

Guide to Accessing the FFCWS Restricted-Use Contract Data

Description of the Future of Families and Child Wellbeing Study

The Future of Families and Child Wellbeing Study (FFCWS) is a longitudinal, birth cohort study following approximately 5,000 families over six waves of data collection. The core Study consists of interviews with mothers, fathers, and/or primary caregivers at birth and again when children are ages one, three, five, nine, and fifteen. The parent interviews collect information on attitudes, relationships, parenting behavior, demographic characteristics, health (mental and physical), economic and employment status, neighborhood characteristics, and program participation. Additionally, in-home assessments of children and their home environments were conducted at ages three, five, nine, and fifteen. The in-home interview collects information on children's cognitive and emotional development, health, and home environment. Researchers can download de-identified, publicly-available data from the previous six waves of data collection in the [Princeton University Office of Population Research \(OPR\) Data Archive](#). The FFCWS is run within the Center for Research on Child Wellbeing (CRCW).

Protection

In our interviews, we promised the confidentiality of the individuals and families, and that is a promise we take very seriously. Therefore, to protect the confidentiality of respondents, variables that could potentially reveal the identity of respondents (such as geographic identifiers) were not disclosed on our publicly-available data files. We recognize the desire for some of this important data in the research community, however. As a result, we are making a set of contract datasets available to members of the research community who meet eligibility criteria and agree to the requirements of a restricted-use contract data license. For information on what data is available via a restricted use contract, see the FFCWS website at <https://ffcws.princeton.edu/restricted>.

The following materials have been developed by the CRCW staff after reviewing the materials and guidelines from other large-scale surveys (including the Health and Retirement Study and the National Longitudinal Study of Adolescent Health) to permit dissemination of the FFCWS's restricted-use contract data while satisfying concerns about respondent anonymity.

Eligibility

Researchers Affiliated with US Institutions:

Access to the FFCWS contract data is limited to researchers who agree to the terms and conditions contained in the Contract Data License. Institutional Review Board (IRB) approval of the researcher's research and data protection plans are required. The IRB must be registered with the U.S. Office for Human Research Protections (OHRP) or the National Institutes of Health (NIH). Although nearly all research universities and other research organizations in the United States have IRBs registered with the OHRP, we are aware that some institutions and legitimate researchers will be excluded from access under this condition. We apologize for this and are considering options to expand the pool of eligible researchers while maintaining a high standard of protection for our respondents.

Researchers Affiliated with non-US Institutions:

Access to the FFCWS contract data is limited to researchers who agree to the terms and conditions contained in the Contract Data License. Institutional Review Board (IRB) approval of the researcher's research and data protection plans are required. Researchers affiliated with institutions outside of the U.S. must receive IRB approval from an IRB that is registered or certified by applicable authorities within the jurisdiction in which the institution is located.

Please note: University students may gain access to the Contract Data for dissertation or thesis research, but a faculty advisor must serve as the Investigator and complete the application process for them. The faculty advisor and institution bear full responsibility for ensuring that all conditions of the license are met by the student. The student must also sign the Supplemental Agreement with Research Personnel form.

Application Process

Before beginning work on the full application, researchers must complete the Preliminary Application Form (available at <https://ffcws.princeton.edu/restricted>) and send a draft of their structured abstract, description of data requested, and a CV for each person who will be accessing the data for the research purpose described in the application to ffdata@princeton.edu in order to get preliminary approval.

To gain access to the contract data, once the preliminary application has been approved, you, as the Investigator, must submit an electronic copy of the following items to ffdata@princeton.edu:

1. A copy of the final structured abstract, which should be a maximum of one single-spaced page and should address the following: research questions, which restricted data files you are requesting, and the justification for why the restricted data are needed for this project.
2. Written assurance that your institution has an Institutional Review Board (IRB) for Human Subjects which has a Multiple Project Assurance (MPA) or Federalwide Assurance (FWA) from NIH. The MPA or FWA number must be submitted with the application.¹
3. A Data Protection Plan form, with three sections detailing (1) where data will be stored, (2) how data will be accessed, and (3) how results will be disclosed.
4. Proof of IRB review of the final data protection plan and proposed abstract. Full-board review and approval is not required; expedited or exempt responses are accepted.
5. An application fee of \$500 (payable by check or money order to the CRCW).
6. A signed copy of the Contract Data Agreement by you, as the Principal Investigator, and a senior university official who binds the university/institution. This refers to an individual who has the authority to represent your organization in agreements of this sort, such as a Vice President, Dean, Provost, Center Director, or similar official.
7. A Supplemental Research Agreement with Research Personnel signed by each person who will access the data for the research purposes described in the application (referred to Research Personnel throughout this document).
8. A curriculum vitae for the Investigator and each Research Personnel who will access the data for the research purposes described in the application.
9. A copy of the **Collaborative Institutional Training Initiative (CITI)** certificate of completion for the Investigator and all Research Personnel who will access the data for

the research purposes described in the application. The online certification can be completed at www.citiprogram.org. If you are a new CITI learner, please register and complete the **Social and Behavior - Basic/Refresher** course. Evidence of comparable training is also acceptable.

¹Researchers affiliated with institutions outside of the U.S. must have written assurance that your IRB is registered or certified by applicable authorities within the jurisdiction in which the institution is located.

Please note: If co-investigators are from different institutions, you will need separate Contract Data Licenses for each institution.

Requirements for the Investigators

The Contract Data License is a legal document among the Investigator, the Receiving Institution, and the CRCW. If the CRCW determines that all requirements are met, a representative from the CRCW will sign the Contract Data License and return a copy of the fully executed License to the Investigator along with access to the Contract Data.

Delivery

Upon satisfactory completion of all requirements, the Contract Data will be sent via a secure file sharing server, such as Secure Send. Investigators can request SAS, Stata, or SPSS files. Subject to the terms of the Contract Data License, the License expires after two years, with the option of applying for an extension pursuant to Section XI. Upon expiration of the License, researchers must destroy all copies of the Contract Data that exist as provided in the Contract Data License.

