



**The University of Texas at Austin
Education Research Center
Policies & Procedures:
General Information & Proposal Guidelines**

**The University of Texas at Austin
Education Research Center (Texas ERC)
Department of Educational Leadership & Policy, College of Education**

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The University of Texas at Austin Education Research Center

Policies & Procedures: General Information

Overview

In 2006, the 79th Texas Legislature (3rd called session) identified the need for connecting educational information sources into a longitudinal data warehouse for the use of policy and practice. Legislators authorized the creation of three Education Research Centers (ERCs) to house Texas data and facilitate research that benefits all levels of education in Texas. The ERCs were to provide access to high quality, student-level data from the Texas Education Agency (TEA), the Texas Higher Education Coordinating Board (THECB), the Texas Workforce Commission (TWC), and other sources of educational information for the state of Texas. The ERC data resources would span from the Pre-K level through higher education (P-16) and into the Texas workforce; it would host longitudinal information dating back from 1990 to current day. Researchers would be able to use this rich repository of data to follow individual Texas students from their first day in school to their last day on the job.

The University of Texas at Austin Education Research Center (Texas ERC) serves as both a research center and as a site for the P-20/Workforce Data Repository (Repository) providing access to longitudinal, student-level data for scientific inquiry and policymaking purposes. Since its inception in 2006, the Texas ERC's goal has been to bridge the gap between theory, policy, and practice by providing a cooperative research environment for study by scholars, practitioners, and policy makers. As part of its mission, the Texas ERC works with researchers, practitioners, state and federal agencies, and other policymakers to help inform upon critical issues relating to education today.

