Supplemental Data Dictionary Review Checklist

ERC Directors

All supplemental data (public, aggregate, or individual-level) must include a complete data dictionary.

Prior to Advisory Board Meeting

* Review the supplemental data dictionary:
  + Ensure the researcher used the provided data dictionary template.
  + Confirm both the *'Project Details'* and *‘Data Dictionary’* tabs are complete.
  + Verify that no variables are redundant with existing CBM, TEA, NSC, or TWC data in ERCs.
  + Check for variables similar to PII categories listed in Appendices A and B of the *Procedure for Processing ERC Supplemental Data*:
    - If applicable, note and notify the researcher of potential legal implications and extended processing time.
* Confirm the agreement between the researcher and data owner:
  + If the agreement is missing, ensure a submission plan is in place.

After Advisory Board Meeting

* Confirm:
  + Advisory Board approval of the supplemental data.
    - A signed agreement is in place between the researcher(s) and data owner(s).
    - No new variables were added after the Advisory Board meeting.
* Submit:
  + Email the data dictionary and *Supplemental Data Usage Approval Form*/agreement to TEA or THECB.
  + Update and maintain the queue for ERC.