

ERC Researcher Agreement

Between The University of Texas at Austin
Education Research Center (ERC) and:

For ERC Office Use Only:

ERC Project # & Name _____

Database Amended Date: _____

Project Approval/End Dates: _____

Researcher Name:	
Researcher Institution/Organization:	
Researcher UT EID:	
Research Project Title:	

Researcher Contact Info:

Preferred Contact Email:				
Google-Compatible Email (for scheduling calendars):				
Phone:	Preferred/Non-Critical:	Emergency/Critical:		
Preferred 6-digit numerical door code (for keypad):	(Do not start code with zero/0)			
Preferred file format (check one):	<input type="checkbox"/> SPSS	<input type="checkbox"/> STATA	<input type="checkbox"/> SAS	<input type="checkbox"/> TEXT

Workstation Access Request – Check/indicate each site you plan to access for research:

<input type="checkbox"/>	J.J. Pickle Research Campus, J. Neils Thompson Commons Building (TCB, UT north campus)
<input type="checkbox"/>	College of Education, George I. Sanchez Building (SZB, UT main campus)
<input type="checkbox"/>	Department of Economics, Bernard and Audre Rapoport Building (BRB, UT main campus)
<input type="checkbox"/>	Texas State University (TxState) [By Special Permission Only; choose at least one other site]
<input type="checkbox"/>	UT San Antonio (UTSA) [By Special Permission Only; choose at least one other site]

As an “agent” of the UT Austin Texas ERC, you have access to confidential data.

By your signature below, you acknowledge and agree to all of the following Terms and Conditions:

Terms and Conditions	
1.	I have received (or accessed online at www.texaserc.utexas.edu/) and read both the ERC <i>Policies & Procedures for Approved Projects</i> and <i>Understanding Your Access</i> , and will abide by the terms of these policies and any subordinate processes and procedures.
2.	I have completed/will complete required FERPA training via one of the provided resources/outlets. I will ensure that all research and all research-generated products (papers, abstracts, presentations, publications, etc.) using the data are complaint with FERPA and that no information will be released that could identify individuals.

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| 3. I have completed/will complete the required <i>Masking Guidelines & Techniques Training Module</i> and online assessment. I will ensure that all research output/products using the data are compliant with Texas ERC Masking Guidelines & Techniques. |
| 4. I have obtained/will obtain the necessary human subject internal review board (IRB) approval (if required) by my institution/organization (and have supplied/will supply documentation of such) before accessing the data at the Texas ERC. |
| 5. I agree to access and use the confidential data at the Texas ERC only for authorized/approved research and for the purpose(s) of the study. |
| 6. I will not attempt to identify individuals or publicly release confidential data. |
| 7. I understand that I must only access the data at the Texas ERC through my own credentials. Under no circumstances will I log into the Texas ERC under another researcher's account or allow another researcher to log in through my account. |
| 8. I will provide the Texas ERC with regular updates regarding progress and personnel changes/additions for my research project(s). |
| 9. I agree to request via email that the Texas ERC review generated research products that use confidential data, and I agree to never remove or publically release output/results or confidential information that have not been approved for release from the physical or electronic workspace of the Texas ERC. |
| 10. I will report any known or suspected breach of confidentiality to the Director or Database Administrator of the Texas ERC as soon as possible, including the removal or inappropriate sharing of data. |
| 11. I recognize that access to the Texas ERC can be suspended based on any violation of this Agreement. |
| 12. I grant permission for the manual and electronic collection and retention of security-related information related to attempts to access the facility and/or workstations. |
| 13. I understand that the data files I create for this project will be destroyed following the completion of the project. Project statistical code will be stored in <i>Code to Archive</i> folders for a limited amount of time by the ERC. |
| 14. Within 60 days of the project end date, I will supply to the ERC the state-required written Policy Brief (4-6 pages) highlighting the findings of my study to be reviewed by the ERC Advisory Board and Director. I understand that if I do not provide this Brief as required, I will be invoiced and required to pay a \$500.00 penalty fee. I understand other final research products (reports, journal articles, book chapters, etc.) must also be made available to the Texas ERC and cooperating agencies as outlined in the Policies & Procedures for Approved Projects. |

<u>Researcher Signature:</u>	Date:
(For audit purposes, must either be hand-signed or digitally-certified. We cannot accept just a typed name. This can be done in Adobe Acrobat Reader DC using Fill & Sign tool, using Draw to actually create your signature, or the Certificates tool to create a digitally-certified signature/ID.)	
<u>Texas ERC Director Signature:</u>	Date:

A copy of the approved project proposal will be kept on file at The University of Texas at Austin Texas ERC and the Texas Higher Education Coordinating Board (THECB).