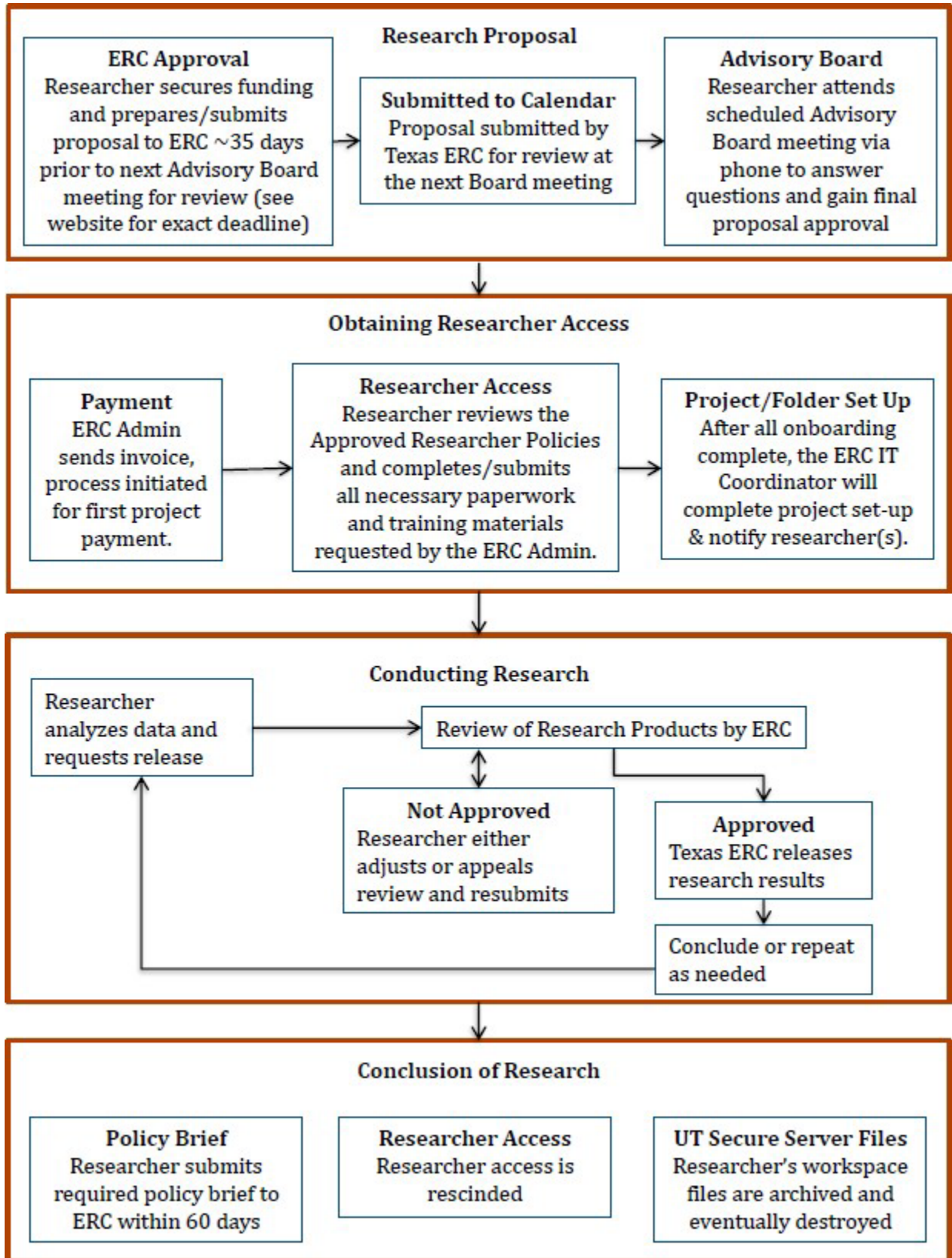
Research Projects & Workflow

The Education Research Centers are governed by the ERC Advisory Board, which is chaired by the Commissioner of Higher Education from the Texas Higher Education Coordinating Board (THECB). Effective September 1, 2015, the ERC Advisory Board will be recognized as a governmental body by the state of Texas.¹ Representatives from the Texas Education Agency and the Texas Workforce Commission, the ERC directors, and additional appointed experts also serve on the ERC Advisory Board. The ERC Advisory Board makes policy decisions regarding the operation of the ERCs and reviews all applications for the use of ERC resources for research. The ERC Advisory Board meets at least quarterly (1 Tex. Educ. Code §1.006).

Researchers wishing to utilize data from the ERCs must develop and submit a proposal to the specific ERC where the research will be conducted; they should also have secured funding in place to cover the appropriate fees, should the project be approved. The ERC will then review the proposal to ensure it meets a minimum standard of rigor and provides a benefit to the education in the state. Once the ERC approves the proposal, it is forwarded to the ERC Advisory Board for consideration. If the ERC Advisory Board accepts the proposal, researchers are granted access to the Texas ERC Repository. Research is conducted for a designated period of time during which interim and final data products/research results are reviewed and released to the individual researcher. When a research project terminates, researcher access to the Texas ERC data is rescinded. All pertinent data in the project's workspace is retained for five years and then destroyed as required by Family Educational Rights and Privacy Act of 1974 (FERPA).

¹ Legislative changes to 1 Tex. Educ. Code §1.006 establish the Advisory Board as a governmental body for the purposes of Chapters 551 and 552. The legislative change impacts meeting and open records requirements. See 1 Tex. Educ. Code §1.006 or the analysis of SB685 of the 84th Texas Legislature for details on this change.

Research Project Workflow



Note: Workflow chart provides an overview of the entire process. After gaining approval from the ERC Advisory Board, researcher(s) will receive specific details and instructions for gaining access and beginning project research.

Terms and Conditions for Texas ERC Access

For the Texas ERC to comply with the various institutional, state, and federal requirements and statutes, numerous terms and conditions must be met by researcher(s) prior to and following project approval. The Repository data housed at Texas ERC contains personal information about individuals protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). To protect the confidentiality of the educational records and personal information of individuals, terms and conditions are in place for everyone who accesses the data at the Texas ERC. Below is a general list of terms and conditions. Upon approval of a research proposal, researcher(s) will receive a set of Policies & Procedures outlining the specifics of each requirement. The purpose of this document is to provide prospective researcher(s) with the details necessary for a successful proposal along with conditions following an approved research project.