Annual Obligations

As part of the Contract Data License, Investigators will be required to submit the following items annually:

- 1) Submit annual IRB updates to ffdata@princeton.edu.
- 2) Send email notification to ffdata@princeton.edu of any publications and presentations at professional meetings resulting from the data use during the past year.

Ongoing Obligations

The Investigators must also follow the ongoing obligations, including:

- 1) Properly cite the NIH-funding received by the FFCWS, using language included on the [FFCWS FAQ page](#).
- 2) Complete a new Contract Data License if there are changes in the employment status of the Investigator.
- 3) Notify CRCW in advance of removals or additions of Research Personnel. If during the course of the research project, new Research Personnel are added, signed copies of the Supplemental Agreement with Research Personnel, proof of human subjects training (ex. CITI certificate) and CV for the new Research Personnel, and any changes to the Data Protection Plan, must be sent to the CRCW in advance. Access to the Contract Data cannot be provided to these Research Personnel until the Supplemental Agreements are received and approved by a CRCW representative and returned to the Investigator.
- 4) Notify CRCW in advance of changes in the data protection plan.

Where to submit requests:

All requests for the FFCWS restricted use contract data or questions about the application process should be directed to the FFCWS data support team at ffdata@princeton.edu.

FFCWS Contract Data Application Cover Page

Name of Investigator: _____ Date of Application: _____

Title of Investigator: _____

Title of Research Project: _____

Street Address: _____

City/State/Zip Code: _____

Country: _____

Telephone Number: _____

Email Address: _____

Receiving Institution: _____

Use the following checklist to ensure that you are providing all required materials. We must receive one **complete** set of the following documents:

<input checked="" type="checkbox"/>	Item
	This Application for Obtaining Contract Data
	Contract Data License Application (signed by Principal Investigator and Institutional Representative)
	Completed Supplemental Agreement with Research Personnel and the Investigator
	Structured Abstract (reviewed by IRB)
	Contract Data Protection Plan Form (reviewed by IRB)
	Evidence of IRB’s Certification with NIH or OHRP (e.g., FWA number) ²
	Evidence of IRB review
	Copies of CVs for all Research Personnel and the Investigator
	Copies of human subjects completion certificates for the Investigator and all Research Personnel
	Non-refundable fee (\$500) payable to “CRCW”

² Researchers affiliated with institutions outside of the U.S. must have written assurance that your IRB is registered or certified by applicable authorities within the jurisdiction in which the institution is located.

Processing of the final application will not begin until all materials have been received.

Send check or money order to:

CRCW
 267 Wallace Hall
 Princeton University
 Princeton, NJ 08544
 ATTN: FFCWS contract data

Contract Data License for the Center for Research on Child Wellbeing's FFCWS Data

The Receiving Institution agrees to the following terms and conditions of this License:

I. Definitions

- a. Contract Data - The data provided by CRCW to the Receiving Institution pursuant to this Contract Data License, regardless of format or medium.
- b. Investigator - The individual who serves as the primary point of contact for all communications involving this License and is requesting the Contract Data for their research purposes. The Investigator must hold a faculty appointment or research position at the Receiving Institution.
- c. Receiving Institution - The organization employing the Investigator. The Receiving Institution must have an Institutional Review Board/Human Subjects Review Committee registered with the United States Office for Human Research Protections or the National Institutes of Health. The Receiving Institution assumes all responsibility for compliance with all terms of this License by the employees of the Receiving Institution and others who may access the Contract Data pursuant to this License.
- d. Research Personnel - Individuals affiliated with the Receiving Institution, other than the Investigator, who are authorized to access the Contract Data for the research purposes described.
- e. System Administrator (if applicable) -- Individuals affiliated with the Receiving Institution, other than the Investigator and Research Staff, who are authorized to access the Contract Data solely for data system administration. The System Administrator is required to execute the Data Protection Plan Form.
- f. Representative of the Receiving Institution - An individual who has the authority to represent the Receiving Institution in agreements of this sort, such as a Vice President, Dean, Provost, Center Director, or similar official. Note that a Department Chair is not acceptable unless specific written delegation of authority exists.

II. Items Incorporated by Reference

The Supplemental Agreement with Research Personnel and Data Protection Plan Form, as approved by the CRCW, are incorporated by reference into this License.

III. Grant of License and Ownership of Data

- a. CRCW hereby grants to Receiving Institution a non-exclusive, non-transferable, revocable license to use the Contract Data for the sole, limited purpose of research as described hereunder. This license does not constitute a transfer of any title or interest in the Contract Data, and CRCW reserves all rights in the Contract Data not expressly granted to Receiving Institution under this Contract Data License. Any portion of the Contract Data that is modified or merged by Receiving Institution shall

continue to be subject to the provisions of this Contract Data License, and CRCW shall retain ownership of all such Contract Data.

- b. Ownership of the Contract Data shall be retained exclusively by CRCW. The Receiving Institution acknowledges and agrees that CRCW owns the Contract Data and all right, title and interest (including, without limitation, all copyright and trademark rights) therein and will not make any claim to ownership of the Contract Data or its accompanying documentation. The Receiving Institution will not distribute copies of the Contract Data to others or make copies for reasons other than research in accordance with the conditions outlined in this License.

IV. Access to the Contract Data

- a. Access to the Contract Data will be limited solely to the Investigator, the Research Personnel and System Administrator, for the purposes set forth herein.
- b. The Contract Data or any subsequent variables or data files derived from the Contract Data will not be provided or “loaned” to any other individual or organization.
- c. The Investigator, Research Personnel, and System Administrator will protect the Contract Data and any data derived from the Contract Data from access by unauthorized individuals following the procedures described in the project’s Data Protection Plan form, as approved in advance by the CRCW.

