

Memorandum of Understanding
Between WNC Institutional Research and Effectiveness
and WNC Employees

This agreement on access to and use of data for college-sponsored research describes the responsibilities of each party and follows federal and NSHE guidelines:

The US Department of Education Family Educational Rights and Privacy Act (FERPA) --

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA guidance for protecting student privacy for postsecondary school officials -- <https://studentprivacy.ed.gov/audience/school-officials-post-secondary>

NSHE Identity Theft Prevention Program –

[https://nshe.nevada.edu/wp-](https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/PGManual/chapters//Chapter%2013%20-%20Identity%20Theft%20Prevention%20Program%20Red%20Flag%20Rules.pdf)

[content/uploads/file/BoardOfRegents/PGManual/chapters//Chapter%2013%20-](https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/PGManual/chapters//Chapter%2013%20-%20Identity%20Theft%20Prevention%20Program%20Red%20Flag%20Rules.pdf)

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NSHE Data Administration -- [https://nshe.nevada.edu/wp-](https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title4//T4-CH21%20NSHE%20Data%20Administration.pdf)

[content/uploads/file/BoardOfRegents/Handbook/title4//T4-CH21%20NSHE%20Data%20Administration.pdf](https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title4//T4-CH21%20NSHE%20Data%20Administration.pdf)

Expectations:

Institutional data on WNC students are available to WNC employees for specific, internal research projects as approved by the College-

Sponsored Research Subcommittee. This includes student demographics, enrollments and success in classes and programs.

Institutional data on WNC students used for research purposes for external publication or that is federally funded must first go through the Institutional Review Board (IRB) process as outlined at UNR - <http://www.unr.edu/research-integrity/human-research>.

Institutional Research & Effectiveness (IRE) provides the data, ideally, with an anonymized student ID or an NSHE student ID as noted in an MOU, and excludes other individual identifiers (name, SSN, date-of-birth) to protect student privacy.

Employees receiving data with NSHE IDs house it in a secure location and use it for research purposes only. Researchers follow guidelines as much as possible in handling confidential, record level data as outlined in “Guidelines for Handling Research Data at WNC.”

Institutional Research and Effectiveness receives a copy of the final report.

Statement of purpose, scope, and duration of the research project:

Description of information requested – list data fields and student population of interest:

By signing below, I agree to the following statements:

- 1) The data described above will only be used for the project described in this agreement.

- 2) The researcher(s) will conduct the study in a manner that does not permit the disclosure of the personal identification of students such as through demographic data. Final results will be reported so that cells with small sizes (fewer than 10) are masked.
- 3) The data will be considered “confidential research information” as defined by NSHE - <https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title2//T2-CH09%20Confidentiality%20of%20Certain%20Records.pdf>- and will be destroyed once this research project is completed, and/or will be archived with Institutional Research and Effectiveness.
- 4) I have taken FERPA training within the last three years.

Name:

Signature: _____ Date: _____

By signing below, I agree that the data have been:

____ destroyed, ____ archived with Institutional Research and Effectiveness on secured drives or ____ the research project has been extended until this date _____.

Name:

Signature: _____ Date: _____

Institutional Research and Effectiveness will contact the researcher one year from the date signed to resolve outstanding data needs.

File Name(s):

Document last revised: 03/31/2023 by the Subcommittee on College-Sponsored Research