



Gaining Access to NSECE Levels 2/3 Restricted Use Data

- 1) Begin by completing a preliminary application (available from nsece@norc.org) that describes your research project. We will discuss this with you to determine whether adequate data exist, and whether or not you can identify a method of reporting that would likely adequately protect sample locations and identities. In some cases, researchers may require some basic sample descriptive information at this stage, which the NSECE team will provide as possible. Researchers may be asked to revise their preliminary application incorporating feedback from the NSECE team.
- 2) Once feasibility of analyses and safe reporting have been tentatively confirmed, the NSECE team will submit the application to OPRE for review. That review could result in permission to proceed to the second phase of the application.
- 3) With OPRE permission, the NSECE team will provide the applicant researchers with a Research Support Plan, including cost estimate, a schedule estimate, and disclosure guidelines for undertaking the project.
- 4) Researchers will review the material provided by the NSECE team and decide whether or not they wish to pursue with the second phase.
- 5) The second phase of the application involves a Data Use Agreement between NORC and the applicant researcher's organization, submission to NORC's IRB, documentation of IRB approval by the applicant researcher's institution.

Also at this time we would negotiate a specific data request for NSECE data. If the researchers are to provide any data for use in the analysis process (for example, external data files to be merged in), the timeline and methods for preparing those would also be agreed upon and incorporated into the Research Support plan. Researchers may be required to provide specific proof of adequate protection against disclosure at this time.

Created variables (if any) to be provided by the researchers for inclusion in NSECE data files will also be specified in the second phase of the application process.



Where necessary, a contract for payment between the researcher's organization and NORC completes this phase of the application.

- 6) Once all of these terms have been agreed on and required agreements completed, researchers will gain access to the secure server to conduct their work. Researchers are encouraged to keep in mind disclosure protection requirements throughout their work and to consult with NSECE project staff throughout to ensure that their work can be publicly disseminated.

Significant changes in research design, data file requirements, or other aspects of the research project affecting resources required from the NSECE team or the assessment of disclosure risk could result in NORC notifying the research team of the need for a review of the Research Support plan, possibly including revision of cost or schedule estimates or disclosure-related requirements.

- 7) When work is completed, researchers will request a final disclosure review of all materials, including: description of research protocol, statistical output requested for removal from the secure area, and manuscripts or slides or other materials proposed for public dissemination. Both NORC and OPRE approval will be required for release. Researchers will also receive closing disclosure-protection requirements that are associated with any future discussion or dissemination of the research. The requirements will be specified in a signed agreement between NORC, the researchers, and OPRE.
- 8) Variables or documentation provided at no charge to researchers by the NSECE project team will remain the property of OPRE and can be released by OPRE as desired by the agency.

As specified in step 5 above, researchers will provide documentation and data files for key variables created by or paid for by researchers for inclusion in NSECE data files for the broader research community. This requirement encourages replication of research and continuity of definitions and constructs within the NSECE literature. Researchers may request that the NSECE project team hold research files (including data files, programs and documents) for future use by the researchers themselves or for replication purposes by other researchers. Anyone wishing to access such research files would need to complete the full process for accessing restricted data, as well as any restrictions specified by the original research team.