**RHODE ISLAND DATA ECOSYSTEM DATA LICENSE REQUEST FORM**

**Please note whether you are requesting a RI Data Ecosystem Data Use License for:**

Research purposes

Internal (Rhode Island State Government Specific) Business Intelligence purposes

The Ecosystem distinguishes between data license requests for research purposes and business intelligence purposes. Research is defined by the Federal Policy for the Protection of Human Subjects (Common Rule §46.102(b)) as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” If you need assistance in determining whether your project is a “research” or “internal” request, please contact Ecosystem staff.

**DATA USE LICENSE REQUEST PROCESS:**

Your data license request will follow the procedures outlined by the Ecosystem Data Steward Group.

1. **Ecosystem Staff review.** Request will go through an initial review by staff.
2. **Data Provider and Data Steward Group review.** The next review will be conducted by data providers whose data are being requested and select Data Steward Groupmembers. Based on this review, feedback will be sent to the requestor for items that require clarification or modification.
3. **Data Steward Group endorsement.** Once reviewed, the relevant committee members will approve, require revisions, or reject the request.
4. **Request placed in queue of data license requests.** If approved, the request will be filled based on an Ecosystem priority list that takes several factors into account. Please note that because of the constantly evolving nature of this priority list, Ecosystem staff will not be able to provide you with an exact date by when your data request will be fulfilled but will provide you with an estimated timeframe.
5. **Discuss technical details of request.** When it is time to begin your data request, staff will reach out to you to discuss the details of the request.
6. **Dataset reviewed to ensure deidentification.** Once the data are prepared, staff and Data Steward Group members will review the output to ensure deidentification.
7. **As applicable, the Data License Requestor will submit payment for the DLR.**
8. **Data transferred via secure method.** Once approved, data will be transferred to the Data Recipient using an approved secure transfer method.

**ITEMS TO INCLUDE WITH REQUEST:**

CV or resume of external (outside of RI state government) investigators

Copy of IRB Approval (if a Research request)

**Questions about application process?**

*<need contact info here>*

**TERMS AND CONDITIONS OF USE OF ECOSYSTEM DATA**

**Benefit to the community and the common good**

Data License Requests should provide reasonable potential to benefit the community and the common good. Reasonable benefit to the community and the common good includes any project questions that, when answered, provides some direction for improving processes or outcomes for human service delivery, funding priorities, or policy development. The common good also includes the benefit of developing new knowledge and efforts leading to the development of evidence-based practice.

**Requestor Credentials**

Credentials for all external investigators must be evidenced by appropriate documentation (i.e., current professional role, CV or resume). If an external requestor, the Data Steward Group will review analyst / researcher’s credentials to determine whether the investigator(s) have the appropriate credentials to conduct the proposed project plan prior to approval. Data Licenses can only be granted to an appropriate agent from one of the following institutions: an institution of higher education; Ecosystem Data Provider; an organization funding services and programs related to RI government agencies; or a direct service provider that provides services within Rhode Island.

**IRB Approval**

Research Requests require Institutional Review Board Approval. The Data Steward Group does not require prior review and approval by an IRB for the submission of a data request. However, the Data Steward Group reserves the right to request IRB review and approval for any request.

**Privacy and Confidentiality**

Data released to the requestor must be kept secure and is not to be shared with unauthorized persons. Only anonymized data will be released pursuant to the Data Use License. Data Recipients must comply with all license provisions.

**Data Recipient responsibilities before disseminating results**

Ecosystem Data Recipients are required to share Ecosystem Project findings to the Data Steward Group at least 30 days prior to any public release. Data Recipients shall submit key findings and interpretations in a standard format provided by the Ecosystem staff. Ecosystem staff and/or Data Steward Group members shall confirm in writing that key findings have been reviewed and are ready for release. Ecosystem staff and Data Steward Group members can request review of specific dissemination materials (e.g., presentations, publications).