Proposal Process & Approval

Writing Your Proposal

Prospective researcher(s) must submit both a formal research proposal and a reader's guide to the Director of the Texas ERC. The research proposal, 10-15 pages in length, should include necessary details to demonstrate that the research will contribute to theory/practice, benefits the state of Texas, and is methodologically sound. Proposals must also highlight qualifications, resources, requested data, and a dissemination strategy of the researcher(s).

Researcher(s) are required to identify requested data at the record level in their proposal. As the inventory of data is in flux throughout the year, an updated list of data by agency is available on the [Texas ERC website \(www.texaserc.utexas.edu\)](http://www.texaserc.utexas.edu) titled *Texas ERC Data Inventory*. If the project requires supplemental data (defined as additional data not included in the Repository), then the proposal must identify what supplemental data will be needed for the project. If the project is approved, then the Supplemental Data Request Instructions must then be followed (see Appendix C). Below are links to resources that to familiarize yourself with available data:

- The University of Texas at Austin ERC website & data: <https://texaserc.utexas.edu/>
- TEA Public Education Information Management System (PEIMS) data, [http://tea.texas.gov/Reports and Data/Data Submission/PEIMS/Public Education Information Management System/](http://tea.texas.gov/Reports%20and%20Data/Data%20Submission/PEIMS/Public%20Education%20Information%20Management%20System/)
- TEA TAAS and TAKS assessment data and the State Board of Education data, Testing/Accountability section, <http://www.tea.state.tx.us> under the "Testing/Accountability" link
- STAAR explanations, <http://tea.texas.gov/student.assessment/staar>
- STAAR testing results, <http://tea.texas.gov/student.assessment/results/>
- THECB reports and FADS data, <http://www.txhighereddata.org/index.cfm?objectID=3874B639-B8B5-1533-24CEAC194113B058>
- TWC wage report data, www.twc.state.tx.us.

Researcher(s) are also required to submit a Reader's Guide using the provided template. The Reader's Guide is a short summary, 2-3 pages, covering the most frequently asked questions from the ERC Advisory Board members.

Details for the full research proposal and the Reader's Guide template are located in Appendix A.

Proposals are due to the ERC Director approximately 35 days prior to the next ERC Advisory Board meeting. Exact meeting & deadline dates are posted on the home page of ERC Website.

Submit completed Proposals and Reader’s Guides via email to:

Celeste Alexander, Ph.D.
 Director, Texas Education Research Center
 The University of Texas at Austin
 Dept of Educational Leadership & Policy
 (512) 471-4528
celeste.alexander@austin.utexas.edu

Funding & Cost

To offset the costs of providing the operational and audit functions required by ERC contracts and to comply with the rules of the Texas education agencies and the ERC Advisory Board, the Texas ERC charges the amounts shown below in the Annual Access Fee schedule. The Texas ERC may, at its sole discretion, waive or modify access fees.

UT Austin ERC Annual Data Access Fees:

Affiliation	ERC Authorized Researchers (Non-Students)	Student Researchers (Dissertation Projects)	Additional Researchers
Within UT System	\$10,000/year	\$500/year/student	\$1,000 per add'l researcher
Outside UT System	\$10,000/year	\$5,000/year/student	\$1,500 per add'l researcher
<ul style="list-style-type: none"> • The fee is per project, per year; project yearly dates begin on the day of approval from the Advisory Board. • The fee for ERC Authorized Researchers covers up to two (2) researchers per Approved Project. • If more than two researchers are needed/requested, Additional Researcher fees will apply and be charged. • Due to resource restrictions, there is a limit of four (4) researchers per active project. 			

Please note: ERC fees and charges are subject to change without notice. Please check the ERC website regularly for current and updated fee information. For Approved Projects with special requirements, annual fees may be negotiated between the Texas ERC and the principal investigators.

Researchers should have secured funding in place prior to submitting a project proposal in order to cover the appropriate fees, should their project be approved. Researchers should attach/submit a copy of their secured funding agreement/notification as part of their original project proposal (or project extension proposal) to assist the ERC and Advisory Board determine the appropriate approval period for the project. If the researcher/proposal has special conditions or requests in regards to funding, please contact the Director of the Texas ERC.

