

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
National Institute of Justice

WASHINGTON, D.C.

DATA RESOURCES PROGRAM

GUIDE TO MANAGING GRANT DATA

August 2008

I. P R E A M B L E

Over the years changes have taken place at the National Archive of Criminal Justice Data (NACJD) that has allowed NIJ to update its data submission process. NIJ has moved forward with creating protocols, language, and special conditions to ensure that the products of its investments [reports and data] are recovered to support the reproduction, replication or extension of a grant funded study.

II. DATA ARCHIVING STRATEGY

The data archiving strategy was derived as a mechanism for starting the process of archiving at the beginning of the research project. To facilitate the planning, structuring, and recording of changes to data during the research project language has been embedded into all of NIJ's solicitation for the applicants to develop a plan for archiving data as part of that project. This narrative from the grant applicant will be used to evaluate the completeness and quality of the data that is submitted at the end of the grant.

Language: NIJ requires that each data set resulting from funded research be submitted as a grant product or deliverable for archiving with the National Archive of Criminal Justice Data. (Data sets are to be submitted 90 days before the end of the project period.) Applications for NIJ research grants must include a brief (one- or two-page) data archiving strategy. For purposes of research replication and extension, the inclusion of only the final data set often prevents other researchers from replicating or extending the study because there is no original data, intermediate data, or documentation detailing how the data changed throughout the project. This data archiving strategy therefore must briefly describe the—

- Anticipated manipulations of original, intermediate, and final data sets (as applicable).
- Methods of documentation of such manipulations.
- Preparation of original, intermediate, and final data sets for archive submission.

The data archiving strategy should be submitted as an appendix to the application and will NOT count toward the 15-page limit. Please label this appendix "Data Archiving Strategy."

III. SPECIAL CONDITIONS

Several special conditions have been added to awards that outlay specifically what, when, and how data is to be submitted to NACJD upon completion of a grant.

Money Withheld (with Data Requirement)

Language: The recipient may not obligate, expend, or draw down \$ [Note to NIJ staff: insert amount here, rounded to the nearest dollar, that equals 10 percent of the award amount allocated for personnel, direct labor, and associated indirect costs] until the recipient submits, in a form satisfactory to NIJ, the draft final research/technical report, data, and associated artifacts required by the special conditions of this award. The draft final report must be accepted by NIJ as meeting usual scientific standards for form and content. Required data and any associated artifacts must be accepted by NIJ as meeting the requirements

for replicating the study as close as possible. Approval will be provided through a Grant Adjustment Notice that will clear this special condition.

Money Withheld (without Data Requirement)

Language: The recipient may not obligate, expend, or draw down \$ [Note to NIJ staff: insert amount here, rounded to the nearest dollar, that equals 10 percent of the award amount allocated for personnel, direct labor, and associated indirect costs] until the recipient submits, in a form satisfactory to NIJ, the draft final research/technical report required by the special conditions of this award. The draft final report must be accepted by NIJ as meeting usual scientific standards for form and content. Approval will be provided through a Grant Adjustment Notice that will clear this special condition.

Grant Products Due Ninety Days Prior to End of Award Period: Draft Technical Report

Language: The award recipient shall provide all products specified in the proposal. In addition, ninety (90) days prior to the end of the project period, the recipient shall submit to NIJ the following documents in electronic format: (1) A Draft Final Technical Report. The Draft Final Technical Report shall describe the project's activities in sufficient detail to permit replication of the design, including a review of relevant literature, methods including detailed description of data collection and analysis procedures, modifications to or problems with the original research design, findings, and conclusions. (2) A 2,500 to 4,000 word Draft Summary suitable for publication and/or dissemination which describes results, findings and conclusions from the project, including implications for criminal justice operations. (3) A Draft 400 word Abstract. The abstract should serve as a succinct and accurate description of the project. Research goals and objectives, research design, and methods for achieving the goals and objectives should be concisely described. The abstract should include statement of purpose, description of research subjects, methods, results and conclusions.