**ECOSYSTEM DATA LICENSE REQUEST SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Requestor: | Click here to enter text. | Date: Click here to enter a date. | |
| Title: | Click here to enter text. | | |
| Agency/Institution:  Internal to RI Government, list agency/department here:  External, list affiliation here: Click here | | | |
| E-mail: Click here to enter text. | | | **Phone:** Click here to enter text. |

|  |  |
| --- | --- |
| Project/Study Title: | Click here to enter text. |
| Principal Investigator: | Click here to enter text. |
| Project Summary:  Click here to enter text. | |
|  | |

**Timeline*:*** *(Please indicate anticipated or planned dates)*

Anticipated project start date: m/d/yy Anticipated project completion date: m/d/yy

**Funding Source**:

Is project completion date tied to a funding deadline?

Yes  No

**Datasets Requested:**

|  |  |
| --- | --- |
| **Dataset** | **Year(s)** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

[*Add more lines if needed*]

**Does this project involve linking an external data set? (i.e. data not held within the Ecosystem)**

Yes  No

If yes, please describe external data set.

**Statement of Benefit:** *(Provide a brief summary of the anticipated benefits of this project to the involved agency(s), participants, the state of Rhode Island, and/or society as a whole.)*

Click here to enter text.

**Centering Racial Justice in Integrated Data Work**

*All work that relies on Data Ecosystem services and data must have a race-explicit orientation and center efforts on race equity.*

*Race Explicit means speaking about race or racism without vagueness, implication, or ambiguity. One example of this is to talk about how racial profiling can escalate into police brutality. Centering efforts in race equity means that we seek to understand how institutional, societal, and interpersonal racism has differently, and negatively, affected the health, well-being, and economic opportunity outcomes for Black, Indigenous, and People of Color (BIPoC).*

***A race-explicit framework and a race equity lens includes:***

* *Study planning explicitly seeks to understand the role racism plays in the outcome(s)*
  + *Example (Overdose): Ensure that our data respond to how criminalization, systemic racism and institutional bias have dramatically worsened outcomes and closed off pathways to healing and recovery for many people of color.*
* *Study planning includes a representative group of BIPoC stakeholders who can guide the analytic questions, data use, interpretation, and impact from start to finish.*
* *Study intent explicitly seeks to support, not punish or further harm, BIPoC populations or populations who have historically been subject to racism.*
* *All analyses show results by race, ethnicity and other key demographics (age, gender, SOGI, location) where possible – and identify means for completing data where not possible.*
* *Acknowledge the role the state government or non-state actors may have perpetuated these harms and seek healing, community-led, anti-racists paths forward as part of the study’s findings and recommendations.*

*Responses can include efforts to understand the historical and current role racism has played in the research question or underlying dynamic; efforts to use data to elevate, quantify, or understand racialized and inequitable outcomes, experiences, or pathways; meaningful, diverse, and representative community involvement in study development from design through dissemination; and efforts to address historical and ongoing harm through these data insights.*

*For a reference framework, please refer to resources including* [*Actionable Intelligence for Social Policy’s Toolkit for Centering Racial Equity Throughout Data Integration*](https://www.aisp.upenn.edu/centering-equity/) *and* [*University of New Mexico’s Community Based Participatory Research*](https://cpr.unm.edu/)*.*

**How will you plan to center racial justice throughout the work?**

Click here to enter text.

**Section I. Project/Study Purpose and Information**

|  |  |
| --- | --- |
| Project/Study Title: | Click here to enter text. |
| Principal Investigator:   |  |  | | --- | --- | | **Name:** Click here to enter text. | **Title/Affiliation:** Click here to enter text. | | **Degrees/Qualifications:** *(If student, state degree/s being sought)*  Click here to enter text. | | | **Phone:** Click here to enter text. | **E-mail:** Click here to enter text. | | **Mailing Address:**   |  |  |  | | --- | --- | --- | | *Street Address:* Click here to enter text. | | *Suite/Apt:* Click here | | *City:* Click here to enter text. | *Zip code:* Click here | *State:* Click here | | |   Co-Investigators: *(List all co-investigators below, including those form other agencies and/or institutions)*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***Name*** | ***Degree(s)/***  ***Qualifications*** | ***Responsibility on Project*** | ***Agency/Dept.*** | ***Contact Information*** | | Click here | Click here | Click here | Click here | ***Ph:*** Click here | |  |  |  |  | ***E-mail:*** Click here | | Click here | Click here | Click here | Click here | ***Ph:*** Click here | |  |  |  |  | ***E-mail:*** Click here | | Click here | Click here | Click here | Click here | ***Ph:*** Click here | | ***E-mail:*** Click here | | Click here | Click here | Click here | Click here | ***Ph:*** Click here | |  |  |  |  | ***E-mail:*** Click here | | Click here | Click here | Click here | Click here | ***Ph:*** Click here | |  |  |  |  | ***E-mail:*** Click here | | Click here | Click here | Click here | Click here | ***Ph:*** Click here | |  |  |  |  | ***E-mail:*** Click here | | Click here | Click here | Click here | Click here | ***Ph:*** Click here | |  |  |  |  | ***E-mail:*** Click here | | Click here | Click here | Click here |  | ***Ph:*** Click here | |  |  |  |  |  | | Click here | Click here | Click here | Click here | ***Ph:*** Click here | |  |  |  |  | ***E-mail:*** Click here | | Click here | Click here | Click here | Click here | ***Ph:*** Click here | | ***E-mail:*** Click here | | |
| [Add more lines if needed] | |

