

American Indian and Alaska Native Head Start Family and Child Experiences Survey 2015
(AI/AN FACES 2015) (ICPSR 36804)

ICPSR Requirements and Guide for Accessing Restricted Data

The purpose of this document is to provide a procedural overview of the application process for the American Indian and Alaska Native Head Start Family and Child Experiences Survey 2015 (AI/AN FACES 2015) restricted use data. This process utilizes the ICPSR restricted data contracting system, and is required along with the application process between the prospective user and the AI/AN FACES Data Committee (see [Data Application Protocol](#)).

If you have questions about the application process, please contact Research Connections staff at contact@researchconnections.org.

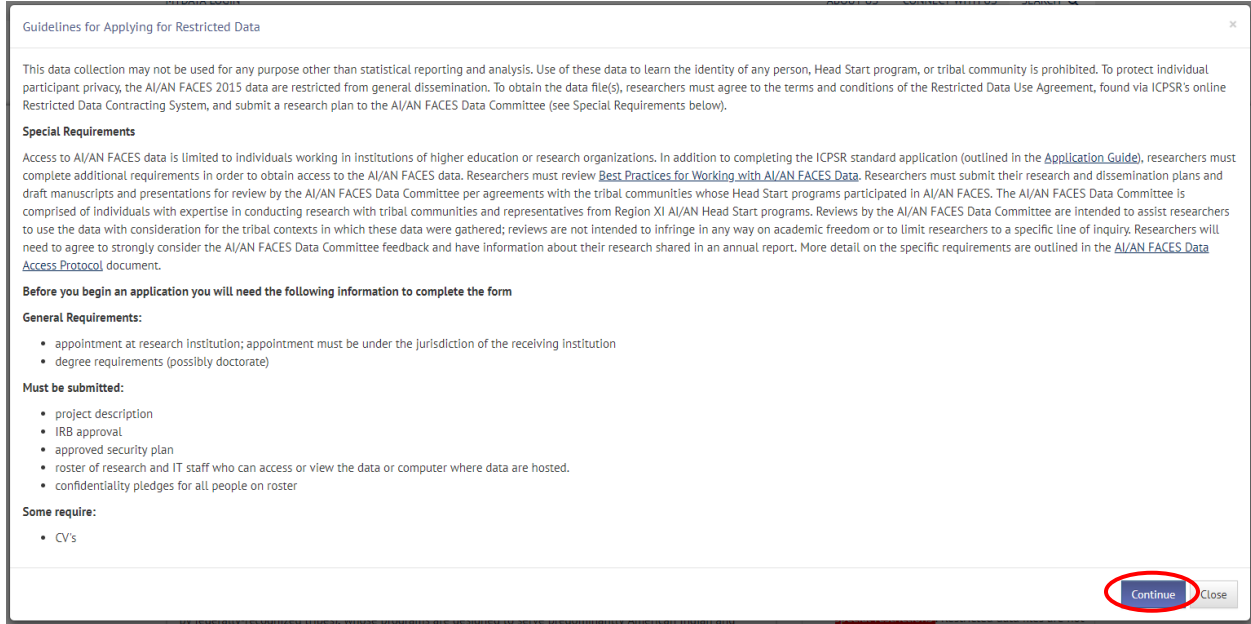
Step 1:

Navigate to the study homepage for [AI/AN FACES 2015](#), and click on the Access Restricted Data button.

The screenshot shows the ICPSR website interface for the 'AMERICAN INDIAN AND ALASKA NATIVE HEAD START FAMILY AND CHILD EXPERIENCES SURVEY 2015 (AI/AN FACES 2015) (ICPSR 36804)'. The page includes a navigation bar with 'MYDATA LOGIN', 'ABOUT US', 'CONNECT WITH US', and 'SEARCH'. Below the navigation bar is the 'Child Care & Early Education RESEARCH CONNECTIONS' logo and a tagline: 'Promoting high-quality research and informing policy through free access to thousands of publications and datasets'. The main content area displays the study title, publication date (May 9, 2018), and principal investigator information. A 'Collection(s)' section lists 'Head Start Family and Child Experiences Survey (FACES) Series'. The URL 'https://doi.org/10.3886/ICPSR36804.v2' and 'Version V2 (see more versions)' are also shown. A horizontal menu contains 'Download', 'Analyze Online (0)', and 'Access Restricted Data', with the latter button circled in red. To the right of this menu is a '122 downloads * Usage Report' badge. Below the menu is a 'Project Description' section with a 'Summary' subsection. The summary text describes the FACES survey and its focus on Region XI AI/AN children and families. A 'Notes' section on the right contains two bullet points, with the second one highlighting that 'One or more files in this data collection have special restrictions'.

Step 2:

Read the Guidelines for Applying for Restricted Data. When you are prepared to begin your application, click Continue. After logging in, this will open a Data Access Request.



