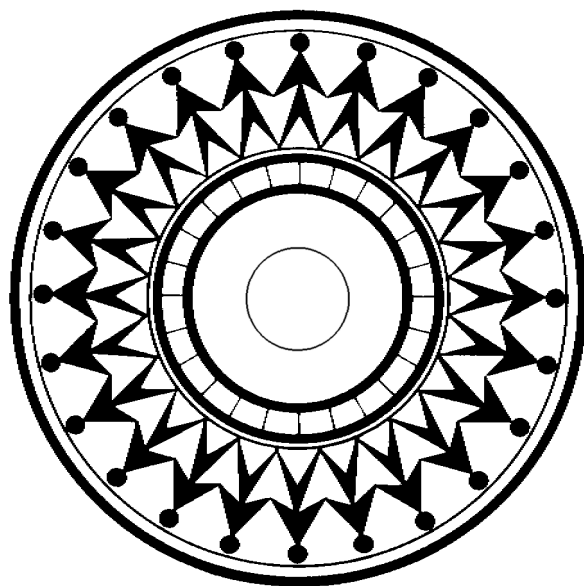


**DEPOSITING DATA WITH THE
NATIONAL DATA ARCHIVE ON
CHILD ABUSE AND NEGLECT:
A HANDBOOK FOR CONTRIBUTORS**



National Data Archive on Child Abuse and Neglect
Family Life Development Center
Cornell University
Ithaca, New York 14853-4401
607-255-7799
NDACAN@cornell.edu
www.ndacan.cornell.edu

OCTOBER, 2002

**DEPOSITING DATA WITH THE
NATIONAL DATA ARCHIVE ON
CHILD ABUSE AND NEGLECT:
A HANDBOOK FOR CONTRIBUTORS**

Funded by
Children's Bureau
U.S. Department of Health and Human Services

Distributed by
National Data Archive on Child Abuse and Neglect

Contributor's Guide Written by
National Data Archive on Child Abuse and Neglect

©2002 National Data Archive on Child Abuse and Neglect

ACKNOWLEDGMENTS

Funding for the National Data Archive on Child Abuse and Neglect (NDACAN) is provided by the Children's Bureau, U.S. Department of Health and Human Services. NDACAN is very grateful for the Children's Bureau's continued support of its work.

Thanks go to the National Institute of Justice and Sociometrics Corporation whose publication, *Depositing Data With the Data Resources Program of the National Institute of Justice: A Handbook*, provided the framework for the original version of this manual.¹

¹ Peterson, James L., & Colella, Ugo A. (1991). *Depositing data with the Data Resources Program of the National Institute of Justice: A handbook*. Washington, D.C.: National Institute of Justice, U.S. Department of Justice.

TABLE OF CONTENTS

| | |
|--|-----------|
| Overview | 7 |
| Purpose of this Handbook | 7 |
| The Children’s Bureau’s Data Archiving Requirement | 8 |
| Timeline | 8 |
| Contacts with NDACAN..... | 9 |
| Contributors' Responsibilities: Preparing Data for Archiving | 10 |
| Submitting Materials | 10 |
| Responding to Requests for Additional Information and Correcting Errors..... | 14 |
| Reviewing Draft Materials | 14 |
| NDACAN's Responsibilities: Preparing Data for Dissemination | 14 |
| Preparing Data Files | 15 |
| Preparing a User's Guide and Codebook..... | 15 |
| Making Datasets Available | 16 |
| Bibliography | 17 |
| Appendices | 19 |
| Appendix A: Sending Data Files to NDACAN Electronically | 21 |
| Appendix B: Sample Contributor Agreement..... | 23 |
| Appendix C: Sample Terms of Use Agreement..... | 27 |

OVERVIEW

Purpose of this Handbook

Secondary data analysis is a vital aspect of research in contemporary social and behavioral science. Original data collection is expensive and time-consuming, and original investigators rarely explore all the research and policy questions their data could potentially address. Secondary data analysis permits a relatively economical and scientifically productive exploration of important research issues, and brings the analytical talents of a larger number of researchers to bear on questions of concern to child maltreatment professionals. In addition, secondary data analysis permits findings to be validated by independent investigators and allows alternative explanations and approaches to be tested quickly at a fraction of the original data collection cost. While it is beyond the scope of this guide to enumerate fully the rationale behind data sharing and secondary analysis, interested readers should consult the section on data sharing in the bibliography of this manual for further readings.

