

Researcher Requirements

All requestors **must** agree and adhere to the following requirements/policies. Violations may result in researcher and/or sponsor loss of data access for five years. Violations will be reported to state or federal authorities for action under appropriate regulations or statutes.

Storage:

- The location of all copies of the data must be carefully tracked
- To prevent unauthorized access, data, copies and reports must be maintained in a secure environment (any electronic media, computer, server or network on which the data reside as described in the National Institute of Standards and Technology-Federal Information Technology Security Assessment Framework)
- Data must be stored where only the designed principal and secondary investigator(s) may access the data
- Data files must remain secure throughout the duration of data storage. All data in storage and in transit must adhere to 128-bit encryption.
- Compliance with these security requirements may be monitored by unannounced, unscheduled inspections of the data user's work site by State of Michigan staff or designated representatives.

Usage:

- Data may require processing prior to release 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 Freedom of Information Act, such processing may require compensation from the requestor for staff time to complete data review and meet the processing requirements. Any requirements in regard to fees or processing time will be discussed with the requestor prior to data processing. At no time shall such fees exceed actual costs.
- Data are considered a loan and may not be sold or rented
- Commercial use of data is prohibited
- Recipients do not attain ownership of the data
- Data will not be shared or distributed, and all copies will be destroyed when the analysis/report is complete
- Data may be accessed only by the designed principal and secondary investigator(s)
- Data may not be shared with any persons outside the designed principal and secondary investigator(s)
- Data is used only for analyses that respect privacy and confidentiality of all concerned parties including students, teachers, classrooms, schools, districts, intermediate school districts and the State of Michigan
- Data will only be used to answer the approved research questions and/or hypotheses

- Publically available discussions, presentations and reports may not include information that would make it possible to identify a student, teacher, classroom, school, district, intermediate school district or the State of Michigan unless specific permission has been granted in writing to do so
- Internal discussions and reports should protect the privacy, anonymity and confidentiality of all concerned parties if there is any reasonable possibility that the internal document may become publically available
- Documents containing identifying information will be clearly marked "confidential—internal use only"
- Researchers and data usage will, at all times, adhere to the Family Educational Rights and Privacy Act and are subject to all applicable statutes and federal regulations

Changes and Checkpoints:

- If you experience any changes during the duration of the study, a change form will be submitted
- Studies will undergo a methodology review and preliminary results are required bi-annually

Reporting and Disposal:

- Results will be submitted at least 30 days prior to any public release
- Formal presentations of the results may be required
- The data must be destroyed in accordance with the date designated for destruction
- A certificate of destruction will be sent via US mail on the date of the data loan expiration