

# Supplemental Data Usage Approval Form

## Education Research Center (ERC)

This form ensures researchers obtain written permission from data owners before submitting supplemental data to the Texas Education Research Center (ERC). It promotes transparency by requiring researchers to specify the data source, purpose, and formal consent, serving as a compliance record.

### Important Notice:

- To use **Texas Education Agency (TEA)** data as supplemental data, contact Linda Roska (Linda.Roska@tea.texas.gov) or Nina Taylor (Nina.Taylor@tea.texas.gov) before submitting a proposal. They will assist researchers in contacting and obtaining permission from the appropriate division at TEA.
- To use **Texas Higher Education Coordinating Board (THECB)** data as supplemental data, contact Yughi Kim (Yughi.Kim@highered.texas.gov) or Yookyung Lee (Yookyung.Lee@highered.texas.gov) for assistance in obtaining THECB approval before submitting a proposal.

### Researcher (PI) Information

Researcher Name:

Researcher Title:

Affiliation:

Project Title:

Proposal Number (if applicable):

Email Address:

### Supplemental Data Information

- **Type of Supplemental Data:**
  - Researcher-Sourced
  - Sourced from Another Entity (specify entity):
- **Description of Supplemental Data** (Provide a detailed description of the data, including the source.):

- **Purpose of Use** (Explain how the data will be used in the research project.):

### Data Access Restrictions

By signing this form, I acknowledge and agree to the following conditions regarding the use of supplemental data in the ERC:

1. I agree that original supplemental data files will not be accessed, viewed, or retained by myself or any project researchers while using ERC data.
2. I understand that this restriction is in place to prevent re-identification of individuals when using ERC data.
3. I agree to access and use confidential supplemental data only for the authorized and approved research purpose(s) of the study.
4. I understand that state agencies require the destruction of supplemental data.

### Data Owner Acknowledgement

By signing below, I acknowledge and provide consent for the use of the specified supplemental data in the research project titled above, to be conducted within the Texas Education Research Center (ERC). I understand that this data will be matched with other data maintained by the Texas Education Agency, the Texas Higher Education Coordinating Board and/or the Texas Workforce Commission. The data will be used strictly for the purposes outlined and in compliance with all applicable data usage agreements and legal guidelines.

Data Owner Name:

Data Owner Job Title:

Institution/Agency Name:

Email Address:

Signature:

Date:

## Researcher Agreement

I confirm that the necessary permissions for the use of the supplemental data have been obtained and agree to use the data in accordance with the conditions outlined by the data owner. I understand that full transparency in the data request process is required and agree to submit this approval form as part of the proposal or additional data request submission.

Researcher Signature:

Date:

## ERC Approval (for official use only)

ERC Representative Name:

ERC Representative Signature:

Date: