NORTH CAROLINA EDUCATION RESEARCH DATA CENTER
CONFIDENTIALITY AGREEMENT FOR INVESTIGATORS

Data Use Agreement

The data provided under this agreement shall be held by the investigator, research staff, and receiving institution in strictest confidence and can only be disclosed in compliance with the terms of the signed agreement. For use of NCERDC data files, the investigator, research staff, and receiving institution agree:

- That the data will be used solely for statistical analyses and that no attempt will be made to identify specific individuals, families, households, schools, or institutions, nor will any listing of data at the individual, family, or school level be published or otherwise distributed.
- That, if the identity of any individual should be discovered inadvertently, then (1) no use will be made of this information, nor will it be shared with anyone else; (2) the identifying information will be safeguarded or destroyed.
- To avoid inadvertent disclosure of individuals' identities by taking the following precautions in the release of statistics derived from the data set:
    - In no table should a single cell contain all cases in any row or column.
    - In no case should the total for row or column of a cross-tabulation be fewer than three.
    - In no case should a quantity figure be based upon fewer than three cases.
    - In no case should a quantity figure be published if one case contributes more than fifty percent of the amount.
    - In no case should data on an identifiable case, or any of the kinds of data listed above, be derivable through calculation from the combination of tables released.
    - Data released should never permit disclosure when used in combination with other known data.
- That only the persons identified in the data agreement as investigator or research staff will have access to the contents of the data files, including derived data files.
- To comply fully with the approved Data Security Plan.
- To supply NCERDC with Confidentiality Pledges (Attachment 2), with original signatures, for the investigator and all research staff identified in the Supplemental Agreement with Research Staff (Attachment 3).
- To respond promptly and in writing to inquiries from the NCERDC regarding compliance with this agreement or the expected date of completion of the research.
- To destroy all electronic and paper files at a date specified within the data use agreement. This date will likely depend, in part, upon the complexity of the project, the professional societies and journals to which the data will be reported, and the data retention policy of the institution with which the investigator is associated.
- To provide manuscripts to the North Carolina Department of Public Instruction prior to publication.
- To provide annual reports to the NCERDC, which include:
    - A copy of the annual IRB approval for the project;
    - A listing of public presentations at professional meetings using results based on the data; and
    - Copies of papers accepted for publication using these data, with complete citations.

In the event that the investigator changes institutional affiliation during the period covered by this contract, the investigator will take the following actions:

1. Inform the NCERDC prior to relocation.
2. Resubmit a data security plan and obtain signed IRB approval from the new institution.
3. Provide assurance that all data files are removed from the original site.

Title of Research Project: Gender and Civics Education

Name and Title of Principal Investigator: Elizabeth Stearns, Associate Professor

Receiving Department and Institution: Department of Sociology, UNC at Charlotte

Date of IRB Approval: ~~Pending~~ 4-12-16

IRB Protocol Number: 16-02-27

Telephone Number: 704-687-7834

Email Address: mestearn@uncc.edu

Pledge of Confidentiality

I have received approval of my research proposal to access data derived from confidential files supplied to the North Carolina Education Research Data Center from the North Carolina Department of Public Instruction. I am aware of restrictions to use of such data specified by the Family Education Rights and Privacy Act (FERPA), enacted by the United States Congress and by North Carolina General Statute 115C.

I agree to fulfill my responsibilities on this project in accordance with the procedures and requirements established in the approved Data Use Agreement and Data Security Plan. These conditions include the following:

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    - Copies of papers accepted for publication using these data, with complete citations.

I agree that if I fail to abide by the procedures established in this agreement, the approved Data Use Agreement, and the approved Data Security Plan, I immediately will cease using and will destroy all data obtained or derived from the North Carolina Education Research Data Center.

Signature: Elizabeth Stearns
Print Name

Signature: Elizabeth Stearns
Scanned Signature

Date: 4-26-16

NORTH CAROLINA EDUCATION RESEARCH DATA CENTER
CONFIDENTIALITY AGREEMENT FOR INVESTIGATORS

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2. Resubmit a data security plan and obtain signed IRB approval from the new institution.
3. Provide assurance that all data files are removed from the original site.

Title of Research Project: Gender and Civics Education

Name and Title of Principal Investigator: Jason Giersch, Assistant Professor

Receiving Department and Institution: Department of Political Science and Public Administration, UNC at Charlotte

Date of IRB Approval: ~~Pending~~ 4-12-16

IRB Protocol Number: 16-02-27

Telephone Number: 704-687-7325

Email Address: jgiersch@uncc.edu

Pledge of Confidentiality

I have received approval of my research proposal to access data derived from confidential files supplied to the North Carolina Education Research Data Center from the North Carolina Department of Public Instruction. I am aware of restrictions to use of such data specified by the Family Education Rights and Privacy Act (FERPA), enacted by the United States Congress and by North Carolina General Statute 115C.

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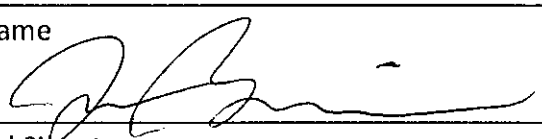
I agree that if I fail to abide by the procedures established in this agreement, the approved Data Use Agreement, and the approved Data Security Plan, I immediately will cease using and will destroy all data obtained or derived from the North Carolina Education Research Data Center.

Signature: Jason Giersch

Print Name

Signature: 

Scanned Signature

Date: 3/3/2016

NORTH CAROLINA EDUCATION RESEARCH DATA CENTER
CONFIDENTIALITY AGREEMENT FOR INVESTIGATORS

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I agree that if I fail to abide by the procedures established in this agreement, the approved Data Use Agreement, and the approved Data Security Plan, I immediately will cease using and will destroy all data obtained or derived from the North Carolina Education Research Data Center.

Signature: Martha Kropf
Print Name

Signature: Martha Kropf
Scanned Signature

Date: 3-3-16

NORTH CAROLINA EDUCATION RESEARCH DATA CENTER
CONFIDENTIALITY AGREEMENT FOR RESEARCH STAFF
Data Use Agreement

The data provided under this agreement shall be held by the investigator, research staff, and receiving institution in strictest confidence and can only be disclosed in compliance with the terms of the signed agreement. For use of NCERDC data files, the investigator, research staff, and receiving institution agree:

- That the data will be used solely for statistical analyses and that no attempt will be made to identify specific individuals, families, households, schools, or institutions, nor will any listing of data at the individual, family, or school level be published or otherwise distributed.
- That, if the identity of any individual should be discovered inadvertently, then (1) no use will be made of this information, nor will it be shared with anyone else; (2) the identifying information will be safeguarded or destroyed.
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    - A listing of public presentations at professional meetings using results based on the data; and
    - Copies of papers accepted for publication using these data, with complete citations.

In the event that the investigator changes institutional affiliation during the period covered by this contract, the investigator will take the following actions:

1. Inform the NCERDC prior to relocation.
2. Resubmit a data security plan and obtain signed IRB approval from the new institution.
3. Provide assurance that all data files are removed from the original site.

Title of Research Project: Gender and Civics Education

Name and Title of Researcher: Tengteng Cai

Department and Institution: Public Policy Ph.D. Program, UNC at Charlotte

Email Address: Tcai1@uncc.edu

Name and Title of PI/Supervisor: Elizabeth Stearns, Associate Professor

IRB Protocol Number: ~~Pending~~ 16-02-27

Pledge of Confidentiality

Through my work on a NCERDC-approved project, I will have access to data derived from confidential files supplied to the North Carolina Education Research Data Center from the North Carolina Department of Public Instruction. I am aware of restrictions to use of such data specified by the Family Education Rights and Privacy Act (FERPA), enacted by the United States Congress and by North Carolina General Statute 115C.

I agree to fulfill my responsibilities on this project in accordance with the procedures and requirements established in the approved Data Use Agreement and Data Security Plan. These conditions include the following:

1. I will use data only for the research purposes set forth in the proposal.
2. I will not attempt to identify individuals, families, or households.
3. In the event of that the identity of an individual, family, or household is discovered inadvertently, I will:
   make no use of this information,
   inform the Data Center Director of this discovery,
   safeguard or destroy this information as advised by the Data Center Director, and
   not inform anyone else of this discovery.
4. I will never release data to anyone who has not been authorized by the Data Center to receive such data.
5. I will never report results in a way that could permit inadvertent disclosure of an individual. When tabulations are produced, any table with a cell with 1, 2, or 3 cases will be recategorized.
6. I will destroy the data at the end of this project.

Anyone failing to abide by the procedures established in the approved Data Use Agreement and Data Security Plan will lose access to data from the North Carolina Education Research Data Center.

Signature: TENGTENG CAI
Print Name

Signature: Tengteng Cai
Scanned Signature

Date: 03/03/2016