

## **Preliminary Application Checklist for L.A.FANS Restricted Data Version 2**

Name: \_\_\_\_\_

Project title: \_\_\_\_\_  
\_\_\_\_\_

### **Research Proposal**

- Specific aims of the project
- Scientific significance of the proposed research
- Types of variables from L.A.FANS that the researcher intends to use for the proposed research
- Justification of the need for the Version 2 Restricted Data
- An analysis plan
- A proposed start date and end date for the project

### **Data Access list**

- A complete list of individuals who will have access to the data, including the names and responsibilities of the investigators and research staff (e.g., students, research assistants, and programmers). RAND and the local IRB must be notified of any changes in personnel.
- Current CV for each individual listed

### **Data Protection Plan**

- List and description of all locations where the original and all copies of the data will be kept
- Description of computing environment in which the data will be used, including:
  - Computing platform and operating system
  - Number of computers on which data will be stored or analyzed
  - Whether computers will be on a network (i.e., connected to the Internet) or will operate stand-alone (i.e., with no network and/or Internet connection)
  - Physical environment in which computer is kept
  - List and description of all device(s) on which data will be stored (e.g., network server, mainframe computer storage device, PC hard drive)
  - Data storage methods when data are not being used
  - Methods of data transmission between research team members (if applicable)
  - Methods of computer output storage in both electronic form and hard copy (on paper or other media)

- Instruction in data protection policies to be provided to each staff member prior to data access, including frequency of instruction review and/or re-training of staff members
- Disclosure Rules; at minimum, researchers must agree to exclusion of the following from any type of publication or presentation:
  - Listing of individual cases
  - Description of individual cases
  - Listing, description, or identification of any geographic unit smaller than a SPA (Service Planning Area) by number, by name, or by descriptive information, to include ZIP code areas, tracts, block groups, or blocks
  - Maps with any features that allow tracts or smaller geographic units to be identified
  - Summary statistics or tabulations by geographic level below SPA (Service Planning Area)
- Types of protection expected:
  - Computers must be located in locked offices; access to the offices should be restricted to project personnel only, with the offices locked at all times when not occupied by project personnel
  - Log of all acquired data files and dates files were received, returned, or destroyed
  - Password-protected access to all computers storing the data, with automatic activation of password protection after 5 minutes
  - All files containing data stored in password-protected, encrypted form (including log files)
  - No storage of the data on laptop computers, unsecured network servers, etc.
  - No automated backup copying of the data
  - Removable devices holding the data (CDs, diskettes, zip drive disks, etc.) encrypted with strong password protection and stored in a locked compartment or room when not in active use
  - Appropriate printout handling procedures (i.e., immediate pick up after printing, storage when not in use, and secure disposal by shredding when no longer needed)
  - Reported results must not jeopardize respondent confidentiality
  - No transmittal of data or detailed tabulations via e-mail or e-mail attachment
  - Data can be hand-transferred or sent by tracked shipment (e.g., FedEx) using a removable device (CDs, diskettes, zip drive disks, etc.) or can be transmitted by Secure FTP provided that the data files are not placed on a public server accessible without a password; data must be encrypted with strong password protection
  - Use of e-mail, e-mail attachment, FTP, or any other means of electronic transfer to transmit only results from regression analyses and aggregate descriptive analyses
  - Training procedures for staff members with data access regarding the Data Protection Plan, appropriate data use, and penalties for inappropriate use
  - Destroying all sensitive data files upon completion of the project (specify the secure erase program to be used)
  - Reporting any and all violations of the Data Safeguarding Plan in writing to the Restricted Data Investigator, to the local Institutional Review Board, and to RAND

**Application Fee:** Check made payable to RAND in the amount of \$650

Please enclose a copy of this checklist with your application