To promote secondary data analysis, the Children's Bureau (CB) funds the National Data Archive on Child Abuse and Neglect (NDACAN), which stores and disseminates data gathered through CB-funded research. The CB requires investigators who receive its research grants to document and deliver the data to NDACAN within two years of a project's completion. Datasets are then archived and made available to qualified scientists.

This handbook is written for both voluntary and mandated data contributors who are collecting and preparing data for deposit with NDACAN. The section, *The Children's Bureau's Data Archiving Requirement*, addresses issues that are relevant to required contributors. The remaining sections of this document are relevant to all data contributors.

The handbook describes the type, content, and format of the data and documentation to be deposited with NDACAN. NDACAN hopes that sending the handbook to contributors prior to the conclusion of their projects will help contributors avoid problems of incomplete documentation and unnecessary data preparation steps and thus speed dissemination of the data to the wider research community.

Archiving data is a cooperative effort between the contributor and NDACAN staff. Data and documentation are first submitted in electronic form by the contributor. Archive staff then review, edit, and archive the data and documentation. During this process, staff identify potential technical difficulties with the data and documentation and work with the contributor to clarify discrepancies. In the end, NDACAN hopes to distribute a well-documented data product that is usable by secondary analysts.

All archived datasets and their documentation are available from the National Data Archive on Child Abuse and Neglect, housed within the Family Life Development Center at Cornell University. NDACAN periodically publishes *Current Holdings of the National Data Archive on Child Abuse and Neglect*, a listing and description of the datasets in the Archive. The list of holdings may be viewed on our Web page (see below) or may be obtained by contacting:

National Data Archive on Child Abuse and Neglect
Family Life Development Center – MVR Hall
Cornell University
Ithaca, NY 14853-4401
Phone: 607-255-7799
Fax: 607-255-8562
E-mail: NDACAN@cornell.edu
Web site: www.ndacan.cornell.edu

The Children’s Bureau’s Data Archiving Requirement

In 1994, the Children's Bureau adopted a policy that requires research grantees to archive datasets with NDACAN. The purpose of this policy is to ensure that data collected with Children's Bureau funds are available to other researchers. The Archive is frequently asked to clarify the rights and responsibilities of CB-funded grantees. What follows addresses many of those issues. Grantees who have additional questions about the archiving requirement should contact their Federal Project Officer.

The intent of the CB’s archiving requirement is to encourage data sharing among researchers. Data sharing provides opportunities for the verification of original findings and the exploration of additional research questions. These activities enhance the body of knowledge available to child maltreatment clinicians and researchers alike and support cross-disciplinary collaboration. In addition, the greater availability of research data contributes to improved training for graduate and undergraduate students. Finally, researchers have a special obligation for scientific openness and accountability when the research is publicly funded.

Contributing data generally involves providing NDACAN with electronic versions of the data files, codebook, final report, research instruments, and consent forms. Members of the Archive staff are available to address concerns of contributors. The nature, content and format of the data and documentation required are described in the *Contributors’ Responsibilities* section of this manual.

Timeline

The CB’s archiving requirement allows a two-year grace period during which the original investigator has exclusive use of the research data. The grace period begins upon the termination of funding. A grantee who anticipates difficulty in meeting the data submission deadline should discuss the situation with the project’s designated Federal Project Officer. The CB provides the longest grace period of any federal agency that requires data archiving. The National Institute of Justice, for instance, requires grantees to archive data prior to the conclusion of the project, while the National Science Foundation allows a grace period of up to one year.