Term definitions are located in *Appendix B, Texas ERC Fee Schedule*.

Obtaining Approval

The approval is two-stepped process. The first step includes a review by the Director or designate. **Researcher(s) should submit proposals to the ERC Director approximately 35 days prior to the next ERC Advisory Board meeting. Exact meeting & deadline dates are posted on the home page of ERC Website.** Once received, the first step of the approval process involves an initial screening by ERC staff, who may request revisions to the proposal. Many suggested revisions are aimed at making the process with the ERC Advisory Board run smoothly, for example, providing accurate descriptions of data required for the study. If approved at the Texas ERC level, the proposal will be placed on the agenda for next available meeting date for the ERC Advisory Board. The ERC Advisory Board limits the number of proposal slots allotted to each of the ERCs due to time limitations for Advisory Board members and meeting time allowance. The ERC Director will make every effort to get a proposal scheduled for the next meeting, but no guarantees can be made regarding the number of proposals for any given meeting date.

Once a completed proposal has been approved by the Texas ERC and scheduled on the ERC Advisory Board's agenda, the proposal progresses to the ERC Advisory Board meeting. Currently, most ERC Advisory Board meetings are held by teleconference and researchers are given the phone number to call into the meeting. During the meeting, researcher(s) are asked to briefly summarize their proposal and answer questions regarding elements on their proposal. At least one researcher per proposal must be present for the ERC Advisory Board meeting. The Texas ERC, however, strongly suggests that all listed researchers attend the meeting to ensure all questions posed by the board are answered fully.

The ERC Advisory Board may take several actions during the meeting review of proposals. These actions *may* include approval, approval with adjustments, resubmit, or denial of the proposal. If the ERC Advisory Board requests a resubmit or issues a denial, the research team will then need to address the concerns of the Board and may resubmit at a future ERC Advisory Board meeting. As the authorizing entity of the Texas ERC, the ERC Advisory Board reserves the authority to take actions other than those listed above. If the proposal is approved, the researcher(s) will then be contacted with instructions on how to complete the authorized researcher requirements.

Post-Approval Conditions

After a successful proposal approval from the ERC Advisory Board, the researcher(s) should review the ***Policies & Procedures for Approved Projects*** located on the Texas ERC website. This document details the policies and procedures involved in obtaining access, conducting research, and concluding your project.

In an effort to inform individuals interested in conducting research at Texas ERC, the following section provides a brief overview the process and conditions necessary to access, use, and conclude research at Texas ERC.

Obtaining Researcher Access

Instructions specific to you and your project will be emailed to you by the ERC Admin once your project is approved, but these are the general steps that apply to most researchers:

- **Institutional Review Board (IRB)**- Researcher(s) must provide confirmation that they have obtained IRB approval and provide appropriate evidence. In some situations, justification for exclusion from the IRB review process will be accepted.
- **Credentials**- The Texas ERC is affiliated with The University of Texas at Austin. To access the computer system for in-person research, you must have credentials known as a UT EID and a TACC ID; for remote access, only the TACC ID will be needed. Instructions for credentials will be provided during the onboarding process for new researchers.
- **ERC Researcher Agreement (RA)**- Researcher(s) must sign and submit a RA before they are granted access to the Repository. The RA covers issues such as data security, consent for the review of research products, and terms for data access. This form is renewed for each project on an annual basis.
- **FERPA Training**- Based on the researcher(s) affiliation, different types of FERPA training are accepted; options are specified in the onboarding instructions sent to new researchers. Training is valid for two years, and it must be renewed if it expires mid-project.
- **Masking Training Module**- Complete a masking guidelines/training module and an online assessment.
- **New User Assessment** - Completed after a researcher has reviewed and studied the *Policies & Procedures for Approved Researchers* as well as the *Understanding Your Access* documents.
- **File/Data Request**- Researcher(s) must formally request data files necessary to complete the approved project. Files must align with the original data request set forth in the approved proposal.
- **Supplemental Data**- Supplemental data refers to additional data not included in the Repository. If specified and approved in the proposal, TEA/THECB will need to approve each request. The supplemental data will be de-identified prior to uploading to the ERC data Repository. Most supplemental data will only be available to the individual project that it has been approved for. Please note that the data may warrant an additional fee from the agencies depending on the amount of extra coding, time, and effort. The need for supplemental data should be included in the approved proposal. The formal request for this data, however, will occur following the ERC Advisory Board approval (see Appendix C).