**Prior Requests to RI Data Ecosystem**

Please indicate whether any investigator involved in this project has previously made an Ecosystem data request

No  Yes

If **yes**, please write the title of the project

Click here to enter text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Purpose of Project:  *(Provide a brief summary of the purpose of your project in non-technical terms, including background information (as necessary), statement of problem, research/project question(s) and an explanation of why the study is needed)*   |  | | --- | | **Background Information**: Click here to enter text. | | **Problem Statement**: Click here to enter text. | | **Why is this study needed**? Click here to enter text. | |  | |
| Current or Planned Funding Source:  Funding (current or planned)  *Funding Source:*    No funding |

|  |  |  |  |
| --- | --- | --- | --- |
| Project Methodology:    (Describe your methodology, including a clear definition of the sample population, project design and your plan for analysis. Please clearly specify the statistical techniques that are planned for data analysis)   |  | | --- | | ***Sample or population***  Click here to enter text. | | ***Design***  Click here to enter text. | | ***Data analysis plan*** *(specify statistical techniques)*  Click here to enter text. | |
| Risks and Measures to Minimize Risks:  Give a full description of any anticipated risk(s) and the measures in place to reduce risk(s). Be sure to include a description of how you will protect the privacy and confidentiality of the data.  Click here to enter text. |

**Section II. Data Requested**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dataset Overview: *(Please provide an overview of the data you are requesting)*   |  |  | | --- | --- | | **Dataset 1** | | | Agency: | Click here to enter text. | | Selection criteria: | Click here to enter text. | | Time period: | Click here to enter text. | | Comments: | Click here to enter text. | | [Add more lines as needed] | |  |  |  | | --- | --- | | **Dataset 2** | | | Agency: | Click here to enter text. | | Selection criteria: | Click here to enter text. | | Time period: | Click here to enter text. | | Comments: | Click here to enter text. | | [Add more lines as needed] | |  |  |  | | --- | --- | | **Dataset 3** | | | Agency: | Click here to enter text. | | Selection criteria: | Click here to enter text. | | Time period: | Click here to enter text. | | Comments: | Click here to enter text. | | [Add more lines as needed] | | |

**Section III. Dissemination Plan**

**Dissemination:**

|  |
| --- |
| Disseminated internally within organization  *Please describe the dissemination plan:*  Click here to enter text.  Disseminated externally  *Please describe the dissemination plan:*  Click here to enter text.  Will be submitted for publication in journal or another format  *Please describe:*  Click here to enter text. |

**INVESTIGATOR AGREEMENT:**

I accept my role in this study as indicated above. I agree to update Ecosystem staff and Data Steward Group as requested during this project, to respond to any questions or concerns, and to work in a cooperative manner. I agree to obtain approval before making any changes or additions to the project. I will provide progress reports at least annually, or as requested. I agree to report promptly to Ecosystem staff all problems or any event with possible adverse events involving risk to human subjects.

Signature of Investigator Signature Date

\* *Note that a signed Data Use License must also be executed prior to the release of any data pursuant to this request.*

**DATA STEWARDS APPROVAL FORM FOR THE DATA LICENSE REQUEST:**

***To be filled in and executed by the Data Stewards***

**Data Steward Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Source(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                   Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Steward Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Source(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                   Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Steward Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Source(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                   Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Steward Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Source(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                   Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Steward Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Source(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                   Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Steward Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Source(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Data Steward Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Source(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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