V. Uses of the Contract Data

- a. The Contract Data will be used solely for the purpose of scientific and public policy research, and not for any other purpose, including but not limited to administrative, proprietary, or law enforcement purposes.
- b. The Contract Data will be used to generate only statistical summary information that does not allow any individual, family, household, business, or organization to be identified.
- c. No attempt will be made to identify any individual, family, household, business, or organization. If an individual, family, household, business, or organization is inadvertently identified, or if a technique for doing so is discovered, the identification or discovery will be immediately reported to the CRCW, and the identification or discovery will not be revealed to any other person.
- d. No attempt will be made to link this Contract Data with any other dataset without prior written authorization from the CRCW.
- e. Use of the Contract Data will be consistent with the Receiving Institution’s policies regarding scientific integrity and human subjects research.
- f. Receiving Institution is restricted from using the Contract Data in any manner which is not in compliance with applicable federal and state laws and regulations.

VI. Certificate of Confidentiality

Research subjects who participated in the FFCWS are protected by a certificate of confidentiality issued by the Department of Health and Human Services in accordance with the provisions of section 301(d) of the Public Health Service Act (42 U.S. C., 241(d)). Under the terms of the Confidentiality Certificate, the Receiving Institution is considered to be a contractor or cooperating agency of Princeton University under the terms of the Confidentiality Certificate; as such, the Receiving Institution, the Investigator, Research Personnel, and System Administrator are authorized to protect the privacy of the individuals who are the subjects of the FFCWS by withholding their identifying characteristics from all persons not connected with the conduct of the study. "Identifying characteristics" are considered to include any individual level data or any data that is in a geographic level below Service Planning Area.

VII. Limits on Disclosure of Information

- a. Identifying information concerning research participants from the Contract Data will not be revealed to individuals not authorized to access the Contract Data under the terms of this License in any format, including through personal communication, publication, or other data release.
- b. Receiving Institution agrees to provide prompt notice to CRCW in advance of any disclosure of Contract Data required by law and to provide reasonable assistance to enable CRCW to contest the disclosure or seek an appropriate protective order.

VIII. Data Confidentiality Procedures

- a. In the event of any actual or suspected unauthorized access, disclosure or loss of Contract Data, or any other use or disclosure of Contract Data inconsistent with this License (any such event, a "Data Breach"), the Receiving Institution shall immediately notify the CRCW. The Receiving Institution agrees to promptly cooperate and use best efforts to provide assistance that CRCW may request in order to remedy and otherwise manage any Data Breach. In the event of a Data Breach, CRCW at its sole discretion may require immediate deletion or return of the Contract Data; suspension of the transfer or use of Contract Data under this License, pending review by CRCW; and/or termination of this Contract Data License.
- b. The Receiving Institution will investigate any allegations made, by the CRCW or other parties, regarding the breach of this License. Regarding such allegations of a breach of this License, Receiving Institution agrees that it has and will apply its appropriate policies and procedures, and will follow all applicable laws.

IX. Reporting and Publication Requirements

- a. The Investigator will provide the CRCW with annual reports which will include a copy of the annual approval of the project by the Receiving

Institution's Institutional Review Board/Human Subjects Review Committee, a copy of published works or reports based wholly or in part on the Contract Data, and a listing of presentations at professional meetings based upon the Contract Data.

- b. In addition to the copies provided annually pursuant to Section IX.a, a notification copy of any publications and presentations developed by the Investigator or Research Personnel from Contract Data will be provided to the CRCW. In the case of publications specifically, the copy will be sent prior to or concurrent with submission of the manuscript. Publications are broadly considered to be any work that is made available to the public in a distributed fashion, including but not limited to journal articles, book chapters, and articles distributed through a website.
- c. The Investigator and Research Personnel will acknowledge the CRCW and FFCWS in any publication or presentation based wholly or in part on the CRCW Contract Data.

X. Return and Destruction of Data Upon Completion of Research Project

Subject to return or destruction of Contract Data pursuant to Sections VIII and XV, the Receiving Institution will destroy or return, at CRCW's discretion, all copies of the Contract Data upon the completion of the research project or termination of this License, whichever comes first, and provide written certification to CRCW within 5 days.

XI. Duration of this License

This License will go into effect upon approval of the License by the CRCW, and will remain in effect until the earlier of the completion of the research project and 24 months from the date this License is accepted by the CRCW, or earlier termination in accordance with this License (the "Initial Term"). If access to the Contract Data is still desired following the Initial Term, the Receiving Institution must apply for an extension to the License no later than 30 days prior to the expiration date of the Initial Term. The Receiving Institution may request up to two, one-year extensions to the License. Access to the Contract Data after the second extension requires completion of a new Contract Data application.

XII. No Warranty

This License and Contract Data are provided AS IS. PRINCETON, CRCW AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES JOINTLY AND SEVERALLY DISCLAIM ANY AND ALL REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, WRITTEN OR ORAL, IN FACT OR ARISING BY OPERATION OF LAW REGARDING THIS LICENSE AND CONTRACT DATA PROVIDED HEREUNDER, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, COMMERCIAL VALUE. IN NO EVENT WILL PRINCETON, CRCW OR THEIR RESPECTIVE OFFICERS, AGENTS OR EMPLOYEES BE LIABLE FOR ANY INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES RESULTING FROM EXERCISE OF THIS LICENSE OR USE OF THE CONTRACT DATA.

XIII. Liability

TO THE EXTENT AND AMOUNT PERMITTED BY LAW, the Receiving Institution agrees to indemnify, hold harmless and pay for the defense of Princeton University, its trustees, officers and employees, and any affiliated or related entities, against any and all claims, loss, liability, damage, costs and expenses, including reasonable attorney's fees, that are alleged to have occurred, in whole or in part, as a result of the negligence of the Receiving Institution, including the Investigator, Research Personnel, System Administrator, agents, consultants, employees or representatives, in connection with their use of any Contract Data or information furnished under this License.

XIV. Amendments to the submitted materials after initial approval

- a. A change in the employer of the Investigator requires the execution of a new Contract Data License. The Receiving Institution shall notify the CRCW of the planned change at least six weeks prior to the change in employer or no later than as soon as practicable.
- b. When Research Personnel join the project, the Receiving Institution will submit an amended Supplemental Agreement with Research Personnel, proof of human subjects training (ex. CITI certificate) and CV for the new Research Personnel, and any subsequent changes to the Data Protection Plan. Such Supplemental Agreements must be approved by the CRCW before the new Research Personnel may have access to the Contract Data.
- c. When Research Personnel leave the project, the Receiving Institution will notify the CRCW with as much advanced notice as possible that these individuals are no longer authorized to access the Contract Data.

