



**Safe Schools NOLA  
Tulane University  
DATA SHARING AGREEMENT**

This document describes an agreement between Stacy Overstreet, Ph.D., the Principal Investigator (PI), Courtney Baker (the Co-PI) (hereafter called the PIs), and the collaborating investigator or trainee named below (hereafter called the CI). In this agreement, the CI signs on behalf of herself or himself, but this agreement extends to constrain the activities and behavior of research assistants, research fellows, or other members of the research staff who are working with the shared data. This Data Sharing Agreement is to be completed along with the Data Request Form.

The PIs agree to share data from Safe Schools NOLA under the following conditions:

1. Unless there is a separate agreement, the CI agrees to receive a dataset from which all linking identifiers have been removed. The CI agrees to destroy the shared dataset upon completion of the work, and agrees not to share the dataset with others, unless with staff or trainees working with the CI.
2. Data must be physically protected so that no unauthorized person(s) may view or access it. Data should be stored on password-protected drives including hard drives and institutional (not personal) online drives that are accessible only to the individuals named in the data request form and secured/locked when not in use. Computers and devices used to access the data should be password protected. Data should never be copied onto public computers or stored online in open access drives. Physical printouts of data should be shredded.
3. The CI agrees to maintain confidentiality and privacy safeguards that the PIs created as part of this protocol. This condition includes descriptions of individual cases in unpublished manuscripts or technical reports, as well as tabular presentation of information that might serve to allow identification of specific individuals, a small handful of individuals, specific schools/communities, or a small handful of schools/communities. Any publication identifying region will also identify it generally rather than specifically. When reports on individual cases or subgroups are desired, these reports and tables must be submitted separately to the PIs for advance review and a formal disclosure analysis in order to ensure that confidentiality and privacy of individual respondents or subgroups are protected.

4. It is the responsibility of the CI to ensure that appropriate Institutional Review Board (IRB) approval has been obtained that permits the use of the data for the production of the identified document (e.g., thesis, dissertation, manuscript, publication, presentation). The CI agrees to provide a copy of any relevant IRB approvals to the PIs.
5. The CI agrees to provide the PIs with a copy of abstracts or manuscripts prepared for either presentation or publication, giving ample time for PI-level review of the material, and checking of its conformity and accuracy in relation to characteristics of the original sample and data. When appropriate, the PIs may designate 1-2 co-authors who have been responsible for important elements of the proposed research, and who merit inclusion as co-authors in any publications derived from the shared data. (This option will be exercised only when the proposed co-authors have made ‘significant’ contributions to the research).
6. The CI agrees to the boundary conditions of the original proposal under which data sharing was requested. That is, the CI will not re-specify the proposed response variables, or the proposed covariates, without prior approval of the PIs.
7. The CI agrees to acknowledge support of the pertinent grant award(s) as part of the published acknowledgments section for any paper or presentation produced with data shared under this agreement. The acknowledgement should read as follows: *“This research was supported by the National Institute of (2015-CK-BX-0020; PI: Stacy Overstreet).”*
8. This agreement is reciprocal. If this data sharing involves linking the PIs’ data to the CI’s data (e.g., based on data gathering under the CI’s direction, or data abstracting from geocoded or administrative records), then the CI agrees to share these data with the PIs under an automatically reciprocal agreement, with analogous protections, stipulations, and conditions as outlined above.
9. The PIs reserve the right to re-assign the proposed scope of work to another CI or to herself if the proposed work has not been completed and accepted for publication within 12 months of the initiation of this agreement, unless there is an advance agreement for a mutually acceptable extension of this agreement.

Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Collaborating Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Product Working Title: \_\_\_\_\_



**Safe Schools NOLA  
Tulane University  
DATA REQUEST FORM**

**Data Providing Entity**

**Name:** Safe Schools NOLA Project

**Principal Investigator(s)/Data Custodian(s):** Stacy Overstreet, Ph.D., and Courtney Baker, Ph.D.

**Address:** Tulane University, Department of Psychology, 2007 Stern Hall, 6400 Freret St., New Orleans, LA 70118

**Phone:** 504-862-3332

**Email:** [soverst@tulane.edu](mailto:soverst@tulane.edu); [cnbaker@tulane.edu](mailto:cnbaker@tulane.edu)

**Data Requesting Entity**

**Collaborating Investigator:** \_\_\_\_\_

Title: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Faculty Supervisor (if applicable):** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Proposed Product:**

Honor's project or Master's thesis  Doctoral Dissertation

University and Department \_\_\_\_\_

Manuscript for publication

Proposed Journal \_\_\_\_\_

Presentation - Type :  Poster  Paper

Proposed Conference \_\_\_\_\_  
Other \_\_\_\_\_

**Working Title:** \_\_\_\_\_

**Proposed Co-Authors:** \_\_\_\_\_

**Proposed Dates of Usage of Data:** \_\_\_\_\_ to \_\_\_\_\_

**Summary of Proposed Product**

The data referenced herein is private data obtained through original data collection. Certain analyses and the testing of certain hypotheses have been reserved at the sole discretion of the data providing entity. The data providing entity is entering into this data sharing agreement to encourage further data mining of this rich data set for various purposes. These include fostering unique analytic perspectives, policy implementation, prevention and intervention, scholarly dissemination of findings, education, training, and general scientific advancement.

**Please provide an explanation of your purpose(s)** for entering into this agreement/requesting to work with this data. Please include how you plan to use the data, the types of analyses you plan to conduct, your hypothesized findings, etc. This response must substantiate all of the constructs and variables requested below.

**Please write a detailed abstract of the proposed product:**

**Requested Safe Schools NOLA Project Variables and/or Constructs:**

See the relevant data dictionaries/codebooks. Please list the measures you are interested in below and also highlight the study variables desired in the data dictionaries/codebooks and email that to us as well.

Email electronic version to Drs. Stacy Overstreet ([soverst@tulane.edu](mailto:soverst@tulane.edu)) and Courtney Baker ([cnbaker@tulane.edu](mailto:cnbaker@tulane.edu)).

Date Submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_