The two-year grace period was designed to prevent an original investigator from being scooped by secondary users. It is worth noting that a secondary analyst will not be able to publish papers immediately after the original investigator’s grace period. While a secondary analyst may be able to obtain the dataset from the Archive, the analyst will have numerous start-up tasks to complete prior to preparing a manuscript for publication. A secondary

analyst will need to become familiar with the study and the contents of the dataset, develop appropriate research questions, and replicate the results of published works. These tasks are critical steps in the secondary analysis process and normally require a significant amount of time to complete.

NDACAN requests that original investigators contribute their data as soon as possible after the completion of the project. Submitting the data while the details of the project are fresh in the contributor's mind is extremely helpful when questions arise during the archiving process. If early submission is not possible, contributors should submit their data no later than six months before the end of the grace period. This policy allows Archive staff sufficient time to resolve issues specific to the dataset (e.g., confidentiality concerns, coding problems) and to prepare a user's guide. **Regardless of when materials are submitted or when archiving is complete, data will not be released to secondary users until the original investigator has approved the user's guide and the grace period has expired.**

Contacts with NDACAN

NDACAN will contact the original investigator at least twice before the expiration of funding. NDACAN will first contact the investigator shortly after he or she receives notification of the grant award to answer questions about the archiving process and the investigator's responsibilities as a Children's Bureau research grantee. By contacting the investigator early in the research project, NDACAN hopes to be able to provide technical assistance on issues that relate to the archiving process, including data management and documentation creation. In addition, obtaining and reviewing documents such as data collection instruments, consent forms, codebooks, and reports as early as possible helps NDACAN staff become familiar with the project and identify potential problems. By addressing impediments to archiving early on and becoming as familiar as possible with the project NDACAN hopes to make the task of archiving less burdensome for the investigator in the long run.

NDACAN will contact the investigator again approximately six months before the expiration of the contributor's grace period to confirm that it has received copies of all data collection instruments, consent forms, codebooks, and final reports relevant to the research. At this time NDACAN will also ask for copies of all publications and presentations based on the research produced to date by the investigator, and will request the dataset from the investigator. After reviewing the dataset, NDACAN will provide the investigator with a tentative work plan and timeline for processing the dataset and will request clarification on any data issues uncovered. An investigator who believes that the nature of the data presents special challenges to confidentiality may raise this issue at this time. NDACAN and the investigator may then negotiate access restrictions to be placed on the dataset.

Contributors' Responsibilities: Preparing Data for Archiving

Principal investigators or their designated contacts are responsible for:

1. Submitting electronic versions of data and explanatory documentation.
2. Responding to requests by NDACAN staff for additional or clarifying information and correcting errors.
3. Reviewing draft materials prepared by NDACAN.

Submitting Materials

Before submitting data to NDACAN, investigators must review the subject identifiers that are included in the data. Information that could be used to identify an individual directly (e.g., name, address, or social security number) should not be included in the data file. In cases where identification variables are necessary to link multiple data files, the identification variables should not include names or numbers that could be traced to individuals.

Some research studies present unique challenges to maintaining subject confidentiality. If the investigator believes that his or her research falls into this category, the investigator should ask NDACAN for help in developing a plan that will simultaneously mask subject identity and preserve important data elements. Maintaining subject confidentiality is a top priority at NDACAN. NDACAN may suggest removing certain indirect identifiers such as geographic location and occupation codes. For especially sensitive datasets, NDACAN and the investigator may negotiate restrictions on access to the data. Very occasionally, a dataset may not be suitable for dissemination to secondary users. An investigator who believes that the dataset is of this type should contact the project's Federal Project Officer to discuss the situation. For further information about maintaining subject confidentiality, refer to the bibliography of this handbook.

Original investigators must submit the following materials to NDACAN. Required grantees should submit these items within two years of project completion:

- Data file(s).
- Description of data file(s).
- Data collection instruments with references, and consent forms.
- Consent form(s).
- Codebook or data dictionary.
- Explanation of derived (computed) variables. Variables used in the creation of derived variables should also be included.

- Final project report, project summary, or other description of the project.
- Bibliography of publications and reports based on the dataset. Copies of all items in the bibliography should also be provided.

Data Files(s). Data files and documentation must be submitted in electronic format. A variety of transmittal media and file formats are acceptable. The acceptable media and formats are listed below. To determine if others are acceptable, please call NDACAN.

Electronic file transfer is the preferred method for submitting data files and documentation. While this method of data submission has numerous advantages, it requires that the investigator or data producer have Internet access and FTP software. Investigators wishing to submit their data and documentation via FTP should contact NDACAN to obtain a userid and password. Further information about submitting files to the Archive by FTP is included in Appendix A.

Compact disk and microcomputer diskettes are acceptable media for submitting electronic files. Two copies of each CD or diskette should always be submitted. We prefer to receive data files as either SPSS or SAS files. Raw text files are accepted but not preferred. Files submitted in text form must be accompanied by a listing of the record and column locations of each variable as well as any other information necessary to accurately read the variable (e.g., missing value codes, implied decimal places, special formats). If you wish to submit your files in a format other than SAS, SPSS, or text format, you must first obtain approval from NDACAN.

When preparing the data for submission, please keep the following points in mind:

1. If the dataset consists of two or more related files, variables that link the files should be included in each file and described in the documentation. The nature of the relationship between files and the unit of observation for each file should be described clearly in accompanying documentation. Identification numbers should match across files; cases with identification numbers that do not match should be noted in the documentation.
2. In general, rectangular files with rows corresponding to cases and columns corresponding to variables are preferred over hierarchical files. Complex hierarchical files should, if at all possible, be converted to a series of linkable rectangular files.
3. When submitting SPSS or SAS files, investigators are encouraged to include a descriptive variable label for each variable in the file.
4. Each categorical variable should have a set of exhaustive, mutually exclusive codes or value labels. These codes should be thoroughly documented in the codebook. When possible, standard data codes (e.g., FIPS codes) should be used. The use of such codes facilitates linking and comparing files and results across studies.

5. Data should be reduced to numeric values whenever possible. If alphanumeric values are used, they should be identified clearly as such in the documentation.
6. Missing data should be coded differently from inapplicable data. As a rule, blanks should not be used for coding variables because some statistical programs do not label blank values.
7. Variables created by transforming other variables may be included. The transformations and the transformed variables' values should be thoroughly documented. Such documentation should include the programs used to create the derived variables, if available. **Derived variables that the investigator has determined are not of sufficient quality to be used in any analysis should be removed from the file before submission.**
8. Variables used to create derived variables should be included in the data if their inclusion does not threaten subject confidentiality. Secondary researchers need these variables to replicate the calculation of the derived variables.
9. If weights are developed that adjust the data, they should be included in the data file. The locations of the weighting variables should be documented. Instructions for using the weights should also be included.
10. Investigators are encouraged to check for out-of-range and inconsistent codes. Errors identified through these checks should be corrected in the data before submission.

Investigators collecting qualitative information through interviews or case studies also may be required to submit these data for archiving. Identification codes linking qualitative information to quantitative data should be included, if appropriate. Investigators collecting qualitative information are encouraged to confer early in their grant/contract period with their Children's Bureau Project Officer or with NDACAN staff to determine responsibilities to submit data.

Description of Data File(s). All documentation should be submitted in both hard copy and electronic form. The preferred file format is Microsoft Word for Windows. Other common file formats (e.g., WordPerfect, Pagemaker) are normally accepted but must first be approved by NDACAN.

Data Collection Instruments. Data collection instruments, their references, and instructions to interviewers, if appropriate, should be submitted in electronic and paper form. One clean, unused copy of each instrument, including interview schedules, self-administered questionnaires, data collection forms for transcribing information from records, paper tests and scales, screening forms, and call-report forms, should be submitted. If different forms of the instrument were used, each form should be included along with a description of the circumstances in which each was used (study populations, time periods, etc.).

Consent Form(s). The informed consent form(s) used in the research, and instructions to subjects, should be submitted in electronic and paper form. If multiple informed consent

forms were used, each form should be included along with a description of the circumstances in which each was used.