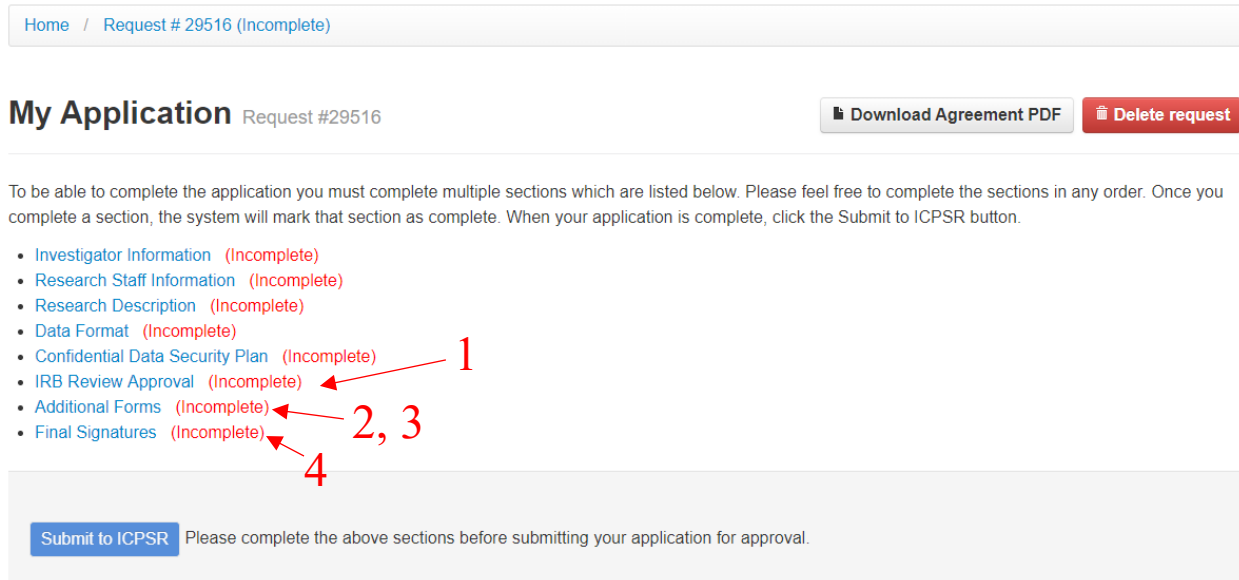
Step 3:

From the Data Access Request window, you will first need to download the agreement and read it carefully. After your careful review of the agreement and the terms therein, submit the agreement to your institution for approval. At this time, you can also click “Start a New Request for AI/AN FACES 2015 data,” which will initiate the application process.



Step 4:

When starting a new request, you will need to navigate through each of the links displayed to complete the sections required. As sections are completed, the red notations indicating incomplete sections will change to “complete.”



In addition to filling the online forms, you will need to upload PDF versions of the following documents:

1. IRB Approval/Exemption Notification Letter from your institution’s IRB
 - a. You will upload the PDF of your Notification Letter to the interface reached by clicking the “IRB Review Approval” link.
2. AI/AN FACES Data Committee Notification Letter
 - a. You will receive this directly from the AI/AN FACES Data Committee.
 - b. An example version of what this form looks like can be accessed from the interface reached by clicking the “Additional Forms” link.
 - c. You will upload the PDF Notification Letter you received from the AI/AN FACES Data Committee (not the example version) to the interface reached by clicking the “Additional Forms” link. See the screenshot below for an example of that interface (marked with “2”).
3. Acknowledgement: Best Practices for Working with AI/AN FACES Data
 - a. This may be found in the [Data Application Protocol](#) or from the interface reached by clicking the “Additional Forms” link.
 - b. After completing the Acknowledgement, please scan it and upload the PDF of the scan to the interface reached by clicking the “Additional Forms” link. See the screenshot below for an example of that interface (marked with “3”).
4. Signed Data Use Agreement
 - a. You will upload the PDF of your scanned and signed Agreement to the interface reached by clicking the “Final Signatures” link.

[Home](#) / [Request # 30405 \(Incomplete\)](#) / [Additional Forms](#)

Additional Forms

The following forms are also required as part of your application for access to these data. Please follow the instructions for each form carefully.

AI/AN FACES Data Committee Approval

1. [Download the AI/AN FACES Data Committee Approval file](#)
2. Print out the form, fill it out on paper, and scan the completed form into a PDF file.
3. Upload the completed form here: No file chosen

AI/AN FACES 2015 Data Access Acknowledgements of Research Team

1. [Download the AI/AN FACES 2015 Data Access Acknowledgements of Research Team file](#)
2. Print out the form, fill it out on paper, and scan the completed form into a PDF file.
3. Upload the completed form here: No file chosen

Step 5:

After all sections are complete, you can click the “Submit to ICPSR” button to submit your application. ICPSR staff will review the application to determine whether the application is complete. If there are any issues, ICPSR staff will contact you. Once the application is ready to be approved, ICPSR will initiate one final step in the process by sending electronic confidentiality pledges to all members of the research team. When all members of the research team electronically sign these pledges, the application will be approved, and ICPSR staff will begin the process of sending the data files via a secure download process.