

## The NCHS Research Data Center Student – Advisor Agreement

RDC services include:

- Reviewing your proposal for feasibility and disclosure risk
- Creating an analytic file consisting of public and restricted-use data
- Conducting a disclosure risk review of the output from your statistical analysis

RDC services **do not** include:

- Providing methodological or analytical advice – When preparing your proposal, consult the public-use documentation for each survey year or cycle. Files, concepts, variable names, and the availability of certain variables may change over time.
- Helping write statistical code for your project
- Creating public use files
- Providing any type of data file for use outside of the RDC

Project Timing:

- Estimate a minimum of 12 weeks lead-time for proposal review. The process is iterative, with your RDC Analyst routing comments from the reviewers to you for proposal revision.
- Estimate a minimum of 12 weeks before access to the data is granted after proposal approval. Users must provide a public-use dataset, complete NCHS confidentiality training, submit designated agent forms, and submit payment before they are granted access to the data. Federal Statistical RDC users must also apply for Special Sworn Status.
- Allow sufficient time for conducting data analysis to produce approved output.
- Allow time for scheduling the RDC visit and travel to the RDC. You must schedule your RDC appointment at least 7 days in advance.
- Estimate a minimum of at least 3 weeks for a disclosure review of each output request. Follow the procedures in the RDC *Disclosure Manual* for output. The output review takes time depending on the quantity of the output and RDC staff workload. Approved output will be emailed to the researcher.

RDC Proposal Approval:

- Approval allows you access to restricted-use data. It is not an endorsement of your research.
- Research projects may change over time. Notify your RDC Analyst about any major changes to your project for you may need to submit an amended proposal.

Output:

- The RDC Analyst will only release output described in the approved proposal.
- The RDC does not release intermediate output. Advisors must come to an RDC to review intermediate output generated by the student. The RDC *Disclosure Manual* outlines the steps users and the RDC Analyst must take to prevent disclosure.

I have read and agree to the above statements and will plan accordingly. I have also read the RDC *Disclosure Manual* and agree to abide by all rules and restrictions of the NCHS Research Data Center.

Student: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_