Codebook. Codebooks must have complete information for every variable in the data file. A SPSS dictionary file is acceptable, **providing the dictionary describes the variables and their values completely.**

For each variable in the file, the codebook should contain:

1. An unambiguous name for the item.
2. A textual description of the item, or a reference to its associated question if the source is a questionnaire. When submitting SPSS or SAS files, this description should be included in the variable label.
3. The exact record and column locations for each variable in any text data files submitted. If applicable, information about implied decimal places and special formats (e.g., date) should also be included.
4. A list of the valid values and their labels for categorical items and valid ranges for continuous items.
5. Missing/inapplicable data codes and their meanings.
6. Each variable's data type (i.e., numeric, character, date).

Derived Variables. Derived variables should be thoroughly documented. Such documentation should include the programs used to create the derived variables.

Project Description. The project description should include the theoretical or conceptual framework that informed the study, research questions addressed by the study, any specific hypotheses tested, and methods used to collect the data. The final report prepared for the funding agency will generally meet this requirement. The description of the methods used should address the following points:

1. Unit(s) of analysis.
2. Population from which the study sample is drawn.
3. Sampling method (e.g., probability, purposive, convenience) used to select elements of the universe.
4. Use of strata (if any).
5. Time period and geographic area covered by the data collection.
6. Source(s) of data.

7. Response rate (the proportion of the sample for which data were obtained).
8. Retention rate (in a multi-wave study, the proportion of cases successfully followed up).
9. Other elements of the study design (for example, experimental treatments, assignment to groups, timing of follow-up data collection).

Bibliography. A bibliography of research reports, journal articles, and other publications pertaining to the dataset should be provided. This material will be included in NDACAN's user's guide. Reprints or photocopies of all the references listed in the bibliography should also be provided for storage at the Archive.

Responding to Requests for Additional Information and Correcting Errors

NDACAN staff will contact the investigator during the archiving process to obtain necessary information not available in the data and documents submitted. The contributor will submit any missing data elements NDACAN deems are central to the research. He or she will also correct any errors in the data identified by NDACAN staff and submit the corrected data to NDACAN.

Reviewing Draft Materials

A user's guide and codebook drafted by NDACAN staff, as well as a copy of the dataset, will be submitted to the principal investigator for review. The opportunity to review the draft materials allows the investigator to clarify, amplify, or correct any information before it is released to the public. Generally, a draft of the user's guide and codebook and dataset will be sent to the investigator within six months of receipt of the data by NDACAN. The investigator is asked to complete and return the review within three weeks. After NDACAN finalizes the user's guide and codebook and dataset, it will provide the contributor with the final copy of the guide and the distributable version of the dataset, and will ask the contributor to sign a *Contributor Agreement* (see Appendix B). The *Contributor Agreement* outlines the terms under which the dataset may be distributed. No data may be distributed until NDACAN receives the signed copy of the *Contributor Agreement* from the contributor.

NDACAN's Responsibilities: Preparing Data for Dissemination

After receiving the data and documentation from a contributor, NDACAN staff will conduct an initial review to identify any materials that may be missing and to develop a tentative work plan and timeline for processing the data and preparing the documentation. NDACAN staff will contact the contributor to obtain any missing materials and clarify outstanding issues. Upon completion of this initial review, NDACAN staff and the contributor will agree upon a mutually satisfactory process for completing preparation of the dataset and will set an anticipated release date.

In general, NDACAN staff are responsible for:

1. Preparing the data files in ready-to-use statistical file formats.
2. Preparing a user's guide and codebook that describes the project and data.
3. Making copies of the archived datasets available to the research community and providing technical support to data users.

Preparing Data Files

Data files are inspected for quality, usability, and correspondence with documentation. Checks are made for out-of-range values, missing values, and data inconsistencies. When possible, summary scores and derived variables are recreated and compared to the supplied scores to verify their accuracy. Data files may be restructured to promote usability, in consultation with the principal investigator. Variable names may be modified to improve sorting and labels may be changed to improve clarity. No changes, however, will be made to the data values unless authorized by the original investigator.