The Draft Final Technical Report, Abstract and Summary will, with few exceptions, be submitted to peer review. The recipient shall be responsive to peer reviewers' comments and other issues raised in the review and understand that the review process has implications with respect to publication and dissemination decisions made by NIJ. The recipient shall make appropriate revisions to these documents based on the reviewers' comments and/or any comments from NIJ.

Grant Products Due Ninety Days Prior to End of Award Period: Data and Associated Artifacts

Language: To support NIJ's mission to make available data from all NIJ-funded research, ninety (90) days prior to the end of the project period, the recipient shall deliver to NIJ all data produced or collected for the project and any artifact associated with the project data. Submissions should include the following: (1) An electronic copy of each data set that was collected, acquired, or modified in conjunction with the project as outlined in the data archiving strategy from the approved proposal and any subsequent approved modifications. For data other than geographic data, SPSS portable files are preferred. However, SAS transport, Stata, dBASE, or ASCII files are acceptable with appropriate documentation and with appropriate description for each variable. (2) An electronic copy of any geographic data that was collected, acquired, or modified in the project, including an electronic copy of each geographic data layer

of features used in a Geographic Information System (GIS). ArcGIS, MapInfo or Geographic Markup Language (GML) formats are preferred. (Geographic data is defined here as geometric and attribute data for location-based features, usually in the categories of point, line, polygon, or coordinates, and includes statistical results from spatial analysis.) (3) Any associated databases, database queries, images, or PowerPoint slides generated from project data, or similar artifacts. (4) Any specialized programming code necessary to reproduce all constructed measures and the original data analysis. (5) A codebook listing the data variables, variable labels, value labels, and missing value designations. Portable Document Format (PDF) or MS Word is preferred (DOC), however, Rich Text Format (RTF), WordPerfect (WPD), and ASCII are acceptable. (6) A blank electronic version of every data collection instrument. (7) Manual, electronic, or other data collection protocols. (8) Applicable blank consent forms.

Included images should adhere to GIFF, JPEG, PICT, and TIFF format standards. GIFF and PICT images are preferred.

These data and associated artifacts (where applicable) are, in general, made available at different levels of restricted access through the National Archive of Criminal Justice Data (NACJD). Additional information is available at: <http://www.icpsr.umich.edu/NACJD/archive-data.html>.

Grant Products due to NIJ Following the Peer Review Process and by Termination of the Award Period (with Data Requirement)

Language: The recipient must deliver to NIJ, by the termination of the award period, an electronic copy of the Final Technical Report, Abstract and Summary. The recipient also must deliver any data and associated artifacts (such as specialized programming code, databases and queries, or images generated from the project data) that have changed as a result of comments from (1) review of the draft final technical report, or (2) review of the data and any associated artifacts for archiving.

Final Technical Reports, Abstracts, and Summaries should be in Microsoft Word or Corel WordPerfect format. Graphic files should be provided in Adobe Illustrator, Macro media Freehand, Corel Draw or Delta Graph. Included images should adhere to GIFF, JPEG, PICT, and TIFF format standards, with GIFF and PICT images preferred.

Final Technical Reports are, in general, made available to the public through the National Criminal Justice Reference Service (NCJRS) and may be electronically posted in the NCJRS virtual library.

Grant Products due to NIJ following the Peer Review Process and by Termination of the Award Period (without Data Requirement)

Language: The recipient must deliver to NIJ, by the termination of the award period, an electronic copy of the Final Technical Report, Abstract and Summary.

Final Technical Reports, Abstracts, and Summaries should be in Microsoft Word or Corel WordPerfect format. Graphic files should be provided in Adobe Illustrator, Macro media Freehand, Corel Draw or

Delta Graph. Included images should adhere to GIFF, JPEG, PICT, and TIFF format standards, with GIFF and PICT images preferred.

