



Human Subject Review Application

Requests may be submitted to:
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Human Subject Review Application

Pursuant to the MEIS Policy, researchers with a legitimate educational interest may submit this *Human Subject Review* request to access data at Level 3. At this level, only identification codes (either the PIC or the SSI) are available. In reviewing requests for data by researchers external to CEPI, consideration is given to access permitted by statute and federal law, privacy concerns, security procedures, the availability of staff to monitor the data release, and the perceived benefits of the research. In all cases, the benefits to the use of the individual record must outweigh potential risks of personal identification. Data requests apply to that MEIS data which is accessible under Level 3 of the MEIS Policy. No formal, written request is required for research on any publicly accessible data identified under levels 4 and 5.

Requirements for Access

Entities seeking access to data in the MEIS Warehouse are required to submit their request on organization/personal letterhead stating the nature of the research. A completed Human Subject Review form must accompany the request. **Research** is defined as a formal investigation designed to develop or contribute to generalized knowledge. For these purposes, **legitimate educational interest** is defined as an endeavor meant to further the understanding of educational practices, methods, and/or theory that is expected to be analyzed through formal, accepted research practice and the results of which will be disseminated in such a manner as to benefit the educational community and/or public in general.

NOTE: If the interested party seeking access to the data is required to follow a Human Subject Review procedure by either a school district or an institution of higher education, the party must first receive approval from that authority in writing. A copy of the approval must be attached to the request.

Requirements for Security, Privacy, and Confidentiality

Data obtained under such a request are considered a loan and may not be sold or rented. Commercial use of data obtained under such a request is prohibited. Recipients **do not** attain ownership of the data. Such data may not be shared or distributed, and all copies must be destroyed when the researcher completes the analysis or report. Data, copies of data, and all reports must be maintained in a secure environment to prevent unauthorized access. A secure environment includes any electronic media, personal computer, server, or network on which the data reside as described in the National Institute of Standards and Technology (NIST) *Federal Information Technology Security Assessment Framework* (November 29, 2000). Compliance with these security requirements may be monitored by unannounced, unscheduled inspections of the data user's work site by CEPI staff or designated representatives.

In the event that the research involves more than one investigator, individuals who are authorized and who shall have access to the private or confidential data shall also be required to sign a statement of security and non-release. Researchers requesting data from the MEIS Warehouse are subject to all applicable statutes and federal regulations. *Violations of the agreement will result in loss of access to the MEIS data to the researcher and the sponsor institution (if applicable) for five years and will be reported to appropriate state or federal authorities for action under appropriate regulations or statutes as required.*

Processing Request

Completed requests will be reviewed and a response provided within 30 days of receipt. In the event a request is rejected, specific reasons shall be given and if appropriate, may include information concerning possible remediation. Requests may be rejected if information on the application form is incomplete.

Data loaned under this agreement may require processing prior to release to the researcher in order to achieve compliance with state or federal law to protect privacy or confidentiality. Under Section 552(4)(A)(ii) Part 23 of the FOIA, such processing may require compensation from the requester for staff time to complete data review and to meet the requester's data processing requirements. Any special requirements in regard to fees or time required for processing prior to release shall be documented in the letter of acceptance from the Director of CEPI. At no time shall such fees exceed actual costs. In general, data release will occur within a 60-day period from the time of the signed *Human Subject Review* application unless otherwise negotiated by CEPI and the researcher. The Director may convene a panel or have the companies that provide student assessment data review any *Human Subject Review* application.

**Michigan Education Information System (MEIS)
Human Subject Review Application**

Application Procedure: Researchers requesting the loan of MEIS data who have legitimate educational interests must submit a written request on organization letterhead, accompanied by this form with all sections completed. Additional pages may be attached.

Name of Principal Investigator: _____

Title: _____

Department: _____

Institution: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-Mail: _____

Title of Research Project:

Proposed Start Date:

Funding Source (if any):

Loan Period: Estimated loan period to use the data set and when it will be destroyed.

Project Description: Description in 1000 words or less of the research project for which the restricted-use data are needed. This should take the form of a standard research prospectus, including purpose, research questions, and analysis, as well as expected processes for disseminating findings.

Data Description: Description of what restricted data are being requested and why such data are needed instead of public data.

Description of population under investigation: (proposed size of sample, grade levels, race/ethnicity, age, categoricals, or other variables.)

Record Format/Fee: Agreed upon file format and processing fee as stated in this *Data Access and Management Policy*.

Security and Access Plan: Proposed procedure for protecting privacy and confidentiality of any individual, including handling, transmitting, and/or storing data, including reported results.

Requests for Additional Investigators: Attach names and titles of all other investigators who are engaged in this research project and who shall have access to the requested data.

Has the proposed research been reviewed by a Human Subject Review committee at your school district or institution? No Yes (If yes, approval letter must be attached.)

In submitting this application, the individual(s) and district/institution agree to comply with all requirements of the MEIS Data Access and Management Policy and the legal requirements for and conditions of security, privacy, and confidentiality documented within that policy and this application. I acknowledge that I am duly authorized to execute this application on behalf of the individuals and district/institution making this application and that this application is binding on those parties. It is understood and agreed that the data provided under this request are a loan and that the license for use is restricted to only those designated in this application for the specific purposes stated above.

Signature of Requestor

Signature of Immediate Supervisor

Name and Title of Requester, printed

Name and Title of Supervisor, printed

Date sign by Requestor

Date Signed by Supervisor

District/Institution

Phone number, including area code