Regardless of the format in which the data are submitted, NDACAN staff will produce a SAS and SPSS version of each file for distribution. In cases where a secondary data user needs data in another format (e.g., Stata), NDACAN will provide code to transform the data into the needed format, if possible.

While NDACAN staff are preparing the dataset for public use, they may contact the original investigator directly or the investigator's designated contact person if more information, documentation, or clarification is needed.

Preparing a User's Guide and Codebook

A user's guide and codebook is prepared as part of the archiving process. The guide section of the document provides a general overview of the study to help the potential user determine if the dataset is suitable for his or her purpose. It is often a modified version of the final report. The codebook section of the document contains detailed information about the dataset variables. The user's guide and codebook should provide enough information about the study to enable the user to work with the data without recourse to the original investigator.

The table of contents for a typical guide is as follows:

- I. Study Overview
 - Background
 - Purpose of Study
 - Sampling and Selection Information
 - Data Collection
 - Instruments and Measures

II. Description of the Data File(s)

File and Variable Characteristics
Notes Regarding the Data File(s)

III. Bibliography

Key Publications
Documents Cited in the User's Guide

IV. Codebook

V. Appendices

Data Collection Instruments
Sample Programs

Making Datasets Available

Original investigators who contribute data to the Archive may not control the types of analyses that may be conducted by secondary users or control who accesses the data. However, data access is carefully controlled by NDACAN. Only researchers who are registered with NDACAN can obtain copies of datasets. In general, researchers may obtain data by completing an order form, submitting payment to the Archive, and signing a *Terms of Use Agreement*. Additional restrictions may apply for some datasets. The *Terms of Use Agreement* outlines the specific conditions under which data obtained from the Archive may be used. A sample *Terms of Use Agreement* appears in Appendix C. The fee charged for a dataset varies, depending on the level of access applied to the dataset.

In most cases, users who wish to obtain only the documentation for a study may download it from the NDACAN Web site or purchase a hard copy for a modest fee. Users who purchase only the documentation may subsequently deduct the cost of the documentation from the purchase price of the dataset. Dataset orders typically include data file(s), documentation, and installation instructions. Documentation for most datasets consists of a user's guide and codebook, which, when possible, includes copies of original instruments, and references to relevant publications.

NDACAN is required by law to keep information about individuals who use archived data strictly confidential. Circulation records from data archives are analogous to circulation records from public libraries, and access to such information is governed by statutes in all 50 states. It should be noted that the Archive strongly encourages secondary researchers to provide drafts of manuscripts to contributors *prior to publication*. In addition, NDACAN **requires** that secondary researchers provide copies of published research papers or reports to the Archive. Copies of these publications are available to contributors upon request.

BIBLIOGRAPHY

- Cherlin, A. (1991). On analyzing other people's data. *Developmental Psychology*, 27(6), 946-948.
- Duncan, G. J. (1991). Made in heaven: Secondary data analysis and interdisciplinary collaborators. *Developmental Psychology*, 27(6), 949-951.
- Duncan, G. T., de Wolf, V. A., Jabine, T. B., & Straf, M. L. (1993). Report of the panel on confidentiality and data access. *Journal of Official Statistics: Confidentiality and Data Access*, 9, 271-274.
- Doyle, P., Lane, J., Theeuwes, J., & Zayatz, L. (Eds.). (2001). *Confidentiality, disclosure, and data access: Theory and practical applications for statistical agencies*. Published in conjunction with the U.S. Bureau of the Census. New York: North-Holland.
- Gates, G. W. (1988, August). Census Bureau microdata: Providing useful research data while protecting the anonymity of respondents. Paper presented at the annual meeting of the American Statistical Association, New Orleans, LA.
- James, J. B., & Paul, E. L. (1993). The value of archival data for new perspectives on personality. In D. C. Funder, R. D. Parke, C. Tomlinson-Keasey, & K. Widaman (Eds.), *Studying lives through time: Personality and development*. Washington, D.C.: American Psychological Association.
- McCall, R. B., & Appelbaum, M. I. (1991). Some issues of conducting secondary analyses. *Developmental Psychology*, 27(6), 911-917.
- National Research Council (2000). *Improving access to and confidentiality of research data: Report of a workshop*. Committee on National Statistics, Christopher Mackie and Norman Bradburn, (Eds.). Commission on Behavioral and Social Sciences and Education. Washington, D.C.: National Academy Press.
- National Research Council (1993). *Private lives and public policies: Confidentiality and accessibility of government statistics*. Committee on National Statistics, George T. Duncan, Thomas B. Jabine, and Virginia A. de Wolf, (Eds.). Commission on Behavioral and Social Sciences and Education, and the Social Science Research Council. Washington, D.C.: National Academy Press.
- National Research Council (1985). *Sharing research data*. Committee on National Statistics, Stephen E. Fienberg, Margaret E. Martin, and Miron L. Straf, (Eds.). Commission on Behavioral and Social Sciences and Education. Washington, D.C.: National Academy Press.

