

Data Request Process

When the Education Research and Data Center (ERDC) shares data with third party researchers, it follows a process that ensures: (1) that researchers obtain only the data they need to answer their research questions; (2) that confidentiality is maintained and human subjects research protocols are followed; and (3) that institutions and organizations that contribute data to ERDC have opportunities to comment on the research and results.

Data Requestor

Step 1: Requestor reviews the data sharing agreement template and to ensure that they can meet the security requirements.

Step 2: Submits data request to ERDC.

Step 4: Requestor approves of the amended request.

Step 6: Requestor collaborates to revise data request based on feedback.

Step 7: Submits application for approval to the Washington State Institutional Review Board (WSIRB).

Step 8: Submits WSIRB approval documentation to ERDC.

Step 10: Reviews and signs data sharing agreement.

Step 12: Requestor analyzes data as outlined in their data request and data sharing agreement.

Step 13: Consults with data contributors as needed to understand the data.

Step 14: Writes report detailing the results of the analysis, submits report to ERDC.

Step 15: Requestor evaluates comments and feedback, revises report as needed.

Step 16. Publishes results.

ERDC

Step 3: ERDC reviews data request, seeks clarification.

Step 4: May amend request based on knowledge of the data.

Step 5: ERDC sends request to data contributors for comment.

Step 6: ERDC collaborates to revise data request based on feedback.

Step 9: ERDC creates data sharing agreement that will both meet research needs and protect confidentiality.

Step 10: Submits sharing agreement for review and signing.

Step 11: Works to provide data to data requestor.

Step 14: Submits report to data contributors for comment and review, and relays feedback.

Data Contributors

Step 5: Data contributors submit feedback to ERDC within 5 days.

Step 13: Consults with data requestor as needed to help them understand the data.

Step 14: Data contributors have 10 days to review and comment on the use of the data.