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Study Contributor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dataset Identifier:

|  |  |  |
| --- | --- | --- |
| **Dataset** | **Description** | **X** |
| FullKat\_Survey | Four waves of PKSRR telephone survey data |  |
| kat\_children | PKSRR children module |  |
| PK2hhmembers | PKSRR household roster |  |
| Social\_network | PKSRR social network data  |  |
| fullkat\_area\_chars | PKSRR area characteristics |  |
| Katrina 2012-08-06 | PKSRR Qualitative data (Atlas.ti) |  |
| Katrina 07-01-14 | PKSRR Qualitative data (NVivo) |  |

*I agree that if permission is granted, I will use the Data for the following purpose(s) and for no other purpose*

Data use:

 Secondary analysis of the Data

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 Comparative study - comparing the Data with information from another data-set

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 Pilot data

*A brief summary of my proposed areas of inquiry is provided below*

Summary:

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 File Submission: I am attaching a 1-2 page description of my proposed research project. (required)

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 File Submission: I am attaching a letter of approval from my IRB (required)

*Applications cannot be approved without proposal & IRB approval.*

IRB name & institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IRB approval expiration date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The date I estimate I will complete my project by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*In using this data set I agree to abide by the following restrictions:*

a. I hereby acknowledge that I have read the Memorandum of Agreement (Exhibit A) between the Resilience in Survivors of Katrina (RISK) Project, Harvard University and Data Contributors relating to the Data requested.

b. I will honor all agreements and conditions made: (1) between the Contributor of the Data and the participants, and (2) between the Contributor of the Data and the RISK Project, Harvard University, (the "Project"). These agreements and conditions are set forth in the Memorandum of Agreement between the RISK Project, Harvard University and Data Contributors, including Exhibit A thereto.

c. I will not knowingly divulge any information that could be used to identify individual participants in the study and I agree to use such precautions as are reasonably necessary to prevent such identification. If I suspect that I might know a study participant, I will immediately inform the RISK staff. If I recognize a study participant in the course of my research I will immediately ask the staff to remove that participant's data, and I will not use or retain a copy thereof.

d. I understand that prior written permission of the RISK PIs is required for me either to reproduce any portion of the Data or to allow any other person or institution to examine the Data.

e. If any portion of the Data is to be published, I will protect the data by placing copyright notice as may be required by the RISK Project.

f. When reports and/or publications are generated, I will make appropriate acknowledgment of the contributor as well as the RISK Project for use of the Data, and will include the citations listed under "How to Cite" in the data documentation.

g. I will send to the RISK Project one electronic copy and one "hard" copy of any report or publication based directly or indirectly on use of the Data.

h. Reproducing Research Materials (the Data): If this application includes a request for reproduction of any portion of the research materials listed above, I agree that the reproduction is to be made solely for my convenience in examining the research Materials for scholarly purposes; that it is to be returned upon completion of my work, but not later than 12 months after I receive the Data; that the reproduction will not itself be reproduced; and that it will not be examined or transferred to any other person or institution without the prior written permission of the RISK Project. I agree to destroy or return all Materials to the RISK Project upon completion of the proposed research project, but not later than 12 months after I receive the Data. (If the Materials are needed for the research project for an additional time period, written permission must be first obtained from the RISK Project.)

BY TYPING MY NAME IN THE SPACE LABELED “SIGNATURE” BELOW (WHICH SHALL CONSTITUTE MY SIGNATURE) AND BY CLICKING ON THE “I AGREE” BUTTON BELOW, I CONFIRM (A) THAT I HAVE READ AND UNDERSTOOD EACH AND EVERY TERM SET FORTH ABOVE, (B) THE ABOVE REPRESENTATIONS AND THE INFORMATION I PROVIDE BELOW ARE ACCURATE, (C) THAT I HAVE THE AUTHORITY TO SIGN THIS FORM , AND (C) I AGREE TO BE BOUND BY THE ABOVE TERMS AND CONDITIONS, (D) AGREE NOT TO REPRODUCE ANY OF THE DATA, IN ANY FORM, WITHOUT PRIOR EXPRESS WRITTEN CONSENT OF THE RISK PROJECT.

Signature: \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email : \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data Manager Contact Information (if applicable):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibit A

Memorandum of Agreement for Resilience in Survivor of Katrina (RISK) Project Restricted Use Data

1. The RISK Project (the Distributor) has granted me a revocable license to use this dataset solely for the purposes of conducting research, and the Distributor may terminate this license at any time and for any reason.
2. I will use the dataset solely for statistical analysis and reporting of aggregated information, and not for investigation of specific individuals or organizations, except when identification is authorized in writing by the Distributor.
3. I will produce no links among the Distributor’s datasets or among the Distributor’s data and other datasets that could identify individuals or organizations.
4. I represent that neither I, nor anyone I know, has any prior knowledge of the possible identities of any study participants in any dataset that I am being licensed to use.
5. I will not knowingly divulge any information that could be used to identify individual participants in the study, nor will I attempt to identify or contact any study participant, and I agree to use any precautions necessary to prevent such identification.
6. I will make no use of the identity of any person or establishment discovered inadvertently. If I suspect that I might recognize or know a study participant, I will immediately inform the Distributor, and I will not use or retain a copy of data regarding that study participant. If these measures to resolve an identity disclosure are not sufficient, the Distributor may terminate my use of the dataset.
7. I will not reproduce the dataset except as is necessary for my scholarly purposes. I will destroy the dataset upon the completion of my scholarly work with it.
8. I will not share data from the dataset (in any form or by any means) with any third party, including other members of my research team, as I understand that all users of data must obtain the data directly from the Distributor.
9. I will make appropriate acknowledgement of the contributor of the dataset as well as the Distributor in any manuscript or presentation (published or unpublished) using the citation standard documented here: <http://thedata.org/citation>
10. THE DISTRIBUTOR MAKES NO WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, REGARDING OR RELATING TO THE DATASET.

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