

RHODE ISLAND STATEWIDE LONGITUDINAL DATA SYSTEM INDIVIDUAL-LEVEL DATA REQUEST FORM

Instructions: Please either complete this form and return it to DataSpark at dataspark@etal.uri.edu.

1. Contact Information

The following members of the researcher team will have access to and responsibility for individual-level data from the Rhode Island Statewide Longitudinal Data System (RI SLDS). *All members of the research team with access to individual-level data from the RI SLDS must understand and acknowledge the requirements of data security, privacy, and confidentiality, as evidenced by the completion of Family Educational Rights and Privacy Act (FERPA) training or a Health Insurance Portability and Accountability (HIPAA) training, as appropriate, and a confidentiality agreement.*

Name	Position Title	Organization	Email

2. Project Title

Project Timeline

3. Project Start Date

When would you like to receive the data? *Data use agreements and data preparation can take six (6) months to complete.*

____ / ____ / _____

4. Project End Date

When do you anticipate completing your project? *DataSpark establishes data use agreements for a maximum length of three (3) years.*

____ / ____ / _____

5. Multi-Year Request

Are you requesting annual, multi-year updates of the data over the course of the project? *DataSpark allows updates for a maximum length of three (3) years.*

Yes

No

6. Multi-Year Timeline

When are you requesting annual updates? *You are responsible for contacting DataSpark regarding the update a minimum of three (3) months before the data is requested. DataSpark cannot guarantee that requested data will be available on the requested timeline.*

Project Description

7. Research or Policy Questions

List the specific research or policy questions of your project.

8. Purpose and Scope

Describe the purpose and scope of your project.

9. Public Good

How will results from this project be used to benefit policies, programs, and citizens in Rhode Island?

10. Individual-Level Justification

Justify your request for individual-level data, explaining why your project could not be completed using aggregate-level data.

11. Variables

List the requested variables.

Agency Data Element	Year(s)	Notes

12. Methodology

Describe the statistical methodology you will use to answer your research questions.

13. Supplemental Data

If your project requires additional data not from the RI SLDS, please specify. *Additional data must be de-identified or aggregate-level data.*

14. Supplemental Data Contact

If your project requires de-identified supplemental data, identify your contact(s) at the other data-providing entity. *It is your responsibility to coordinate between DataSpark and the other data-providing entity.*

Name	Position Title	Organization	Email

15. Outputs and Dissemination Strategy

List anticipated outputs that will result from this data request and their intended audience (e.g., share with program staff/accreditor, present at a conference, submit to a journal, post to a website, etc.).

Data Management

16. Once received and for the duration of my project, the data file(s) will be stored:

- On a server/computer at my organization
- On a personal server/computer
- On an encrypted mobile storage device
- Other: _____



17. I will be using the following protection mechanism(s) to secure the data/file(s):

- Password-protected file / Encrypted file
- Secured access via authenticated accounts and passwords
- Computer and/or mobile storage kept in a locked, secured area only accessible by a small number of people
- Other: _____

18. A funder and/or a publication requires that I deposit the requested data in a central repository: *Submit the detailed requirements with this form.*

- Yes
- No

19. The data/file(s) will be destroyed after my project completion date via the following method(s): *DataSpark requires destruction when the data are no longer needed, thirty (30) days after the End Date of the Data Use Agreement, or upon request whichever occurs first.*

- Secure erase utility and/or process
- Secure physical destruction of the device
- Degaussing the device
- Other: _____