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:**

FERPA Guidance for Reasonable Methods and Written Agreements -- <http://familypolicy.ed.gov/sites/fpco.ed.gov/files/reasonablemtd_agreement.pdf>.

NSHE Data and Information Security – [http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Procedures/PGMCH14DATAANDINFORMATIONSECURITY(1).pdf](http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Procedures/PGMCH14DATAANDINFORMATIONSECURITY%281%29.pdf)

NSHE Data Administration -- <http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4CH21NSHEDataAdministration.pdf>

NSHE Confidentiality of Certain Records - <http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T2CH09ConfidentialityofCertainRecords.pdf>

**Expectations:**

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

IRE provides the data, an NSHE student ID, and excludes individual identifiers (name, SSN, date-of-birth) to protect student privacy.

Employees receiving the data house it in a secure location and use it for research purposes only. Researchers follow best practices as much as possible in handling confidential, record level data as outlined in “Research Data Best Practices 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 this 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 (5 or fewer) are masked.
3. The data will be considered “confidential research information” as defined by NSHE - <http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T2CH09ConfidentialityofCertainRecords.pdf> - and will be destroyed once this research project is completed or by one year from the date it is signed, whichever is sooner, 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):