- Reynolds, P. D. (1993). Privacy and advances in social and policy sciences: Balancing present costs and future gains. *Journal of Official Statistics: Confidentiality and Data Access*, 9, 275-312.
- Sieber, J. A. (Ed.). (1991). *Sharing social science data: Advantages and challenges*. Newbury Park: Sage.
- Tomlinson-Keasey, C. (1993). Opportunities and challenges posed by archival data sets. In D. C. Funder, R. D. Parke, C. Tomlinson-Keasey, & K. Widaman (Eds.), *Studying lives through time: Personality and development*. Washington, D.C.: American Psychological Association.

APPENDICES

Appendix A: Sending Data Files to NDACAN Electronically

FTP

The File Transfer Protocol (FTP) software that you use to transfer your files to NDACAN will vary depending on your operating system. WS_FTP is a very common FTP application for MS Windows. FTP is also available on almost all multi-user systems (e.g., UNIX workstations). If you are unfamiliar with FTP, consult your computer support staff or the documentation that came with your FTP software.

Before attempting to transfer your files, contact NDACAN to obtain a username and password for the NDACAN server. The FTP address for the NDACAN server is <ftp.ndacan.cornell.edu>. Login to this address with the username and password you have been given. Once connected, you should be in a private directory to which you will have read and write access. You will also be able to create subdirectories to organize your files.

Feel free to use standard compression software such as WinZip to compress files prior to transfer. Compressed files and most uncompressed files should be transferred using binary mode. Two exceptions to this rule are uncompressed plain text files and uncompressed SPSS portable files. Both of these types of files should be transferred in ASCII mode.

If you require further technical assistance with the transfer, contact NDACAN for assistance. When you call or write, make sure you have the following information available: your operating system (e.g., Windows 2000), the name of the FTP program you are using, and the type and size of each file you are transferring (e.g., SPSS portable file, 30 MB).

Appendix B: Sample Contributor Agreement

National Data Archive on Child Abuse and Neglect

Family Life Development Center, College of Human Ecology

Cornell University, Ithaca, NY 14853-4401

Phone: 607-255-7799 ▪ E-mail: ndacan@cornell.edu ▪ Web: www.ndacan.cornell.edu

Memorandum of Agreement Between the National Data Archive on Child Abuse and Neglect and Data Contributors

Study Number:
Study Title:
Contributor:

This agreement outlines the terms under which data contributed to the National Data Archive on Child Abuse and Neglect of Cornell University (hereafter referred to as NDACAN) may be released to secondary researchers.

The Contributor and NDACAN agree to the following terms:

1. The Contributor and NDACAN have removed all direct identifiers (names, addresses, social security numbers, etc.) from the dataset. To the best of the contributor's and NDACAN's knowledge, individuals cannot readily be identified in this dataset.
2. NDACAN will not violate any prior agreements between the Contributor and the research participants that are made known in writing to NDACAN. The Contributor will provide to NDACAN a copy of any agreements or consent forms obtained from the research participants and will describe the information given to the research participants regarding the future use of their data and the conditions under which the research participants agreed to participate in the studies.
3. NDACAN will distribute the materials upon request to eligible researchers who follow the appropriate access procedures.
4. NDACAN may implement a charge to data users to cover the expenses of preparing and reproducing the materials.