Final Technical Reports are, in general, made available to the public through the National Criminal Justice Reference Service (NCJRS) and may be electronically posted in the NCJRS virtual library.

IV. DATA SUBMISSION PROCESS

At 90 days prior to close the grantee will be expected to submit a draft final report and data used for the project. At the same time the draft final report will go through the normal peer review process in which the grantee will be expected to respond to the comments from the reviewers. Once completed the final report will be sent back to the grant manager and forwarded to the National Criminal Justice Reference Center (NCJRS) for publication to their web site.

Submission of the data at 90 days prior to the end of a project period will facilitate a review of the data while the draft final report is under peer review. The purpose of this review will be to assess if the data is complete for the reproduction of the study. Once the archive manager for NIJ at NACJD receives the data they will ASSIGN the data to an NIJ data processor to review the submission and provide a report on the condition of data for archiving within 10 business days, or two weeks from NACJD'S receipt of the data. NIJ's archive manager will provide an archiving report to the Division Chief of that grant manager and forwarded to that manager for their assessment to determine if the grantee needs to further prepare or document data for archiving.

If the grant manager is satisfied with the quality of the data submission, then they can release the special condition withholding a percentage of the money relative to the amount of the grant. The archiving manager will be notified and the study will be placed into the data processing queue. If the grant manager is not satisfied with the data submission, then he/she should discuss the remaining issues and a NACJD data processor will work with the grantee to address the issues listed in the report.

It should be noted that there are always numerous sets of data in the queue for processing. The typical protocol is that a data set is processed first-in, first-out. However, there ARE times that data need immediate processing, and therefore the grant manager needs to work with their chief and the DRP and NIJ archive manager to move data up the queue; at times being processed immediately.

It also should be noted that because of the increased submission of data not all data will be processed for dissemination because of their importance. As a result some data will be processed for only preservation purposes until it is requested. However, a study description will be added to the NACJD data collection. The final removal of the special conditions releasing the remaining money should be based off the grant manager satisfaction with the condition of the data. At that point the data will be automatically placed in the enclave until it is determined to what level of protection that data requires or is agreed upon with the grantee and, at times, the grant manager, which are public access, restricted access or stored in the enclave. It should be noted that this should be discussed and agreed upon at the start of the grant.

Figure 1 is the flow chart for this process.