Conducting the Research

- **Access**
 - For in-person/on-site research, the Repository may be accessed only through secured Texas ERC physical workstations by authorized ERC Researchers.
 - Remote access may be permitted for those researchers who are geographically located within the United States and its territories, whose project is approved by the ERC Advisory Board for remote access, and who meet necessary remote security requirements.
 - All in-person and remote access must follow an established data and security protocol set forth by ERC staff. **There is an access limit of 4 researchers per active project.**
- **Review of Research Products** – All research products including tables, statistical output, graphs, and more must undergo review to ensure FERPA compliance. A Texas ERC staff member, following the guidelines set forth in the Masking Guidelines and Techniques, conducts the review of research products prior to releasing items back to the researcher.
- **Approval Period & Extensions** – The initial approval of research projects is usually two years. However, with proof of funding, initial ERC Advisory Board approval may be established for up to 5 years. Extensions for a study have to be written/submitted and must go before the ERC Advisory Board. An extension may be granted up to 3 years with secured funding.
- **Research Project Information** – Researcher(s) must provide the Texas ERC with regular updates regarding progress, personnel/researcher changes, and extensions.
- **Project Amendments** – If the original proposal needs amending after the approval by the ERC Advisory Board, then researcher(s) must submit a request to the Director. The project amendment for a study must be in the form of a written request and must go before the ERC Advisory Board. If the changes are major, researcher(s) may be asked to resubmit the project as a new proposal.

Concluding the Research

- **Policy Brief** – Researcher(s) must create and submit within 60 days of the project end date a policy brief for public dissemination. The ERC Advisory Board will not approve future projects for researchers who have not provided the required Brief for a previously-completed project. The policy brief serves to benefit the state of Texas, and it is part of the agreed-upon elements of access to the Repository data at Texas ERCs.
- **Other Research Products** – Researcher(s) should also inform the Director of other outcomes of the research conducted at the Texas ERC. This may include journal article or other publications that emerge from work conducted at the ERC. Copies of publications must be provided, at no cost, to the cooperating agencies.
- **Conclusion** – Researcher(s) will have access rescinded and workspace files are archived. Project statistical code will be stored in *Code to Archive* folders for a limited amount of time by the ERC.

References

1 Tex. Educ. Code § 1.006

Appendix A

Template for Reader's Guide

Instructions– Below is a template for a Reader's Guide, which should be **2-3 pages** and attached before your full proposal. The sections in the Reader's Guide cover the most frequently asked questions by Board members (these sections have been derived from newly adopted rules and previous proposal procedures which are attached to the end of the template). The Reader's Guide should help inform the Board as well as frame your proposal for success.

Following the Reader's Guide, you should attach a Full Proposal (10-15 pages) that fully outlines your project and its design. In the Full Proposal, you should detail the need for the study, the framings/underpinnings of your work based on current research, the study's design including sampling and methodology, and considerations of implications for furthering academic research and policy.

Date

Proposed Project
Title

Researcher Name(s)
Researcher Affiliation(s)

Abstract
(No More than 200 Words)

Reader's Guide, continued...

Here you may give a brief description of the project if the abstract (200 words) is not enough information. This may include what the impetus is for research, and other information that speaks to the importance of the project.

Research Questions

1. ...
2. ...
3. ...

Data Needed from the ERC Database

Use the [Data Table Template](#) (first tab in the Data Inventory on the ERC website) to provide the list of data files you will need for your research. Explore available data by using the tabs and different agency data in the [Full Data Inventory](#) spreadsheet document available on the ERC website. Attach the table to your proposal.

NOTE: If supplemental data is needed, be sure to specify it in your request.

