Type of data to be shared

Procedures for managing privacy and confidentiality

Roles and responsibilities

Expected schedule for data sharing

Format of the final dataset
Documentation to be provided

Documentation to be provided.

Guidance:

- Documentation that provides all the information necessary for other researchers to use the data must be prepared. The documentation should include a summary of the purpose of the data collection, methodology and procedures used to collect the data, timing of the data collection, as well as details of the data codes, definition of variables, variable field locations, and frequencies. The data documentation should be a comprehensive and stand-alone document that includes all the information necessary to replicate the analysis performed by the original research team.

- IES Public Access Plan
- IES Implementation Guide for Public Access to Research Data

Method of data sharing

Location where data will be stored and method of data access (e.g., via a publicly accessible data archive, institutional repository, or from the Project Director/Principal Investigator).

Guidance:

- There are alternative methods that researchers can use for providing access to data, and IES anticipates that investigators will decide to use a particular method based on a variety of factors, including size and complexity of the dataset, sensitivity of the data collected, and anticipated number of requests for data sharing. The available methods include the (1) investigator and institution taking on the responsibility for data sharing, (2) use of a data archive or data enclave, or (3) use of some combination of these methods.
- Investigators may also wish to develop a mixed method for data sharing that allows for more than one version of the dataset and provides different levels of access depending on the version. For example, a redacted dataset could be made available for general use, but stricter controls through a data archive or enclave would be applied if access to more sensitive data was required.

- IES Public Access Plan
- IES Implementation Guide for Public Access to Research Data

Data sharing agreement

Address whether or not a data agreement that specifies conditions under which the data will be made accessible is required.

Guidance:

- IES Public Access Plan
- IES Implementation Guide for Public Access to Research Data

Any circumstances that prevent the data from being shared

Any circumstances that prevent all or some of the data from being made accessible. This includes data that may fall under multiple statutes and hence must meet the privacy and confidentiality requirements for each applicable statute (e.g., data covered by the Common Rule for Protection of Human Subjects, FERPA, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule (45 CFR Part 160 and Subparts A and E of Part 164), section 183 of the Education Sciences Reform Act, or the Privacy Act of 1974, as amended).

Guidance:

- IES acknowledges that there may be issues associated with providing access to data when the data collected are proprietary (e.g., when a published curriculum is being evaluated). Any restrictions on data sharing, such as a delay of disclosing proprietary data, should be presented in the DMP and will be considered by IES Program Officers. If proprietary issues emerge during the course of the research, they should be brought to the attention of the IES Program Officer, and the DMP will be reviewed in light of these issues.

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- IES Implementation Guide for Public Access to Research Data