XV. Termination

- a. Subject to Section VIII, CRCW may terminate this License, and the Receiving Institution must destroy or return, at CRCW's discretion, all copies of the Contract Data, on whatever media they may exist, within 5 days of written request to do so.
- b. Subject to Section VIII, if the CRCW determines that this License may have been breached, the CRCW will inform the Receiving Institution in writing and may, at its discretion, provide the Receiving Institution up to ten days to respond in writing and cure such breach. The CRCW may also require immediate destruction or return of all copies of the Contract Data in possession of the Receiving Institution. Failure of Receiving Institution to comply with this Section XV will be considered a material breach of this License. If the CRCW determines no such breach of this License has occurred, the Contract Data may be returned to the Receiving Institution under the terms of the original License or with modifications CRCW deems appropriate.
- c. If the CRCW determines that any provision of this License has been breached, the Receiving Institution may be subject to one or more of the

following penalties, in addition to any other penalties under applicable law:

- i. Report of the violation to the Receiving Institution's Institutional Review Board/Human Subjects Review.
- ii. Report of the violation to the Federal Office for Human Research Protections, which may result in investigation of the Investigator and/or Receiving Institution.
- iii. Termination of the License and denial of all future access to the Contract Data.

Representative of the Receiving Institution:

By signing this License, this Receiving Institution agrees that access to the Contract Data will be limited to the authorized persons whose names appear on this License, the Supplemental Agreements with Research Personnel and Data Protection Plan, as provided in the terms of this License, and that this Receiving Institution is bound by the covenants and terms of this License.

Signature:

Date:

Typed name:

Title:

Institution:

Street address:

City/State/Zip:

**Acknowledged and Agreed by:
Investigator**

I certify that all materials submitted with this request for the FFCWS Contract Data are truthful and understand and acknowledge the terms of this License.

Signature:

Date:

Typed name:

Title:

Institution:

Street address:

City/State/Zip:

Telephone:

E-mail:

CRCW Representative

Signature:

Date:

Kathryn Edin, Director
Center for Research on Child Wellbeing
Princeton University

**Supplemental Agreement with Research Personnel
for the Use of Contract Data from
The Future of Families and Child Wellbeing Study**

This Supplemental Agreement with Research Personnel is incorporated by reference into the executed Contract Data License between the CRCW and the Receiving Institution and its Investigator.

- I. The undersigned Research Personnel, in consideration of their use of Contract Data from The Future of Families and Child Wellbeing Study, agree:
 - A. That they have read the Contract Data License from The Future of Families and Child Wellbeing Study and the Contract Data Protection Plan incorporated by reference into it.
 - B. That they are “Research Personnel” within the meaning of the License.
 - C. To comply fully with the terms of the License, including the Contract Data Protection Plan.

Research Personnel

Name	Title
Signature	Date

Name	Title
Signature	Date

Name	Title
Signature	Date

- II. The undersigned Investigator agrees that the persons designated herein are Research Personnel within the meaning of the Contract Data License.

Investigator

Name	Signature	Date

FFCWS Data Protection Plan Instructions

Purpose of the Data Protection Plan: The *Data Protection Plan* is incorporated by reference into the Contract Data License between the CRCW and the Receiving Institution. The Investigator, Research Personnel and System Administrators must follow all aspects of the *Data Protection Plan* as approved by CRCW. The fundamental goal of the protections outlined in this plan are to prevent persons who are not signatories to the *Contract Data License* or the *Supplemental Agreement with Research Personnel* from gaining access to the Contract Data and to demonstrate that the Contract Data are adequately protected. The CRCW must approve the Data Protection Plan prior to providing the Contract Data. CRCW will not provide Contract Data if the Data Protection Plan is not written with sufficient specificity, or if the CRCW does not deem the data protections to be adequate.

There are four potential options for storing the FFCWS Restricted Use Contract Data. Please check the box(es) below for your data storage plan and fill out the corresponding data protection form(s) below.

Please note: Most researchers use only one of the storage options to store the Contract Data. However, if different Research Personnel will store the Contract Data separately with different storage options, please make sure to complete each one that will be used for your project.

- Cloud Storage → Complete pages 14-18
- External Hard Drive → Complete pages 19-24
- Server → Complete pages 25-30
- Standalone Computer → Complete pages 31-37

FFCWS Data Protection Plan

Cloud Storage

Please note, all sections of this form must be completed by the Investigator except where otherwise noted for the System Administrator (if applicable).

1. **General Information**

- a. List the name(s) and responsibilities of the Investigator and Research Personnel (e.g., students, research assistants, postdoctoral researchers, and programmers) who will have access to the Contract Data. * note – any personnel changes must be approved by the Center for Research on Child Wellbeing prior them having access to Contract Data (ffdata@princeton.edu)

Name	Title	Responsibilities

- a. System Administrator (*your IT professional*) contact information (If applicable) If there is no System Administrator for this project, mark as N/A.

i. Name:

ii. Phone number:

iii. Email:

2. Each Research Personnel individual must execute the Supplemental Agreement with Research Personnel for the Use of Contract Data and provide proof of human

subjects training (e.g., CITI certificate) and their CV. When new Research Personnel are added, these materials must be provided and must be approved by the CRCW before the new Research Personnel may have access to the Contract Data. When Research Personnel leave the project, the Investigator must inform the CRCW and provide an updated Supplemental Agreement with Research Personnel.

_____ I agree to this condition. (Investigator initial to left)

3. Describe the training in data protection policies that will be provided to each Research Personnel and the Investigator before they receive access to the Contract Data.

A. Data Storage

1. What cloud storage program will be used to store the Contract Data?

Name: _____

2. Has this product been approved by your institution's Institutional Review Board for storage of restricted/sensitive data?

