



CalSWEC

California Social Work Education Center

Policy on Sharing of CalSWEC Data

A. Underlying principles of the data sharing policy:

- First and foremost, sharing of datasets must protect the interests and privacy of the subjects of the research.
- Data are collected using public funds, and should be used to further research benefiting the public whenever possible.
- CalSWEC maintains ownership of the data. Sharing of data must be managed as a partnership between CalSWEC and any other entity or researcher, with clearly stated agreements about the use of data, security of the dataset, and authorship of research and literature based on the data.
- Data are shared in accordance with applicable federal, state and UC Berkeley policies, as well as the policy of the entity that funds the project responsible for the data (For UC Berkeley policy information, see *A Quick Guide to Material Transfers Agreements at UC Berkeley*: <http://www.spo.berkeley.edu/guide/mtaquick.html>).

B. Policies & Procedures

- CalSWEC graduate student researchers may use CalSWEC data (including literature and survey data) for qualifying papers, dissertation work or other academic papers with the permission of the CalSWEC Director and the director of the project that collects the data. Students who use data must adhere to the conditions of the *Contract for Student Use of CalSWEC Data*.
- When another entity wishes to use CalSWEC's data, they will draw up a proposal that includes the following information:
 - What is/are the research question(s) related to the use of the data?
 - Specify which data are being requested for sharing.
 - Specify a plan to address concerns regarding confidentiality of data.
 - Address any human subjects' implications of what is intended to be done with the data.
 - Specify the time frame for the research from beginning to the completion of the analysis process.
 - Specify a plan for use of the raw data requested?

- What types of issues and implications might the outcomes of the analyses might help to inform?
- What are the expectations of any end product(s) related to use of the additional data (*publications, conference presentations, etc.*)?
- In what ways would the analyses benefit the field? In what ways might it benefit CalSWEC and its partners?
- Specify any plans for sharing or disseminating the results? (Include proposed agreements for co-authorship of associated research articles or instruments.)
- A separate proposal is required for each project that involves CalSWEC data. If the same dataset will be used for more than one project, a new proposal must be submitted.
- Upon receipt of the proposal, CalSWEC staff will consult with the director of the project that collects the data, the principal investigator (PI) of that project, and the CalSWEC Research Committee.
- If other partners are involved in generating, collecting, or overseeing the dataset, these partners will also be consulted. If the partners have ownership in the dataset, then they must provide permission for use of the dataset. If CalSWEC is the owner of the data, partners shall be consulted in order to ensure that subjects are protected from harm, and that the partners may also benefit from the research.
- Once approval of the overall project is obtained from the PI, the CalSWEC Director and the director of the CalSWEC project that holds the data, a memorandum of understanding will be drawn up between the researcher (or research entity) and CalSWEC for use of the data. This should include provisions outlined in the proposal, as well as the following:
 - Methods of sharing data, including whether data is sent to the researcher, or whether the researcher must come to CalSWEC to utilize the dataset (all data that contains personal information must be used only on-site at CalSWEC);
 - Specific provisions to protect human subjects, including whether CPHS approval will be required (at either or both institutions);
 - Lead personnel at each entity that will manage the project;
 - Applicable oversight or review of research conducted with the data by CalSWEC staff;
 - Limits or stipulations about authorship of articles associated with the data, as well as credit for non-published research.
- Authorship issues will be guided by *CalSWEC Authorship Guidelines* (see attached below).
- The Research and Development Committee of the CalSWEC Board shall be informed of the projects, and consulted as deemed necessary by the PI, the CalSWEC Director, and/or the director of the project holding the data.

CalSWEC Authorship Policy

Background and Principles:

In order to acknowledge the contribution of CalSWEC writers, researchers, students, and employees, and in the spirit of ethical practice, the following guidelines are made regarding: 1) authorship and publication guidelines, and 2) the use of CalSWEC data and are to be adopted by the organization. These guidelines apply to published materials, oral presentations and posters.

Guidelines:

- Those who have contributed to research and/or publication will be given credit in proportion to their contribution. Ways of giving credit include joint authorship, acknowledgement, footnote statements, and so forth.
- Recognition must be given to previous works that have contributed to the topic of the project.
- Contributions for authorship or joint authorship include:
 - writing the article or parts of the article,
 - designing the project,
 - deciding on steps in the analysis,
 - directing the literature review.
- Contributions for acknowledgement other than authorship include:
 - consultation from faculty,
 - editing the written material,
 - carrying out the analysis under the direction of another person, and
 - conducting the literature search under the direction of another.
- When a decision has been reached to write an article or other publication, the tasks involved in writing the project will be divided beforehand among the principals involved. CalSWEC program staff may act as advisor to the principals.
- Workload changes/assignments must be renegotiated and not assumed.
- If contributors agree to perform a task, they “incur an obligation to cooperate as promised in terms of punctuality of performance and with full regard to the completeness and accuracy of the information required.” (Herlihy & Golden, 1990, p. 54).

CalSWEC Template: Research Projects Using CalSWEC Datasets

Background and Process:

CalSWEC encourages the responsible use of the data we collect to build the knowledge base about workforce development in the human services. In order to you must complete a brief proposal to CalSWEC. CalSWEC staff will review the proposal, request any necessary clarifications and modifications, and submit it to the director of the project that holds the data, the CalSWEC Director, and the CalSWEC Principal Investigator for approval. Once approval is obtained, CalSWEC will initiate a written agreement to be signed by both CalSWEC representatives and the PI of the proposed project.

Proposal Outline

Please include the following sections in your proposal, and complete the attached cover sheet.

1. What is/are your research questions related to the use of the data?
2. Specify which data are you requesting to be shared
3. Specify how you plan to address concerns around confidentiality of data.
4. Address any human subjects' implications of what you intend to do with the data. If applicable, indicate the process by which you will obtain human subjects approval from your institution. Include any information about any actions that CalSWEC might need to take to assure that human subjects are protected.
5. Specify the time frame when you plan to begin and complete the analysis process.
6. What do you plan to do with the raw data you requested?
7. What types of issues do you think the outcomes of your analyses might help to inform?
8. What do you foresee as the end product(s) related to use of the additional data (publications, conference presentations, etc.)?
9. In what ways would your analyses benefit field? In what ways might it benefit CalSWEC and its partners?
10. How do you plan to share your results? (Include proposed agreements for co-authorship of associated research articles or instruments.)



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DATA SHARING PROPOSAL COVER SHEET

Title of Project: _____

Principal Investigator (Contact Person): _____ Title: _____

Affiliation: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Collaborating Institution(s), Agency(s), Organization(s): _____

..... Principal Investigator (Print) Other staff (If applicable) (Print) Other staff (If applicable) (Print)
..... Title Title Title
..... Date Date Date
..... Signature Signature Signature