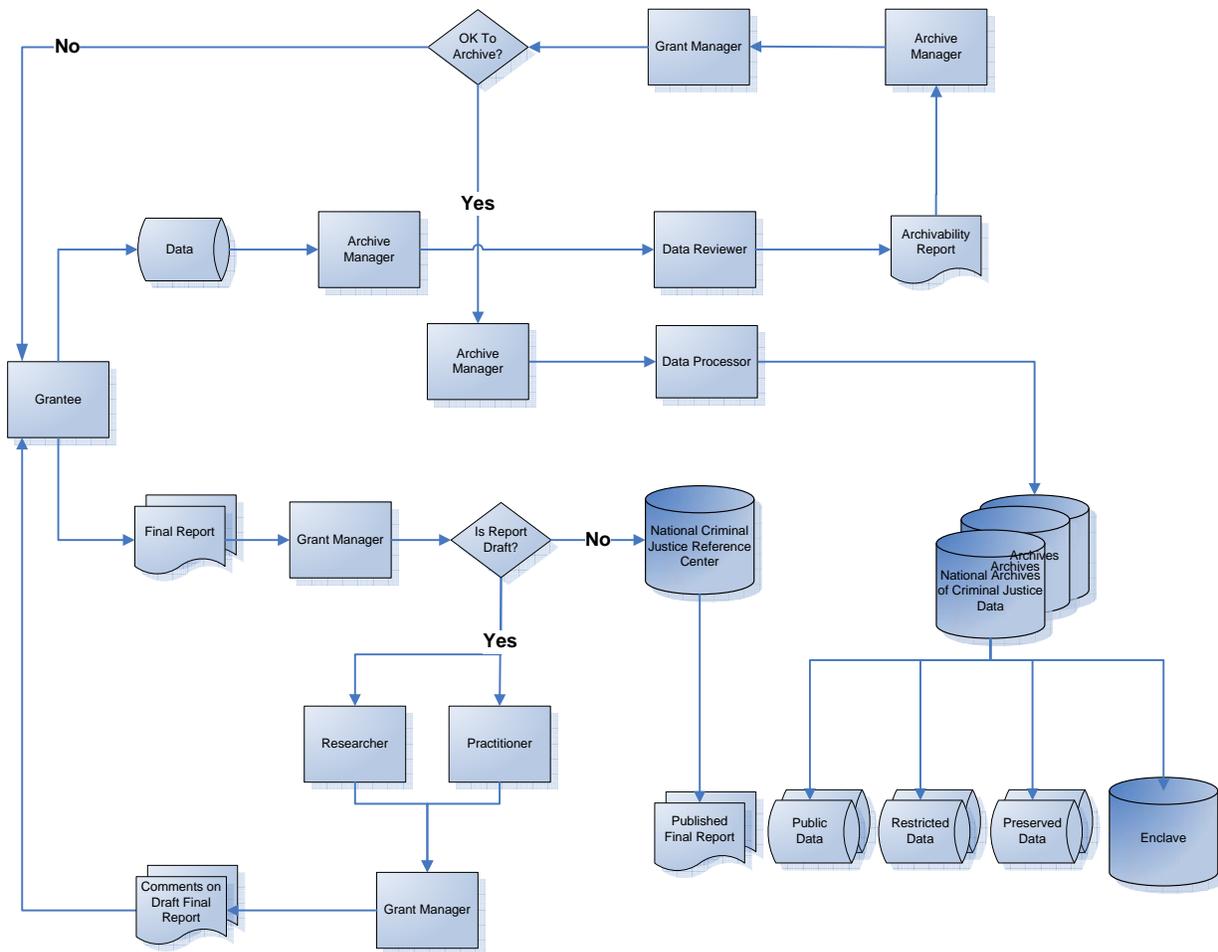


FIGURE 1.

III. DATA PROTECTION OF HUMAN SUBJECTS

The National Archive of Criminal Justice Data [NACJD] employs three methods to protect the confidentiality of subjects while distributing data collections for secondary research and other statistical analysis. These three methods, each more fully described below, include: (1) masking direct and indirect identifiers; (2) requiring all users to agree to follow Federal laws and regulations, and scientific standards before accessing data; and, for more sensitive data, (3) limiting the level of access. While methods 1 & 2 are applied to every NACJD data collection, the level of access restriction employed for a data collection or part of a collection is determined by NACJD's Director in cooperation with the data depositor/principal investigator, the sponsor of the data collection, and the sponsor of the data archiving. The access decision occurs after NACJD staff have performed several procedures to evaluate and reduce the risk of identifying research subjects (e.g., respondents and institutions) in the data. First, the study is assessed to determine the source and nature of the data (e.g., public use information vs. self-report; agency vs. individual). Second, all direct, personal identifiers are masked, regardless of the nature of the data, as part of the process of preparing data for release. Third, other variables such as addresses, dates or combinations of characteristics (e.g., indirect identifiers) are recoded (e.g., categories are collapsed) or masked to prevent (re)identifying the subjects. If this evaluation determines that the subject's

confidentiality is adequately protected, the entire data collection is made available through the internet as *Restricted Use* data. Two alternative levels of protection are available for releasing NACJD data when reidentification is still reasonably possible or when our processing procedures will seriously reduce the analytic value of the collection. These two are *Restricted Access* and *Enclave Restricted Access*.

