**ERDC Data Request Form**

*To be completed by data requester*

This data request form is for data requests to ERDC that involve redisclosure of identifiable data to the requester. This includes data with no direct identifiers, but which still includes indirect identifiers (such as demographic and geographic variables), as well as unredacted aggregate data that includes small cell counts. This form should be completed for new data requests, and also to receive a refresh or additional data related to a prior data request.

**1. Contact Information**

Principle Investigator:

Title: Department:

Agency or Organization Name:

Email Address: Telephone Number:

Date Submitted:

**2. Basic Information**

Project Title:

Abstract:

Study Questions:

Study Purpose / Rationale:

**3. Request Type**

Is this a new data request, or a request for additional data under a prior data request and/or data sharing agreement?

New  Additional data / refresh

If this is a request for a refresh of data or additional data, please provide the following information:

Prior request #:

Data sharing agreement K#:

**4. Audit or Evaluation of an Education Program**

Yes  No Is this study an audit or evaluation of a state- or federally-funded education program?

If so, what is the program being audited or evaluated?

In what way is the program being audited or evaluated?

Yes  No Is this study intended to produce *generalizable knowledge*?

(If so, then it does *not* qualify as an audit or evaluation of an education program, and this data request is ineligible if it involves education data.)

**5. Data Sources**

Using the data menu chart, please select the organizations whose data you are requesting as part of your data request.

Education

SBCTC  OSPI  DCYF  COP  WSAC  4-year institutions

Workforce

ESD  WECTB  L&I

Justice

DOC

Social services

DCYF  DSHS

Health

DSHS  DOH  HCA

(Note: Data requests that involve data beyond education and workforce data may involve more scrutiny and a lengthier IRB process.)

**6. Other Data**

Yes  No Will the data provided in this request be linked to or combined with data from sources other than the ERDC?

If so, please explain:

**7. Contact with Data Contributors**

Yes  No Have you made contact with data contributors, and consulted with them on your study questions, rationale, and design?

If yes, please describe prior interactions with data contributors:

**8. Funding**

Yes  No Have you received outside funding to conduct this study?

If yes, please describe funding sources:

**9. Cohort & Data Elements**

Study Cohort:

Comparison Groups:

Data Elements Requested:

**10. Methods & Analysis**

Please describe your study design, methods, and planned analysis:

**11. Timeline**

ERDC’s data sharing agreements require that data requestors submit draft publications that use ERDC data to ERDC for review prior to publication. This review involves two steps:

1. ERDC reviews to ensure that drafts are FERPA compliant. If data included in the draft is not FERPA compliant, ERDC reserves the right to require edits to bring the material into compliance.
2. ERDC will send the drafts to data contributors, who will review the analyses, methods, and use of the data included in the study, and provide feedback to the data requestors.

Please build into your timeline space to submit materials created using ERDC data to ERDC for review, and check the box to the left if you are able to comply with this requirement.

Describe the timeline of your study:

*(If this is a refresh of a prior data request, or a request for additional information, please describe the activities conduct so far, and how they relate to previously submitted timelines.)*

Click or tap here to enter text.

When do you plan to submit deliverables to ERDC for review: Click or tap to enter a date.

**12. Notes**

Is there anything else you want us to know about your study:

**13. Requester signature**

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Name of requester Date

Position or title

Organization