to commonly-accepted standards of research ethics, and

C. Have an IRB or institutional research review board.

IV. Obligations of the Principal Investigator, Associate Investigator(s), and Receiving Institution

Data provided under this agreement shall be held by the PI, associate investigator(s), and receiving institution in the strictest confidence and can only be disclosed in compliance with the terms of this agreement.
The PI, associate investigator(s), and receiving institution agree:

A. That the data will be used solely for research purposes, and that no attempt will be made to identify specific individuals or participants nor will any listing of data at the individual or participant level be published or otherwise distributed

B. That no persons other than those identified in this agreement, or in subsequent amendments to this agreement, as investigator or research staff, be permitted access to the contents of data files or any files derived from data files provided by the National Resource Center for the First-Year Experience and Students in Transition

C. To respond fully and in writing within ten working days after receipt of any written inquiry from the National Resource Center for the First-Year Experience and Students in Transition regarding compliance with this contract or the expected date of completion of work with the data or data derived there from

D. To make available for inspection, at reasonable hours, by the National Resource Center for the First-Year Experience and Students in Transition the data files and any other information, written or electronic, relating to this agreement

E. To supply the National Resource Center for the First-Year Experience and Students in Transition with:
   1. A complete application packet via hardcopies in the mail,
   2. Two copies of this entire agreement with original Institutional Signatures page.

F. To include in each written report or other publication based on analysis of data from the National Resource Center for the First-Year Experience and Students in Transition, the following statement:

   The original research using this dataset was conducted by the National Resource Center for The First-Year Experience and Students in Transition. The author has been granted special permission to use the dataset for independent research. The analysis and opinions presented in this [report, article, etc.] are those of the author(s) and do not necessarily reflect the views of the National Resource Center for The First-Year Experience and Students in Transition.

G. To advise the National Resource Center for The First-Year Experience and Students in Transition of 1) any plans to share findings with the media, or 2) media inquiries as a result from the proposed research.

H. To destroy all the electronic data files at the agreed upon date.
I. To provide annual reports in electronic format to the National Resource Center for The First-Year Experience and Students in Transition staff which include:

1. A copy of the annual IRB approval for the research project,

2. A listing of public presentations at professional meetings using results based on these data (if applicable),

3. A listing of papers accepted for publication using these data, with complete citations (if applicable),

4. A listing of graduate students using the data for dissertations or theses, the titles of these papers, and the date of completion (if applicable).

J. A breach of this Agreement by the PI, associate investigator(s), and/or the receiving institution may cause irreparable damage to the National Resource Center for The First Year Experience and Students in Transition. Therefore, the National Resource Center for The First Year Experience and Students in Transition shall be entitled to injunctive relief to restrain the PI, associate investigator(s), and/or the receiving institution from breaching this Agreement.

### Institutional Signatures

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<th>Representative of Receiving Institution</th>
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If investigator is a graduate student, please supply the following:

**Supervising Faculty or Researcher**

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**Representative of the National Resource Center for the First-Year Experience and Students in Transition**

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Abstract (less than 100 words)
The abstract should be a brief summary of the proposal’s key points.

Background/Literature Review (less than 500 words)
Brief conceptual and/or theoretical framework, including supporting research.

Research Questions
Introduce the question(s) to be addressed by your research.

Method and Procedures (less than 400 words)
Describe the research methodology.

Dissemination Plan (less than 500 words)
Describe your specific plans for dissemination and/or publication of your findings.
Security Pledge for Data Access:
National Resource Center for The First-Year Experience
and Students in Transition

I, _____________________________________________________, through my involvement
with and work on the ________________________________, dataset will have access to data collected by the National Resource Center for The First-Year Experience and Students in Transition. By virtue of my affiliation with this project, I have
access to and use of the data. I understand that access to this information carries with it responsibility to guard against unauthorized use and to abide by the Agreement for the Use of Data from the National Resource Center for The First-Year Experience and Students in Transition.

I agree to fulfill my responsibilities on this project in accordance with the guidelines set forth in the Application for Obtaining Data, Agreement for the Use of Data, and Research Proposal Outline, and the following guidelines:

1. I agree to not permit non-project personnel to access these data, either electronically or in hard copy.

2. I agree not to attempt to identify individuals or survey participants.

__________________________________              ____________________________________
Principal Investigator              Signature
__________________________________
Date

__________________________________
Associate Investigator (if applicable)              Signature
__________________________________
Date

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Associate Investigator (if applicable)              Signature
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Date