Restricted Use: This provides the easiest and quickest avenue for accessing most NACJD data. However, this mechanism does not allow unrestricted use (i.e., public use) by researchers or others obtaining these data. NACJD protects subject confidentiality by requiring data users to sign our online *data use agreement* (by inserting their email address) before they can download any study and most documentation. By signing the *data use agreement*, NACJD users signify their compliance with Federal laws, regulations and requirements, and give assurance that their use of NACJD data will conform to widely-accepted standards of practice and legal restrictions intended to protect the confidentiality of research subjects. The applicable laws and regulations are found in the United States Code, 42 USC Section 3789g(a), and the Code of Federal Regulations, 28 CFR 22. These laws and regulations in part require that the confidentiality of data about research subjects, including their identities, be safeguarded. Any intentional identification or disclosure of a person or establishment by a data user violates the assurances of confidentiality given to the providers of the information and can result in fines and a prison term. Prior to downloading data, NACJD data users are also instructed to: 1) make no use of the identity of any person or establishment discovered inadvertently, and advise the Director of NACJD, of any such discovery; 2) produce no links among NACJD datasets or between NACJD datasets and other datasets for the purpose of disclosing the identities of individual subjects; and 3) not to redistribute or sell NACJD data to other individuals, institutions, or organizations without the written agreement of NACJD.

Restricted Access: This level is used when an entire study, or part of a study, contain data that can not be reasonably altered to protect subject confidentiality without significantly degrading the value of the research data. Such studies may contain self-report information from a universe of subjects within a known geographical area or multiple measurement periods of the same subjects. These studies, or parts of these studies, are not accessible from NACJD through the Internet. Access to these collections is arranged after the prospective data user completes and submits a *Restricted Data Use Agreement*. The *Restricted Data Use Agreement* requires data users to certify in writing that the NACJD data will be used only for research or statistical analysis, and that they will protect the confidentiality of subjects in data. In addition, they must describe: 1) why they need this version of the data rather than the internet accessible *Restricted Use* version, and 2) how they plan to physically secure the data collection and protect it against virtual theft. The request must be signed by a researcher with a permanent faculty appointment, and by a representative (e.g., Dean or President) of the researcher's university or other institution. The completed *Restricted Data Use Agreement* must also be accompanied by a letter from the researcher's Institutional Review Board office, which indicates that a responsible officer at the institution has reviewed the project and finds the project's terms of use for the requested data to be in compliance with their organization's human subjects and confidentiality rules. The final determination on access to these *Restricted Access* studies rests with NACJD's Director. After approval, the collection is sent on CD-ROM to the requestor via registered United States Postal Service mail. From the time of the mailing, the user is granted a one-year limited access license. After one year, they are required to destroy any copies of data and return the CDROM to NACJD, or reapply for a license extension.

Enclave Restricted Access: While most NACJD data are available by the previous two methods, some collections cannot be completely deidentified (e.g., video) or may still be too sensitive (e.g., narratives) to release to researchers without authorization and supervision. These data collections are only accessible in our onsite data enclave. Researchers can apply to use these data, without a fee, but are responsible for

covering their travel and lodging while at The University of Michigan, the site of the NACJD data enclave. After approval, researchers are allowed access to these NACJD data on a computer that is not connected to a network. All written notes, data analysis printouts and electronic files are reviewed by NACJD staff for compliance with confidentiality standards before the researcher can take these items from the NACJD enclave. As time passes and risks are reduced, NACJD may choose to move data from the *Enclave* or from the *Restricted Access* protection level into a more accessible level.

Delayed Dissemination: When significant potential for disclosure exists or when data are still in operational use by an organization, NACJD may also elect to preserve a data collection without dissemination until human subject risks are minimized (e.g., when all human subjects are deceased). NACJD will work with the data collector and sponsors to plan a dissemination timetable. While dissemination is delayed, NACJD will still produce a copy: (1) to develop expertise with the data collection, (2) to prepare the collection while project staff are available to provide assistance, and (3) to safeguard the original data collection. Once released, NACJD will use one of the three access levels above to disseminate the processed data.