_____ Yes _____ No

3. Please provide a link to the security statement from the cloud storage provider.

4. I will notify the CRCW in advance if my institution changes its cloud storage policies.

_____ I agree to this condition. (Investigator initial to left)

5. Dual authentication is required for VPN connection for all computers being used in the project.

_____ I agree to this condition. (Investigator initial to left)

6. The Contract Data, including user-created interim data analysis files or subsets of the data, may not be stored in any format or storage location other than what has been approved pursuant to this Data Protection Plan and Contract Data License (including, but not limited to, other cloud storage, CDs, flash drives, or the hard

drive of the computer, phone, or tablet). All Contract Data must remain in the same secure location and format approved in this Data Protection Plan.

_____ I agree to this condition. (Investigator initial to left)

7. **Return and Destruction of Data Upon Completion of Research Project:** The Investigator will certify to the CRCW that all copies of the Contract Data will be returned or destroyed pursuant to the terms of the Contract Data License.

_____ I agree to this condition. (Investigator initial to left)

8. Copies of the Contract Data are prohibited, with the exception of interim analysis files (i.e. those researchers produce with cleaned or constructed variables in the course of their analysis).
- a. Any interim data analysis files must be stored on the approved Cloud platform.
 - b. Interim data files must be returned or deleted pursuant to the terms of the Contract Data License relating to return and deletion of Contract Data.

_____ I agree to this condition. (Investigator initial to left)

B. Data Usage

1. The Contract Data may not be moved to media other than what has been approved pursuant to this Data Protection Plan (including, but not limited to, other cloud storage, CDs, flash drives, the hard drive of the computer, phone, or tablet). This includes interim data analysis files or subsets of the Contract Data.

_____ I agree to this condition. (Investigator initial to left)

2. Password protection must be utilized. Please initial each of the following protocols to acknowledge your agreement:

_____ Password-protected access to all computers used to analyze the Contract Data

_____ Password protection on all computers must be activated whenever a Research Personnel or the Investigator leaves the office or after five minutes of non-activity

_____ All files containing Contract Data will be stored in password-protected, encrypted form

3. I will maintain a log of all Contract Data files acquired. The date that Contract Data files are received, copied, and destroyed must be recorded.

_____ I agree to this condition. (Investigator initial to left)

4. If any methods will be used to transmit the Contract Data between Research Personnel and the Investigator, please describe here (if applicable). Note that no transmission of Contract Data, interim data analysis files, or detailed tabulations via e-mail or e-mail attachment (either over the Internet, an Intranet system, or within a local area network) are permitted.
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5. Will hard copy information be printed?

___ Yes ___ No

6. If the Investigator or the Research Personnel will print hard copy information, initial each of the following protocols to acknowledge your agreement:

_____ No raw data will be printed on a hard copy. Only the aggregated results of the statistical analysis can be printed.

_____ All printed copies of data output will be contained in a labeled folder

_____ When not in use, paper copies will be stored in a locked filing cabinet

_____ When printouts are no longer being used by researchers, they will be shredded

C. Disclosure Rules

1. **Disclosure protocols.** Research Personnel and the Investigator will avoid disclosure of respondents' geographic locations and personally identifying information in all working papers, publications, and presentations. At a minimum, Research Personnel and the Investigator must exclude from all working papers, publications and presentations the identifiers described in the protocols below. Initial each of the following protocols to acknowledge your agreement:

_____ Exclude listing of individual cases

_____ Exclude description of individual cases

_____ Exclude listing, description, or identification of a hospital, a school, a school district, census tract or tracts by number, by name, or by descriptive information

_____ Exclude maps with *any* features (such as landmarks, road networks, original tract shape or physical features) that allow tracts, schools, school district, or hospitals to be identified

_____ Exclude summary statistics or tabulations by geographic level below Service Planning Area

2. All suspected or actual violations of the Data Protection Plan will be immediately reported to the Investigator, the appropriate IRB official(s), and the CRCW.

_____ I agree to this condition. (Investigator initial to left)

Systems Administrator (if applicable) (initial each of the following statements to acknowledge your agreement).

_____ I acknowledge that I consulted with the Investigator (PI) and all additional Research Personnel named above regarding the protocols set forth in this Data Protection Plan.

_____ I acknowledge that I agree to follow this Data Protection Plan.

_____ I agree not to disclose any Contract Data I may have access to as I assist the Investigator and Research Personnel.

_____ I agree to seek prior written approval from CRCW for any changes to this Data Protection Plan.

Investigator must initial to left:

_____ I acknowledge that I agree to follow this Data Protection Plan

_____ I agree to seek prior written approval from CRCW for any changes to this Data Protection Plan

FFCWS Data Protection Plan External Hard Drive

Please note, all sections of this form must be completed by the Investigator except where otherwise noted for the System Administrator (if applicable).

1. **General Information**

- a. List the name(s) and responsibilities of the Investigator and Research Personnel (e.g., students, research assistants, postdoctoral researchers, s and programmers) who will have access to the Contract Data. * note – any personnel changes must be approved by the Center for Research on Child Wellbeing prior them having access to Contract Data (ffdata@princeton.edu)

Name	Title	Responsibilities

- a. System Administrator (*your IT professional*) contact information (If applicable). If there is no System Administrator for this project, mark as N/A.

i. Name:

ii. Phone number:

iii. Email:

2. Each Research Personnel individual must execute the Supplemental Agreement with Research Personnel for the Use of Contract Data and provide proof of human subjects training (e.g., CITI certificate) and their CV. When new Research Personnel are added, these materials must be provided and must be approved by the CRCW before the new Research Personnel may have access to the Contract Data. When Research Personnel leave the project, the Investigator must inform the CRCW and provide an updated Supplemental Agreement with Research Personnel.

_____ I agree to this condition. (Investigator initial to left)

3. Describe the training in Data Protection policies that will be provided to each Research Personnel and the Investigator before they receive access to the Contract Data.

A. Data Storage

External Hard Drive where the Contract Data will be stored and analyzed

1. Please describe the external hard drive that will be used:

Make and model: _____

2. Confirm that the only people who have permission to use the external hard drive are those who are approved by CRCW to have access to the external hard drive (i.e., the investigator, research personnel, system administrator).

