National Institute of Justice (DOJ) (nij.gov): National Institute of Justice (DOJ)

Data formats and software standards

Provide information regarding data formats (quantitative/qualitative/spatial) and software with which data will be collected, entered into a database, stored, analyzed and transferred. Standard commercial software or software typically acceptable to National Archive of Criminal Justice Data (NACJD) should be identified for use in the proposed data collection.

Guidance:

- NIJ Data Archiving Plans
- NIJ Submitting Data Under the Data Resources Program
- Guidelines for Depositing NIJ Quantitative Data (PDF)
- Guidelines for Depositing NIJ Geospatial Data (PDF)
- Guidelines for Depositing NIJ Qualitative Data (PDF)
- National Archive for Criminal Justice Data (NACJD)
- Depositing Data in NACJD

Data collection

Describe the procedures by which you plan to collect data along with anticipated units of analysis (e.g., individuals, locations), levels of analysis and other identifiers for each data file submitted upon completion of the funded research; or a description of planned use of existing data, if applicable.

Guidance:

- NIJ Data Archiving Plans
- NIJ Submitting Data Under the Data Resources Program
- National Archive of Criminal Justice Data (NACJD)

Privacy and informed consent

If the proposed research includes collection of information identifiable to private persons, include: a description of all assurances of confidentiality made to those persons; a copy of the consent form that was used; a copy of the Privacy Certificate (as submitted to and approved by the funding agency); documentation of IRB approval and the IRB-approved research protocol; any information transfer agreement that was used to transfer the data with identifiers.

Guidance:

- NIJ Data Archiving Plans
- NIJ Submitting Data Under the Data Resources Program
- National Archive of Criminal Justice Data (NACJD)

Intellectual property rights and copyright

A description of any intellectual property rights or copyrights associated with the data, data collection instruments or materials.

Guidance:

- NIJ Data Archiving Plans
- NIJ Submitting Data Under the Data Resources Program
- National Archive of Criminal Justice Data (NACJD)

Data processing

Describe any anticipated variable creation, data transformations or scale construction that may be critical to the interpretation or analysis of the data by others.

Guidance:

- NIJ Data Archiving Plans

- [NIJ Submitting Data Under the Data Resources Program](#)
- [National Archive of Criminal Justice Data (NACJD)](#)

Computer programming code or software syntax

Include a plan for submission of computer programming code or software syntax providing detail on how the data will be processed, including any significant treatments of the data, such as de-identification, imputation, filtering or weighting.

Guidance:

- [NIJ Data Archiving Plans](#)
- [NIJ Submitting Data Under the Data Resources Program](#)
- [National Archive of Criminal Justice Data (NACJD)](#)

Technical documentation

A description of the technical documentation (e.g., data dictionary or codebook) that explains how variables will be designated and labeled in the data file(s), such as the use of variable naming conventions and variable groups, missing data/value designations, variable and category/value labels, operational definitions, and citations as needed for these variables.

Guidance:

- [NIJ Data Archiving Plans](#)
- [NIJ Submitting Data Under the Data Resources Program](#)
- [National Archive of Criminal Justice Data (NACJD)](#)

Data Archiving

In your application for NIJ research grants, you must include a brief (one- or two-page) data archiving plan. The purposes of the plan are (1) to demonstrate your recognition that data sets resulting from your research must be submitted as grant products for archiving and have budgeted accordingly, and (2) to describe how the data will be prepared and documented to allow reproduction of the project's findings as well as future research that can extend the scientific value of the original project

Guidance:

- [NIJ Data Archiving Plans](#)
- [NIJ Submitting Data Under the Data Resources Program](#)
- [Guidelines for Depositing NIJ Quantitative Data (PDF)](#)
- [Guidelines for Depositing NIJ Geospatial Data (PDF)](#)
- [Guidelines for Depositing NIJ Qualitative Data (PDF)](#)
- [National Archive for Criminal Justice Data (NACJD)](#)
- [Depositing Data in NACJD](#)