IV. EXEMPTIONS

There are two primary instances in which the data will not be required. The first is with the Graduate Research Fellowship (GRF); all that is required from the fellow is a copy of their dissertation. The second is when NIJ makes the determination that the data will not be required for submission.

V. APPENDIX A - DATA SUBMISSION GUIDELINES

Guide to Depositing Quantitative Data at NACJD **National Institute of Justice-Sponsored Research**

The [National Archive of Criminal Justice Data](#) (NACJD) at [The University of Michigan](#) archives the databases, codebooks, and other research documentation for the National Institute of Justice (NIJ). This document provides a checklist and instructions for submitting research materials for archiving at NACJD. The NIJ supports NACJD's activities; individual research projects are not charged for our archiving service. The following items can be submitted to NACJD, preferably on a CD-ROM. NACJD's overnight address is: National Archive of Criminal Justice Data, Perry Room 1106, 330 Packard St., Ann Arbor, MI 48104.

1. Data files should:

- Be computer-readable; SPSS system files with embedded variable and value labels and missing value set are preferred
- Have mutually-exclusive codes; separate codes for inapplicable and other missing cases are encouraged
- Document blanks or blank fields in variables whenever they represent substantive content
- Include computed and derived variables, linking variables, and/or weight variables (if applicable)
- Include direct identifiers and linking variable(s) in a separate file. See the NACJD Web site for more details.

2. Data collection instrument(s) should:

- Be computer-readable; PDF preferred, *Word*, *WordPerfect*, RTF, or ASCII file formats acceptable
- Include interviewer guide, coding instrument, and/or list of abbreviations or other conventions (if applicable)

3. Codebook or data dictionary should:

- Be computer-readable; PDF or SPSS output file preferred, *Word*, *WordPerfect*, RTF, or ASCII files are acceptable
- Include variable labels, value labels and/or missing value declarations
- Include information on linking variables

4. Setup files and SPSS/SAS programming code should:

- Provide recodes and/or formulas to create derived variables (if applicable)
- Provide information on the creation of weight variables (if applicable)

5. Final project report, project summary, or other description of the project should:

- Be computer readable; PDF files preferred, *Word*, *WordPerfect*, RTF, or ASCII files are acceptable
- Include the theoretical or conceptual framework that guided the study, research questions addressed by the study, specific hypotheses tested, and methods used to collect data (usually included in the final report submitted to NIJ)
- Include information on the following points (where applicable):
 - Universe from which the study population is drawn
 - Unit(s) of analysis
 - Mode of data collection (e.g., face-to-face, telephone, observational, record abstraction, etc.)
 - Type of data collection (e.g., survey, census, administrative records, etc.)
 - Source(s) of data (e.g., U.S. Census, law enforcement CAD system, etc.)
 - Time period covered by data collection period
 - Dates data were collected (if event data such as criminal history include date of record search per record)
 - Geographic area covered by data collection; lowest geographic unit available in data (e.g. census tract #)
 - Sampling method (e.g., census, probability, purposive, convenience) used to select elements of the universe; use of strata or quota (if any); construction of weights (if any)
 - Response rate (the proportion of the sample for which data were obtained); retention rate (in a multi-wave study, the proportion of cases successfully included in the following waves).
 - Use of scales (CTS, MMPI, other psychological scales, Likert-type scales, etc.) and how they were derived
 - Other elements of the study design (e.g., experimental treatments, assignment to groups, timing of follow-up)

6. Bibliography of publications related to the data should:

- Include the final report, cited as one of the publications
- Provide citation information for any other published reports or journal articles using the submitted data

7. Other Information should:

- Note confidentiality issues, including any modifications made to data to address confidentiality prior to submitting a project
- Include a copy of applicable subject consent form, human subject application, and IRB approval
- Include summary statistics (frequency distributions, means, etc.) for all variables; electronic formats preferred
- Contact information for a person who can address questions regarding the data or study

Please direct questions regarding archiving research data at NACJD to nacjd@icpsr.umich.edu or call 800-999-0960. More contact information for NACJD is available from <http://www.icpsr.umich.edu/NACJD/staff.html>.