_____ I agree to this condition. (Investigator initial to left)

3. What is the secure location of the external hard drive?
 - a. Street address:

- b. Building:

- c. Room #: _____

- d. Storage type (e.g., locked drawer, locked cabinet, safe):

4. The Contract Data, including user-created interim data analysis files or subsets of the data, may not be moved to any other media (including, but not limited to, CDs, flash drives, or the hard drive of the computer). All Contract Data must remain in the same secure location approved in this Data Protection Plan.

_____ I agree to this condition. (Investigator initial to left)

5. **Return and Destruction of Data Upon Completion of Research Project:** The Investigator will certify to the CRCW that all copies of the contract data will be returned or destroyed pursuant to the terms of the Contract Data License.

_____ I agree to this condition. (Investigator initial to left)

6. Copies of the Contract Data are prohibited, with the exception of interim analysis files (i.e. those researchers produce with cleaned or constructed variables in the course of their analysis).
 - a. Any interim data analysis files must be stored on the approved external hard drive.
 - b. Interim data files must be returned or deleted pursuant to the terms of the Contract Data License relating to return and deletion of Contract Data.

_____ I agree to this condition. (Investigator initial to left)

Workstation Description

1. Confirm the following protocols will be met. Investigator should initial to the left each of the following protocols to acknowledge your agreement:

_____ The external hard drive will not be used by other projects

_____ The external hard drive will be connected only to a computer that is located in a private, lockable office

_____ Whole disk encryption has been enabled on the external hard drive storing the Contract Data. Specify (e.g., Bitlocker, FileVault)

_____ Contract Data must be excluded from the backup routine

_____ I will never connect the external hard drive to the computer while the network cable is plugged into the computer or while WiFi is enabled

_____ I will place the external hard drive on which the Contract Data resides in the specified locked cabinet, safe, or drawer specified above when not in use

_____ I will not move the external hard drive to any location not specified in this agreement

_____ I will not leave my computer and external hard drive unattended while the external hard drive is attached

B. Data Usage

1. The Contract Data may not be moved to media other than what has been approved pursuant to this Data Protection Plan (including, but not limited to, other external hard drive, CDs, the hard drive of the computer, phone, or tablet). This includes interim data analysis files or subsets of the Contract Data.

_____ I agree to this condition. (Investigator initial to left)

2. Password protection must be utilized. Please initial each of the following protocols to acknowledge your agreement:

_____ Password-protected access to all computers used to analyze the Contract Data

_____ Password protection on all computers must be activated whenever a Research Personnel or the Investigator leaves the office or after five minutes of non-activity

_____ All files containing data will be stored in password-protected, encrypted form

3. I will maintain a log of all data files acquired. The date that Contract Data files are received, copied, and destroyed should be recorded.

_____ I agree to this condition. (Investigator initial to left)

4. If any methods will be used to transmit the data between Research Personnel and the Investigator, please describe here (if applicable). Note that no transmission of Contract Data, interim data analysis files, or detailed tabulations via e-mail or e-mail attachment (either over the Internet, an Intranet system, or within a local area network) are permitted.

5. Will hard copy information be printed?

___ Yes ___ No

6. If the Investigator or the Research Personnel will print hard copy information, initial each of the following protocols to acknowledge your agreement:

_____ No raw data will be printed on a hard copy. Only the aggregated results of the statistical analysis can be printed.

_____ All printed copies of data output will be contained in a labeled folder

_____ When not in use, paper copies will be stored in a locked filing cabinet

_____ When printouts are no longer being used by researchers, they will be shredded

C. Disclosure Rules

1. **Disclosure protocols.** Research Personnel and the Investigator will avoid disclosure of respondents' geographic locations and personally identifying information in all working papers, publications, and presentations. At a minimum, Research Personnel and the Investigator must exclude from all working papers, publications and presentations the identifiers described in the protocols below. Initial each of the following protocols to acknowledge your agreement:

_____ Exclude listing of individual cases

_____ Exclude description of individual cases

_____ Exclude listing, description, or identification of a hospital, a school, a school district, census tract or tracts by number, by name, or by descriptive information

_____ Exclude maps with *any* features (such as landmarks, road networks, original tract shape or physical features) that allow tracts, schools, school districts or hospitals to be identified

_____ Exclude summary statistics or tabulations by geographic level below Service Planning Area

2. All suspected or actual violations of the Data Protection Plan will be immediately reported to the Investigator, the appropriate IRB official(s), and the CRCW.

_____ I agree to this condition. (Investigator initial to left)

Systems Administrator (if applicable) (initial each of the following statements to acknowledge your agreement).

_____ I acknowledge that I consulted with the Investigator (PI) and any additional Research Personnel named above regarding the protocols set forth in this Data Protection Plan

_____ I acknowledge that I agree to follow this Data Protection Plan

_____ I agree not to disclose any Contract Data I may have access to as I assist the Investigator and Research Personnel on this project

_____ I agree to seek prior written approval from CRCW for any changes to this Data Protection Plan

Investigator must initial to left:

_____ I acknowledge that I agree to follow this Data Protection Plan

_____ I agree to seek prior written approval from CRCW for any changes to this Data Protection Plan

FFCWS Data Protection Plan Server

Please note, all sections of this form must be completed by the Investigator except where otherwise noted for the System Administrator (if applicable).

1. General Information

- a. List the name(s) and responsibilities of the Investigator and Research Personnel (e.g., students, research assistants, postdoctoral researchers, and programmers) who will have access to the Contract Data. * note – any personnel changes must be approved by the Center for Research on Child Wellbeing prior them having access to Contract Data (ffdata@princeton.edu)

Name	Title	Responsibilities

- b. System Administrator (*your IT professional*) contact information. If there is no System Administrator for this project, mark as N/A.

i. Name:

ii. Phone number:

iii. Email:

2. Each Research Personnel individual must execute the Supplemental Agreement with Research Personnel for the Use of Contract Data and provide proof of human subjects training (e.g., CITI certificate) and their CV. When new Research Personnel are added, these materials must be provided and must be approved by the CRCW before the new Research Personnel may have access to the Contract Data. When Research Personnel leave the project, the Investigator must inform

the CRCW and provide an updated Supplemental Agreement with Research Personnel.