Research Methods

Share briefly your analytic approach without bogging down the reader in jargon (you may get more specific in your full proposal).

Researcher(s) Qualifications

Share a small amount of pertinent information for all researchers who will be involved with the project and/or data.

Benefit to Texas

Specify not only what you intend to examine, but how the research will benefit education in the state. Consider including implications such as broadening the participation of underrepresented groups (e.g. gender, ethnicity, geographic, etc.), enhancing the infrastructure for research and education, and benefiting and/or informing educational policy and practice.

Related Policy

Identify probable areas that the predicted results and outcomes will be able to influence or address.

Dissemination Strategy

It is a requirement upon completion of the project that you complete a short, implication-gearred paper (Policy Brief) that links your findings to Texas policy or practice (4-6 pages). First, speak to what audience you intend to write your policy brief towards (policymakers, practitioners, etc.). Then share the rest of your dissemination plans including presentations, conferences, peer review journals, and other strategies for publishing and sharing findings.

Financial Resources/Funding & Project Length of Time

- Indicate where the funds will come from to cover the cost of data access. Researchers should have secured funding in place prior to submitting a project proposal in order to cover the appropriate fees, should their project be approved.
 - Researchers should attach/submit a copy of their secured funding agreement/notification as part of their original project proposal (or project extension proposal) to assist the ERC and Advisory Board determine the appropriate approval period for the project.

- Refer back to the Fee Schedule on our website or Appendix B in this document for project costs. Fees per project are for each year of access, so please consider this when obtaining your funding and completing this section of the proposal.
- Indicate how many years you anticipate needing to complete your research/project. Projects are typically initially approved for a two-year period, but may be approved for up to 5 years with proof of secured funding.

ATTACH FULL PROPOSAL AFTER READER'S GUIDE.

Full Proposal

The Reader's Guide serves as a quick overview for the ERC Advisory Board, yet a full proposal is needed should questions arise about the proposed research. Proposals should be no longer than 15 pages in length, excluding references and the Reader's Guide. They may take the format most suited to the researcher(s), but should adequately address and fully explain the following:

Potential contribution to theory and/or practice

- Theoretical and/or empirical support for the proposed project is stated
- The practical importance of the project is clear

Potential to benefit education in the state of Texas

- The proposal makes a strong case for benefiting education in the state of Texas

Strength and appropriateness of methodology

- Proposal contains clear, concise hypotheses or research questions
- Data selected are appropriate for addressing the research questions
 - Clearly identify data at the record not the variable level using the ERC Inventory document
 - If supplemental data is needed, provide justification and attach the appropriate supplemental external data request form (see Appendix C).
- The type of analysis being proposed is appropriate given the research objectives
- If the project involves evaluating an intervention, the type of intervention being evaluated (e.g. curriculum, teacher professional development, policy) is described
- Participants and/or student population is described
- If the project requires the collection of primary supplemental data, the instruments to be used in the project are described

Researcher(s) qualifications

- The researcher, research team or doctoral student (or advisor) demonstrates expertise in the relevant content area and other related research activities (e.g. data analyses)

Broader impact of the proposed project, whereby the proposed project is likely to:

- Broaden the participation of underrepresented groups (e.g. gender, ethnicity, geographic, etc.)
- Enhance the infrastructure for research and education
- Benefit and/or inform educational policy or practice

Dissemination strategy

- The proposal lays out an effective strategy for disseminating results

Access to adequate funding/financial resources

- The researcher(s) must have adequate funding resources to complete the project in a timely manner. Indicate where the funds will come from to cover the cost of data access. Researchers should have secured funding in place prior to submitting a project proposal in order to cover the appropriate fees, should their project be approved.

- Researchers should attach/submit a copy of their secured funding agreement/notification as part of their original project proposal (or project extension proposal) to assist the ERC and Advisory Board determine the appropriate approval period for the project.
- Refer back to the Fee Schedule on our website or Appendix B in this document for project costs. Fees per project are for each year of access, so please consider this when obtaining your funding and completing this section of the proposal.

Project Length of Time

- Specify how many years you anticipate needing to complete your research/project. Projects are typically initially approved for a two-year period, but may be approved for up to 5 years with proof of funding.

