## RDC Research Proposal

| General Information | |
|---|---|
| **Date:** | |
| **Title of Project:** | |
| **NCHS Data System and Years:** | |
| **Non-NCHS Data Files:** | |
| **Mode of Access:** | [_] NCHS RDC, Hyattsville, MD (Washington, DC-metro) <br> [_] NCHS RDC, Washington, DC (Government Only) <br> [_] NCHS RDC, Atlanta, GA <br> [_] Remote Access (ANDRE) <br> [_] Census RDC, specify: _____ |
| **Statistical Software:** <br> (Check all that apply) | [_] SAS/Sudaan  [_] Stata  [_] Other, specify: _____ <br> * Remote access users can only use SAS/Sudaan |
| **Proposed Start Date:** | |
| **Funding Source:** | |
| **Billing Address:** <br> (include contact person) | |

List the name, institution, contact information, and role for anyone who will contribute to publications resulting from this project. Everyone listed must submit a C.V. or resume. Please note, there can only be one ANDRE programmer.

| Research Team | | |
|---|---|---|
| | **Primary Investigator** | **Co-Investigator** |
| **Name** | | |
| **Email** | | |
| **Phone** | | |
| **Institution** | | |
| **Mailing Address** | | |
| **US Citizen? Y or N** | | |
| | **Programmer** <br> [_] On-site or [_] ANDRE (account holder) | **Programmer** <br> [_] On-site |
| **Name** | | |
| **Email** | | |
| **Phone** | | |
| **Institution** | | |
| **Mailing Address** | | |
| **US Citizen? Y or N** | | |
| | **Advisor (For Students and Post-Docs)** <br> [_] RDC-Student-Advisor Form | **Other, specify:** |
| **Name** | | |
| **Email** | | |
| **Phone** | | |
| **Institution** | | |
| **Mailing Address** | | |
| **US Citizen? Y or N** | | |

Complete as applicable for your project. Address any "Yes" responses in the body of the proposal.

| RDC Proposal Summary Information | | |
|---|---|---|
| | **YES** | **NO** |
| **Geographic variables** | | |
| Level of geography to be shown in **output** (check all that apply) | | |
| National | | |
| Regional | | |
| State | | |
| MSA | | |
| County | | |
| Urban/rural classification | | |
| Census tract | | |
| Latitude/Longitude | | |
| Other | | |
| Will geographic identifier(s) be removed after merge | | |
| If yes, can true geographic identifiers be replaced with masked versions of these variables | | |
| Is GIS or mapping proposed | | |
| | | |
| **Dates and Temporal information** | | |
| Are exact dates requested other than to calculate time of follow-up | | |
| If more than 1 year/cycle, will years/cycles be presented separately | | |
| | | |
| **Merging of data with NCHS restricted data** | | |
| Are external data being merged with NCHS data | | |
| | | |
| **Linked Data Products** | | |
| Are you requesting linked Medicare/Medicaid files | | |
| If yes, are you using multiple years | | |
| Are you using public-use mortality data | | |

**A. Abstract:** Please limit the abstract to 300 words.

**B. Research Question:** Include study purpose, hypotheses, goals, or research questions.

**C. Background:** Include a short literature review, no more than 2 pages, focusing on papers that discuss your topic or address the methodology that you plan to use. Please limit your reference list to 10 items or less.

**D. Public Health Benefit:** In one paragraph, how does your research benefit public health?

**E. Data Requirements:**
Remember to provide an explanation to "yes/checked" responses from the Data Requirements Summary.

1. **Survey, Years, Files**:
   For examples, NHIS 2005-2007 Household, Person and Sample Adult Files, NAMCS 2005-2006 Provider and Patient Visit Files, or NHANES 2005-2006 Examination and Demographic Files.
2. **Restricted Data:**
   List and describe the restricted variables that you will need. These variables must be listed in the Data Dictionary section as well. Explain why each variable is needed and how you will include them in your analysis. Specify how geographic variables, if applicable, will be used to merge files, analyze the data and/or presented in output.
3. **Non-NCHS Data:**
   Will you provide data from another source (such as Census or EPA)? If yes, describe the source, list the files, and provide a general description of the data. These variables must be listed in the Data Dictionary section.
4. **Merge Variables:**
   In detail describe the merge procedures needed to produce your analytic dataset(s). Highlight these variables in the Data Dictionary. Leave blank if not applicable (e.g. NHDS, NAMCS/NHAMCS, Mortality, Natality, and DHHS Hosted Data Users). Note: The RDC Analyst will complete each merge for you.

**F. Methodology:**
We highly recommend you familiarize yourself with the analytic guidelines of the data you intend to use. Any deviations from the methodology suggested in the guidelines will require explanation as it may pose a disclosure risk.

1. **Unit or Level of Analysis and Subpopulation(s):**
   There can be many levels of analysis: be as detailed as possible. A common example for an analysis of NHANES is where the unit of analysis is the person while the subpopulation is adults ages 18-64. A common example involving geography is when you aggregate persons to the state level so you can compare states with policy A to states with policy B.
2. **Analysis Plan:** Provide an overall analysis plan that specifies what analytic procedures or models you will use, such as prevalence estimates, logistic regression, or log-linear modeling, or list specific statistical package procedures.
3. **Complex Survey Design:** Indicate how you will address sample weights, design variables, and other adjustments for the use of complex survey data, if applicable, using the statistical software listed in the General Information area. A detailed description per weight, design variables, and other adjustments are required and central to understanding the limitation of the data. This is a critical element during the proposal review process.

**G. Output:**
Describe in full detail all output you would like to take out of the RDC; be explicit in your details (i.e. state groupings, tree canopies, etc.) as this section is necessary for the Review Committee to assess disclosure risk. Your examples should reflect the geographic variables you will use in your output.

1.  **Table Shells:** Include detailed examples of table shells, models, and/or graphs with titles. Indicate the subsample and unit of analysis used in each type of table, model, or graphs. Your proposal will not be approved without this information.
2.  **Presentation of Results:** Describe how you will present the results (in a report, publication in a peer-reviewed journal, presentation at a scientific meeting, used for internal policy analysis, etc).

**H. Data Dictionary:**
Include a data dictionary for each data source.  Provide a public and restricted data dictionary for NCHS surveys. This should simply be a listing of variables you would like in your dataset.  See instructions and examples for creating the data dictionary. When asking for multiple years of data, make sure to reflect the public use file layout for each year as variable names can change over years. Include all explanations in Section E. Data Requirements.

1.  **NHDS, NAMCS/NHAMCS, Mortality, Natality, and DHHS Hosted Data Users:** Provide a single data dictionary that includes all the variables (public and restricted) you would like extracted for your analytic data set.

**I. References:**  Please limit the list to 10 items or less.

**J. Resumes/C.V.:** Please include a 2-page C.V. for each member of the research team listed in the initial chart (not as attachments).