_____ I agree to this condition. (Investigator initial to left)

3. Describe the training in data protection policies that will be provided to each Research Personnel and the Investigator before they receive access to the Contract Data.

A. Data Storage

Detailed description of server system where data will be stored and server protocols

1. Please specify the type of server/operating system you will be using
 - a. Remote Compute Options (Windows, Linux, or Virtual Desktop Infrastructure)

Type	Version

- b. File Server Options (Windows, Linux SAMBA, or other – specify)

Type	Version

2. What is the physical location of the server hardware?

Street address:

Building:

Room #: _____

3. _____ I verify that the Contract Data are not being backed up and are saved in their own folder. (Investigator initial to the left)

4. Dual authentication is required for VPN connection for your computer.

_____ I agree to this condition. (Investigator initial to left)

5. Who has physical access to the server equipment?

6. Who has permission to use the server equipment?

7. Is the server equipment used by other projects?

8. What is the server drive and pathname of the temp directory on which temporary working files will be stored?

9. Is the server approved for sensitive data by your institution?

a. Please provide link to security statement from the server provider.

10. I will not copy or move the Contract Data from the secured directory on the server for any reason or by any means.

_____ I agree to this condition. (Investigator initial to left)

11. The Contract Data, including user-created interim data analysis files or subsets of the data, may not be stored in any format or storage location other than what has been approved pursuant to this Data Protection Plan and Contract Data License (including, but not limited to, other server, CDs, flash drives, or the hard drive of the computer, phone, or tablet). All Contract Data must remain in the same secure location and format approved in this Data Protection Plan.

_____ I agree to this condition. (Investigator initial to left)

12. All suspected or actual violations of the Data Protection Plan will be immediately reported to the Investigator, the appropriate IRB official(s), and the CRCW.

_____ I agree to this condition. (Investigator initial to left)

13. **Return and Destruction of Data Upon Completion of Research Project:** The Investigator will certify to the CRCW that all copies of the Contract Data will be returned or destroyed pursuant to the terms of the Contract Data License.

_____ I agree to this condition. (Investigator initial to left)

9. Copies of the Contract Data are prohibited, with the exception of interim analysis files (i.e. those researchers produce with cleaned or constructed variables in the course of their analysis).
 - a. Any interim data analysis files must be stored on the approved Cloud platform.
 - b. Interim data files must be returned or deleted pursuant to the terms of the Contract Data License relating to return and deletion of Contract Data.

_____ I agree to this condition. (Investigator initial to left)

B. Data Usage

1. Password protection must be utilized. Please initial each of the following protocols to acknowledge your agreement:

_____ Password-protected access to all computers used to analyze the Contract Data

_____ Password protection on all computers must be activated whenever a Research Personnel or the Investigator leaves the office or after five minutes of non-activity

_____ All files containing the Contract Data will be stored in password-protected, encrypted form

2. I will maintain a log of all Contract Data files acquired. The dates that Contract Data files are received, copied, and destroyed must be recorded.

_____ I agree to this condition. (Investigator initial to left)

3. If any methods will be used to transmit the Contract Data between Research Personnel and the Investigator, please describe here. Note that no transmission of the Contract Data, interim data analysis files, or detailed tabulations via e-mail or e-mail attachment (either over the Internet, an Intranet system, or within a local area network) are permitted.

4. Will hard copy information be printed?

___ Yes ___ No

5. If the Investigator or Research Personnel will print hard copy information, initial each of the following protocols to acknowledge your agreement:

_____ No raw data will be printed on a hard copy. Only the aggregated results of the statistical analysis can be printed.

_____ All printed copies of data output will be contained in a labeled folder

_____ When not in use, paper copies will be stored in a locked filing cabinet

_____ When printouts are no longer being used by researchers, they will be shredded

C. Disclosure Rules

1. **Disclosure protocols.** Research Personnel and the Investigator will avoid disclosure of respondents' geographic locations and personally identifying information in all working papers, publications, and presentations. At a minimum, Research Personnel and the Investigator must exclude from all working papers, publications and presentations the identifiers described in the protocols below. Initial each of the following protocols to acknowledge your agreement:

_____ Exclude listing of individual cases

_____ Exclude description of individual cases

_____ Exclude listing, description, or identification of a hospital, a school, a school district, census tract or tracts by number, by name, or by descriptive information

_____ Exclude maps with *any* features (such as landmarks, road networks, original tract shape or physical features) that allow tracts, schools, school districts or hospitals to be identified

_____ Exclude summary statistics or tabulations by geographic level below Service Planning Area

Systems Administrator (if applicable) (initial each of the following statements to acknowledge your agreement).

_____ I acknowledge that I consulted with the Investigator (PI) and any additional Research Personnel named above regarding the protocols set forth in this Data Protection Plan

_____ I acknowledge that I agree to follow this Data Protection Plan

_____ I agree not to disclose any Contract Data I may have access to as I assist the Investigator and Research Personnel on this project

_____ I agree to seek prior written approval from CRCW for any changes to this Data Protection Plan

Investigator should initial to left:

_____ I acknowledge that I agree to follow this Data Protection Plan

_____ I agree to seek prior written approval from CRCW for any changes to this Data Protection Plan

FFCWS Data Protection Plan Standalone Computer

Please note, all sections of this form must be completed by the Investigator except where otherwise noted for the System Administrator (if applicable).

1. General Information

- a. List the name(s) and responsibilities of the Investigator and Research Personnel (e.g., students, research assistants, postdoctoral researchers, and programmers) who will have access to the data. * note – any personnel changes must be approved by the Center for Research on Child Wellbeing prior to them having access to the Contract Data (ffdata@princeton.edu)

Name	Title	Responsibilities

- b. System Administrator (*your IT professional*) contact information (If applicable) If there is no System Administrator for this project, mark as N/A.

i. Name:

ii. Phone number:

iii. Email:

2. Each Research Personnel individual must execute the Supplemental Agreement with Research Personnel for the Use of Contract Data form and provide proof of human subjects training (e.g., CITI certificate) and their CV. When new Research Personnel are added, these materials must be provided and must be approved by the CRCW before the new Research Personnel may have access to the Contract

Data. When Research Personnel leave the project, the Investigator must inform the CRCW and provide an updated Supplemental Agreement with Research Personnel.