Contributor Signature:

Date:

NDACAN Signature:

Date:

Appendix C: Sample Terms of Use Agreement

National Data Archive on Child Abuse and Neglect

Terms of Use Agreement

This agreement outlines the specific terms under which data obtained from the National Data Archive on Child Abuse and Neglect (hereafter referred to as 'the Archive' or 'NDACAN') may be used. A hard copy original of this agreement must be signed and mailed to the Archive before data can be released. Data and explanatory documentation provided by the Archive for the dataset (Limit one dataset per agreement):

[NDACAN dataset name and number]

_____ are

hereafter referred to as 'the materials'.

I hereby agree:

(1) Purpose: To use the materials only for non-commercial statistical research and teaching.

(2) Confidentiality: To act at all times so as to preserve the confidentiality of individuals and institutions recorded in the materials. In particular, I agree not to use or attempt to use the materials alone or in combination with any other data to derive information relating specifically to an identified individual or institution nor to claim to have done so, and not to match any datum contained in the materials with any other data or datasets. Additionally, no listings of information from individual records will be published or otherwise released.

(3) Acknowledgment: To acknowledge in any publication, whether printed, electronic, or broadcast, based wholly or in part on such materials, both the original depositors and the Archive. To declare in any such work that those who carried out the original collection and analysis of the data bear no responsibility for their further analysis or interpretation. To use the following citation in all published works:

“The data utilized in this (publication) were made available by the National Data Archive on Child Abuse and Neglect, Cornell University, Ithaca NY; and have been used by permission. Data from the study (study name) were originally collected by (principal investigator name and institution). Neither the collector of the original data, the funder, the Archive, Cornell University, or its agents or employees bear any responsibility for the analyses or interpretations presented here.”

(4) Publications: To deposit with the Archive a copy of any published work or report based wholly or in part on these data.

(5) Copyright: Not to make any claim to copyright ownership of the materials provided, not to distribute copies of the materials to others, nor to make copies, except as necessary to carry out non-commercial statistical research and teaching.

(6) Access by others: To store the data securely, and to restrict access to the data to registered users who have received written permission from the Archive for the specified purposes. In particular, I will not store the dataset on a file server or in any other computational domain where it could be accessed by others. In the case of datasets for which my purpose of use is teaching, to give access only to students who have signed the Students' Terms of Use Agreement and to provide the Archive with copies of the Students' Agreements.

(7) Errors: To notify the Archive of any errors discovered in the materials.

(8) Liability: To accept that the Archive and the depositor of the materials supplied bear no legal responsibility for their accuracy or comprehensiveness. To indemnify and hold harmless Cornell University, The National Data Archive on Child Abuse and Neglect, U.S. Department of Health and Human Services, and any employees or agents of the same against any and all claims for damages, demands, and all other actions and all expenses and costs arising from such demands whatsoever arising from the release of the materials.

(9) Completion: To inform the Archive of the completion of the project and, if requested by the Archive, to destroy or return the materials to the Archive.

I understand that violation of any of the above-mentioned conditions will be a breach of this Terms of Use Agreement, will constitute unethical professional practice, and may subject me to legal action under applicable statutes and regulations.

User Signature: _____

Date Signed: _____

Name (Print): _____

Organization: _____

Supervising Faculty Signature (required for all undergraduate students):

Signature of Supervising Faculty Member _____

Date Signed _____

Name of Supervising Faculty Member (print) _____

Please return this agreement to:

National Data Archive on Child Abuse and Neglect
Attention: Data Orders
MVR Hall - Family Life Development Center
Cornell University, Ithaca, NY 14853-4401

**National Data Archive on Child Abuse and Neglect, Family Life Development Center
Cornell University, Ithaca, NY 14853-4401
Phone: 607-255-7799 Fax: 607-255-8562 E-mail: NDACAN@cornell.edu
www.ndacan.cornell.edu**