Guide for Depositing Digital Geospatial Data **National Institute of Justice-Sponsored Research**

The [National Archive of Criminal Justice Data](#) (NACJD) at [The University of Michigan](#) archives the databases, codebooks and other supporting research documentation for the National Institute of Justice (NIJ). This guide provides a checklist and instructions for submitting **digital geospatial data** for archiving at NACJD. NIJ investigators should also consult our **Guide to Depositing Quantitative Data** for further guidelines to depositing other aspects of a sponsored research project. The NIJ supports NACJD's archiving activities; individual projects are not charged for this service. The following items can be submitted to NACJD, preferably on a CD-ROM. NACJD's overnight address is: National Archive of Criminal Justice Data, Room 1106, 330 Packard St., Ann Arbor, MI 48104.

2. Data files should:

- Be computer-readable; the preferred format for all digital geospatial data is ESRI shapefile (.shp), MapInfo (.tab format or alternatively the MIF/MID interchange format), or Geography Markup Language (.gml)
- Contain all of the files used to create the visualization (i.e., a single geographic layer),
 - Visualizations created using ESRI products should include the following corresponding file types (.dbf, .prj, .sbn, .sbx, .shx, .mxd) in addition to the .shp file
 - Visualizations created using MapInfo products should include the following corresponding file types (.dat, .map, .id) in addition to the .tab file
 - Visualizations created using GML should include the corresponding schema files (.xsd)
- Contain all files used to create the visualization (i.e. map)
 - All geographic data (i.e. all geographic layers) used in constructing maps should be submitted to NACJD
 - All maps reproduced in project reports or summaries should be submitted to NACJD as electronic data and hard copy.
- Include geographic data not used in any visualization but containing either direct (e.g. actual address, or X/Y coordinates) or indirect (e.g. county name, census tract number) geographic identifiers
- Include direct identifiers and linking variable(s) in a separate file. See the NACJD Web site for more details.

3. Codebook or data dictionary should:

- Be computer-readable; PDF or SPSS output file preferred, MSWord, WordPerfect, RTF, or ASCII files are acceptable.

4. Setup files or programming code should:

- Provide the corresponding project (i.e. map) file; for ESRI ArcGIS products this is the .mxd file (for ArcView 3.x it is .apr), while for MapInfo products this is the .map file.

5. Project report, project summary, or other description of the project

- Be computer readable; PDF files preferred, MSWord, WordPerfect, RTF, or ASCII files are acceptable
- Include the theoretical or conceptual framework that guided the study, research questions addressed by the study, specific hypotheses tested, and methods used to collect data (usually included in the final report submitted to NIJ). See *Guide to Depositing Quantitative Data* for specific information.
- Contain appropriate geospatial metadata; ESRI products produce a .shp.xml file which can be used for these purposes, as well as providing for Federal Geographic Data Committee (FGDC) or International Standards Organization (ISO) compliance through XML files created in the ArcCatalog; MapInfo products are fully compliant with GML standards developed by the Open Geospatial Consortium
- Include information on geocoding rates (if point data are used)

6. Bibliography of publications related to the data should:

- Include the final report, cited as one of the publications
- Provide citation information for any other published reports or journal articles

7. Other information should:

- Note confidentiality issues, including any modifications made to the data prior to submitting data for confidentiality reasons
- Assure that issues of proprietary visualizations/data have been addressed prior to archiving with the understanding that all archived data will be available for distribution. This includes legal assignment of copyright to NACJD

Please direct questions regarding archiving research data at NACJD to nacjd@icpsr.umich.edu or call 800-999-0960.