Appendix B

Texas ERC Fee Schedule

To offset the costs of providing the operational and audit functions required by ERC contracts and to comply with the rules of the Texas education agencies and the ERC Advisory Board, the Texas ERC levies the charges shown below in the Annual Access Fee schedule. The Texas ERC may, at its sole discretion, waive or modify access fees.

Current Annual Data Access Fees:

Affiliation	ERC Authorized Researchers (Non-Students)	Student Researchers (Dissertations)	Additional Researchers
Within UT System	\$10,000/year	\$500/year/student	\$1,000 per add'l researcher
Outside UT System	\$10,000/year	\$5,000/year/student	\$1,500 per add'l researcher

- The fee is per project, **per year**; project yearly dates begin on the day of approval from the Advisory Board.
- The fee for ERC Authorized Researchers covers up to two (2) researchers per Approved Project.
- If more than two researchers are needed/requested, Additional Researcher fees will apply and be charged.
- Due to resource restrictions, there is a limit of four (4) researchers per active project.

Please note: ERC fees and charges are subject to change without notice. Please check the [ERC website](#) regularly for current and updated fee information. For Approved Projects with special requirements, annual fees may be negotiated between the Texas ERC and the principal investigators.

Researchers should have secured funding in place prior to submitting a project proposal in order to cover the appropriate fees, should their project be approved. Researchers should attach/submit a copy of their secured funding agreement/notification as part of their original project proposal (or project extension proposal) to assist the ERC and Advisory Board determine the appropriate approval period for the project. If the researcher/proposal has special conditions or requests in regards to funding, please contact the Director of the Texas ERC.

Definitions

- **Approved Project**– A research project utilizing the ERC data, to be conducted under the auspices of the ERC and for which approval has been granted by the Advisory Board.
- **Authorized Representative**– The State of Texas’ designated ERC (The University of Texas at Austin and the other at The University of Texas at Dallas) are considered authorized representatives of the state as defined by Family Educational Rights and Privacy Act of 1974 (FERPA).
- **ERC Authorized Researcher**– An ERC Authorized Researcher is considered an **Agent** of the ERC. An **Agent** is a person who is authorized to access the ERC data to conduct work as part of an approved project either remotely or at a designated ERC access location. An **Agent** or ERC Authorized Researcher must either be a primary investigator designated for an approved project or be assigned to conduct work on behalf of an approved project by one or more of its primary investigators of record. An **Agent** or ERC Authorized Researcher must have a current, signed ERC Researcher Agreement on file with the Texas ERC.
- **Student**– An ERC Authorized Researcher who is currently seeking a college degree.
- **Within System**– An institution that is a member of the same Texas university system as the Educational Research Center’s institution (e.g. The University of Texas at San Antonio).

Appendix C

Supplemental Data Request Instructions

The instructions below are those used by the Texas Education Agency (TEA) and THECB. As a reminder, requests for supplemental data should be specified in your proposal to the ERC Advisory Board.

Requests for supplemental data will not be accepted by the respective agency without the project approval of the ERC Advisory Board. Please copy the ERC Director & IT Coordinator on your request(s).

Electronic versions of these instructions are available on the [Texas ERC website](#).

ERC Request for Supplemental External Data – To TEA

Requests for external data will only be accepted if a project has already been approved by the ERC Advisory Board.

Supplemental data requiring processing: TEA must process any supplemental student or staff data that are to be matched to individual K-12 student or staff records in the ERC database. This supplemental data processing request applies only to individual-level data. Data not at the individual level (e.g., school level, district level) do not need TEA processing.

Supplemental data acquired by a researcher: Supplemental data that are owned by a researcher must be destroyed by the researcher prior to its placement in an ERC by THECB. TEA will process the supplemental data and provide the de-identified dataset along with the original dataset to THECB; THECB will provide the supplemental dataset to the ERC once the researcher has certified the original dataset has been destroyed; and, at the conclusion of the research project, THECB will return the original dataset to the researcher. Supplemental data owned by a researcher must be sent directly to TEA via the secure file sharing program, Accellion.