_____ I agree to this condition. (Investigator initial to left)

3. Describe the training in data protection policies that will be provided to each Research Personnel and the Investigator before they receive access to the Contract Data.

A. Data Storage

Detailed description of computer system where the Contract Data will be stored and analyzed.

1. What type of hardware and operating system will be used?

Hardware (make/model):

Operating system and version:

2. What is the physical location of the hardware?

Street address:

Building:

Room #: _____

3. Who has physical access to the equipment?

4. Who has permission to use the equipment?

5. Is the equipment used by other projects?

6. Data backup:

_____ I verify that the Contract Data are not being backed up. (Investigator initial to the left)

7. **Security system to prevent unauthorized access to the Contract Data:** the following are minimum steps that should be taken to secure your standalone computer that houses the Contract Data. Please indicate below each security step you have implemented. Please write a short explanation if you cannot implement a specific step.

- a. I password-protected the BIOS so changes cannot be made to the BIOS without authorization.

_____ I agree to this condition. (Investigator or System Adminstator initial to left)

- b. If using a laptop, I secured the computer on which the Contract Data resides in a locked room, or secured the computer to a table with a lock and cable (locking the case so the battery cannot be removed).

_____ Locked room _____ Lock and cable _____ Both

- c. I removed or disabled the network interface card so it cannot be used.

_____ I agree to this condition. (Investigator or System Adminstator initial to left)

- d. I restricted access to the Contract Data to Research Personnel using the security features available via the operating system.

_____ I agree to this condition. (Investigator or System Adminstator initial to left)

- e. I enabled whole disk encryption for the hard drive of this computer.

_____ I agree to this condition. (Investigator or System Adminstator initial to left)

- i. Name of encryption software:

Please explain why any of the above conditions will not be implemented:

8. I will not copy or move the Contract Data out of the secured directory.

_____ I agree to this condition. (Investigator initial to left)

9. The Contract Data, including user-created interim data analysis files or subsets of the data, may not be stored in any format or storage location other than what has been approved pursuant to this Data Protection Plan and Contract Data License (including, but not limited to, CDs, flash drives, or the hard drive of other computer). All Contract Data must remain in the same secure location and format as the one copy of the original Contract Data.

_____ I agree to this condition. (Investigator initial to left)

10. All suspected or actual violations of the Data Protection Plan will be immediately reported to the Investigator, the appropriate IRB official(s), and the CRCW.

_____ I agree to this condition. (Investigator initial to left)

11. **Return and Destruction of Data Upon Completion of Research Project:** The Investigator will certify to the CRCW that all copies of the Contract Data will be returned or destroyed pursuant to the terms of the Contract Data License.

_____ I agree to this condition. (Investigator initial to left)

10. Copies of the Contract Data are prohibited, with the exception of interim analysis files (i.e. those researchers produce with cleaned or constructed variables in the course of their analysis).

- a. Any interim data analysis files must be stored on the approved Cloud platform.
- b. Interim data files must be returned or deleted pursuant to the terms of the Contract Data License relating to return and deletion of Contract Data.

_____ I agree to this condition. (Investigator initial to left)

B. Data Usage

1. The Contract Data may not be moved to media other than what has been approved pursuant to this Data Protection Plan (including, but not limited to, CDs, flash

drives, the hard drive of another computer, phone, or tablet). This includes interim data analysis files or subsets of the Contract Data.

_____ I agree to this condition. (Investigator initial to left)

2. Password protection must be utilized. Please initial each of the following protocols to acknowledge your agreement:

_____ Password-protected access to all computers used to analyze the Contract Data

_____ Password protection on all computers must be activated whenever a Research Personnel or the Investigator leaves the office or after five minutes of non-activity

_____ All files containing the Contract Data will be stored in password-protected, encrypted form

3. I will maintain a log of all Contract Data files acquired. The dates that Contract Data files are received, copied, and destroyed must be recorded.

_____ I agree to this condition. (Investigator initial to left)

4. If any methods will be used to transmit the Contract Data between Research Personnel and the Investigator, please describe here. Note that no transmission of Contract Data, interim data analysis files, or detailed tabulations via e-mail or e-mail attachment (either over the Internet, an Intranet system, or within a local area network) are permitted.

5. Will hard copy information be printed?

___Yes ___No

6. If the Investigator or the Research Personnel will print hard copy information, initial each of the following protocols to acknowledge your agreement:

_____ No raw data will be printed on a hard copy. Only the aggregated results of the statistical analysis can be printed.

_____ All printed copies of data output will be contained in a labeled folder

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C. Disclosure Rules

1. **Disclosure protocols.** Research Personnel and the Investigator will avoid disclosure of respondents' geographic locations and personally identifying information in all working papers, publications, and presentations. At a minimum, Research Personnel and the Investigator must exclude from all working papers, publications and presentations the identifiers described in the protocols below. Initial each of the following protocols to acknowledge your agreement:

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_____ Exclude maps with *any* features (such as landmarks, road networks, original tract shape or physical features) that allow schools, school districts, tracts or hospitals to be identified

_____ Exclude summary statistics or tabulations by geographic level below Service Planning Area

Systems Administrator (if applicable) (initial each of the following statements to acknowledge your agreement).

_____ I acknowledge that I consulted with the Investigator (PI) and any additional Research Personnel named above regarding the protocols set forth in this Data Protection Plan

_____ I acknowledge that I agree to follow this Data Protection Plan

_____ I agree not to disclose any Contract Data I may have access to as I assist the Investigator and Research Personnel on this project

_____ I agree to seek prior written approval from CRCW for any changes to this Data Protection Plan

Investigator must initial to left:

_____ I acknowledge that I agree to follow this Data Protection Plan

_____ I agree to seek prior written approval from CRCW for any changes to this Data Protection Plan