More contact information for NACJD is available from <http://www.icpsr.umich.edu/NACJD/staff.html>

Guide to Depositing Qualitative Data at NACJD

National Institute of Justice-Sponsored Research

The [National Archive of Criminal Justice Data](#) (NACJD) at [The University of Michigan](#) archives the databases, codebooks and other supporting research documentation for the National Institute of Justice (NIJ). This guide provides a checklist and instructions for submitting **qualitative data** for archiving at NACJD. Investigators should also consult our **Guide to Depositing Quantitative Data** for further guidelines to depositing other aspects of a sponsored project. The NIJ supports NACJD's archiving activities; individual research projects are not charged for this service. The following items can be submitted to NACJD, preferably on a CD-ROM. NACJD's overnight address is: National Archive of Criminal Justice Data, Room 1106, 330 Packard St., Ann Arbor, MI 48104.

1. Data files should:

- Be computer-readable; preferred formats are: for text files –*MS Word, WordPerfect, CAQDAS, RTF, or ASCII*; for text stored in databases – *MS Access*; for text stored in spreadsheets – *MS Excel*; for CAQDAS stored data – *NUD*IST, NVIVO, ATLAS.ti, WinMax*
- If stored in a CAQDAS format, be used to export to the raw data the final coding tree and any useful memos
- Include a unique identifier; also a header, speaker tags, and question-answer sequencing (if transcribed).
- Include direct identifiers and linking variable(s) in a separate file. See the NACJD Web site for more details.

2. Data collection instrument(s) should:

- Be computer-readable; PDF preferred, *Word, WordPerfect, RTF, or ASCII* file formats acceptable
- Include interviewer guide, coding instrument, and/or list of abbreviations or other conventions (if applicable)

3. Codebook or data dictionary should:

- Be computer-readable; PDF preferred, *Word, WordPerfect, RTF, or ASCII* files are acceptable

4. Programming code should:

- Include coding scheme or coding tree (if applicable)

5. Project report, project summary, or other description of the project should:

- Be computer readable; PDF files preferred, *MSWord, WordPerfect, RTF, or ASCII* files are acceptable
- Include the theoretical or conceptual framework that guided the study, research questions addressed by the study, specific hypotheses tested, and methods used to collect data (usually included in the final report submitted to NIJ)
- Include information on the following points (where applicable):
 - Universe from which the study population is drawn
 - Unit(s) of analysis
 - Mode of data collection (e.g., focus groups, face-to-face, telephone, observational, record abstraction, etc.)
 - Type of data collection (e.g. survey, , administrative records, etc)
 - Data collection media/storage (e.g., audio, video)
 - Source(s) of data (e.g., police agency incident system, published reports/journals, etc.)
 - Time period covered by data collection period
 - Dates data were collected
 - Geographic area covered by data collection; lowest geographic unit available in data (e.g. census tract #)
 - Sampling method (e.g., census, probability, purposive, convenience, snowball) used to select elements of the universe; use of strata or quota (if any)
 - Response rate (the proportion of the sample for which data were obtained); retention rate (in a multi-wave study, the proportion of cases successfully included in the following waves).
 - Use of existing protocols
 - Other elements of the study design (e.g., , assignment to groups, timing of follow-up)

6. Bibliography of publications related to the data should:

- Include the final report, cited as one of the publications
- Provide citation information for any other published reports or journal articles using the submitted data

7. Other Information should:

- Note confidentiality issues, including any modification made to the data prior to depositing for confidentiality reasons
- Include a copy of applicable subject consent form, human subject application, and IRB approvalContact information for a person who can address questions regarding the data or study.

Please direct questions regarding archiving research data at NACJD to nacjd@icpsr.umich.edu or call 800-999-0960. More contact information for NACJD is available at <http://www.icpsr.umich.edu/NACJD/staff.html>.

VI. APPENDIX B - DEPOSIT REVIEW FORM

VII. APPENDIX C - ARCHIVING INFORMATION FROM NACJD