Prior to transmitting data to TEA, the researcher must contact Nina Taylor for permission to submit data. TEA will not accept data unless prior permission has been obtained from the agency. Contact Nina Taylor at Nina.Taylor@tea.texas.gov or (512) 475-2085.

Supplemental data maintained by an entity other than the researcher: Supplemental data owned by an external source such as a school district must be sent directly to TEA by the external owner, not the researcher, via the secure file sharing program, Accellion.

Prior to transmitting data to TEA, the researcher must have obtained permission for the external owner to submit data. TEA will not accept data unless prior permission has been obtained from the agency. Contact Nina Taylor for this permission.

Quality of matches between supplemental data and TEA data: Note that successful matching of supplemental data to TEA data is dependent on the quality of identification fields (e.g., first name, last name) in the supplemental dataset. TEA will not clean or modify supplemental data to increase successful matches.

Timeline for processing supplemental data: Requests are processed in the order received. THECB will notify the researcher when the supplemental data are available.

How to begin the supplemental data request process: Send an email to Nina Taylor at Nina.Taylor@tea.texas.gov with the following information:

- Name of the approved project,
- Date it was approved, and
- Description of data files to be processed along with the corresponding data dictionary.

TEA will then set up a meeting to discuss ERC Supplemental Data processing steps and timelines.

To facilitate efficient processing, please plan on preparing your files as follows.

File format:

Please prepare the files in the following format (listed from the most preferred to less preferred). For other file formats, please consult with us.

- SAS dataset (Version 9.4)
- Excel

What to include:

- Personally Identifiable Information (PII) to help us match your data with ERC data such as SSNs, first name, last name, middle name, date of birth (mm/dd/yyyy), and any other student or staff identifiers available such as unique id, student id, staff id, TEAID (staff only). PII data will be replaced with ID1 and ID2.
- Non-PII data such as local education agency (**LEA**) identifier (a 6-digit district number) and campus (9-digit campus number) can assist in matching.
- Information data fields that you need for your research project. This data will remain in the output file with the ID1 and ID2 identifiers.
- If possible, please remove the data fields that are not required for your work.

Number of files:

If multiple files have the same exact format, please consider consolidation of the files as much as possible. If you do consolidate files, you may need to add an additional variable to distinguish each individual set of data within the consolidated file, e. g., year of data or source of data.

It is okay to provide separate files if that is your preference.

TEA will email you when we are ready for you to send your files and we will send you a ShareFile link through which you can transfer your files securely. We do not accept files as email attachments as this is not a secure method for transmitting confidential data.

Please note that we often have a backlog of requests, and we process researcher requests in the order received. We will try to provide you with an approximate time estimate for when we will begin work to help you with your planning process. The time estimate is often 6-7 months depending on the number of requests in queue and the size and complexity of files that need to be processed.

ERC Request for Supplemental External Data – to Texas Higher Education Coordinating Board (THECB)

Requests for external data will only be accepted if a Research Project has already been approved by the ERC Advisory Board.

When documenting this request, please avoid using abbreviations and acronyms.

I. Project / Requestor Information

- 1) ERC Requesting the data:
- 2) Date of Request:
- 3) Institution or organization conducting the research:
- 4) Project contact for this data request
Name:
Telephone:
Email:
- 5) What is the name of the project that this data request is to be associated with?

II. DATA

- 1) Agency or Organization that owns the data:
- 2) Please provide information about the data requested:
 - a) Period of time the data should cover (mm/dd/yy through mm/dd/yy):
 - b) Description of the requested data:
 - c) Specific data items that need to be included as part of the request (e.g. SSN, Race, Age etc.):
 - d) Verification that the researchers analyzing the ERC data (plus supplemental) do not have access to the original identified data:
- 3) Please provide any other information that will help assure timely and accurate handling of this request:

Please send this supplementary data request form to Melissa Humphries and Yughi Kim at the Texas Higher Education Coordinating Board (THECB) at:

Melissa.Humphries@highered.texas.gov

Yughi.Kim@highered.texas.gov