



Data Sharing Agreement for Doctoral Affiliates

The following data sharing application is intended to expand the reach of ongoing and completed research projects conducted by the faculty and staff at the Institute for Justice Research and Development (IJRD) in the College of Social Work at the Florida State University and to create an opportunity for doctoral students to receive mentorship in preparing academic journal articles for publication.

Data sharing between doctoral students and the IJRD is designed to allow students to serve as the Principal Investigator and lead author on a manuscript submitted for publication to a peer-reviewed academic journal. Data may also be used to support white papers, technical reports, and conference presentations – but applicants are required to submit a manuscript for academic publication.

Data may not be used to fulfill requirements for a degree program (i.e., Dissertation or Thesis), unless the student is currently enrolled at the Florida State University and has permission to use data for that purpose prior to submitting a data sharing application.

****Prior to submitting a data sharing application, please email a brief (less than 100 word) summary description of your proposed project to Dr. Stephanie Kennedy, the Director of Research Dissemination at IJRD. Dr. Kennedy will provide guidance on existing data and suggest an appropriate Institute faculty member for collaboration on your project.**

Please direct all inquiries to:

Stephanie Kennedy, PhD, MSW
Director of Research Dissemination
Institute for Justice Research and Development
College of Social Work
The Florida State University
skennedy@fsu.edu



APPLICATION TO BE COMPLETED BY DOCTORAL AFFILIATE

Title of Project:

Abstract: (less than 200 words)

Principal Investigator:

The Principal Investigator (PI) must be currently enrolled in an advanced graduate degree program (i.e., Ph.D., J.D., or M.D.) and be affiliated with an academic or research institution.

Name:

Current degree program:

Highest degree completed:

Institutional Affiliation (including address):

Email:

Phone Number:

Institute for Justice Research and Development co-author:

The PI must include co-authors from IJRD. Further, authorship guidelines are located in the appendix (which begins on page 6 of this application). Authorship will be extended to all principal investigators and co-investigators on the primary study from which the data are drawn. If products beyond those listed in the application are pursued, the PI must provide notification of intent to submit work for conferences, journals, or other methods of distribution.

Name:

Additional co-authors or research team members:

All coauthors and research team members must be approved by IJRD prior to the PI being granted access to the data or prior to any publication of the data. If a co-author or research team member is added to the project by the PI without permission, this agreement can be terminated and the PI will no longer be allowed access to the data.

Name:

Highest degree completed:

Institutional Affiliation (and address):

Email:

Phone Number:

Funding Source (when applicable): Award granted by:



Data Sharing Application

The PI will provide a succinct, comprehensive description of the study background and purpose, research questions and any associated hypotheses, a summary of the requested variables, the proposed analytic strategy, data management plan, and anticipated products. Please be sure to include justification for why these specific data are requested. If data from multiple studies/series conducted by IJRD are requested, please justify. Note – the study must be able to be completed with data owned by IJRD – in other words, the study cannot require the addition of data through primary and secondary records not already owned by IJRD.

Background and Purpose

Study Background:

Please provide a brief background for your study (less than 250 words).

Study Purpose:

Please specify the purpose of your study and identify how your study will contribute to our current knowledge on the topic and fill an identified gap in that knowledge.

Research Questions and Associated Hypotheses:

Please specify your research questions and associated hypotheses.

Methods

Summary of Requested Variables:

Please describe the variables, constructs, or scales that you are requesting. Specify from which project data are drawn, if data are requested from a longitudinal study, specify which wave or waves of data are requested.

Example summary of requested variables:

- **Demographic variables:** We request age, sex/gender, racial identity, age at first arrest and incarceration, length of current incarceration, and current index charge for all participants enrolled in [project].
- **Mental health variables:** We request data from the MINI International Neuropsychiatric Interview for all participants identified above on the Anxiety, Depression, and PTSD subscales (prevalence and incidence data).
- **Trauma variables:** We request data drawn from the Childhood Trauma Questionnaire and the Trauma History Questionnaire (quantitative and qualitative) for all participants.



Proposed Analytic Strategy

Please describe your proposed analytic strategy in detail, outlining the steps you will take to perform analyses on the requested data.

Example analytic strategy:

- Step 1: Six groups will be created: (1) those who died by suicide in custody, (2) those who died by homicide in custody, (3) those who died by suicide after recently being released from an institution, (4) those who died by homicide after being recently released from an institution, (5) everyone else who died by suicide, and (6) everyone else who died by homicide.
- Step 2: Frequency of victim, suspect, circumstances, and incident variables will be calculated and explored between these 6 groups.
- Step 3: Theoretical and statistical reasoning will be used to make decisions about which variables to include in statistical testing. Using chi-squared tests of independence (with Bonferroni adjustments) the following main variables of interest will be examined to see if their endorsement is statistically equivalent across custody by death type group: race, sex, current mental health problem, relationship/life stressors, crisis in past 2 weeks, and intimate partner problems. Other variables may be explored based on frequency distributions examined at Step 2.
- Step 4: Qualitative thematic analysis will be done on the narratives for individuals who died by suicide and had intimate partner problems as well as those who died by homicide that was intimate partner violence related. Trends in themes will be compared across custody circumstance.
- Step 5: The list of independent variables of interest will be culled for utility and parsimony to create a final list of variables of interest to be included in a latent class analysis to identify risk and protective factors of individuals who die by suicide and homicide in or recently released from custody. Prior to this analysis an updated data analysis plan will be submitted.



Data Transfer and Data Management Plan

Please identify how data will be securely transferred to you and how data will be securely stored throughout the study. The goal of this plan is to ensure that the data are accessible only to those approved in the application. Please detail your Confidential Data Security Plan and clearly specify how de-identified data will be stored and secured after they are transferred to you.

Example data transfer and data management plan:

- Non-identifiable data will be transferred using password protected excel file.
- Data will be housed at [university] will be stored on a secure, auditable, and password-protected network managed by [university]. The PI will access the data using either: (a) a password-protected computer that resides in a locked office that is only accessible by the PI, building administrators, and custodial staff, or (b) a password-protected and encrypted laptop. Temporary data analysis files will be stored with the data. Any printed copies of the data will be printed in a secure location, kept in locked filing cabinets in the investigator's locked office (see above for limited access), and destruction of printed copies will be conducted using secure shredding immediately after they are no longer needed.
- All hard drives that contain data will be securely wiped or degaussed after the project is over. All hardcopy data will remain secured in the locked cabinet until transferred to designated shred bins or manually shredded via cross-cut shredder.



Anticipated Products and Dissemination Plan

Please describe your anticipated products, including identifying your co-author(s) at the Institute for Justice Research and Development and specifying author order for each product. Please also describe your plan for dissemination of findings. The Institute for Justice Research and Development must be included in the acknowledgement section of all written products and the Institute emblem must be displayed on all presentation slides or printed conference materials.

Please note: You must include at least one manuscript for submission to a peer-reviewed academic journal as an anticipated product that includes a co-author from IJRD.

Products:

The proposed study will result in [describe quantity and nature of products].

Specifically, anticipated products include:

- **Manuscripts submitted to peer-reviewed journals**
 - Provide tentative titles and targeted journals
- **White papers/Technical reports**
 - Provide tentative titles and method of distribution
- **Conference presentations**
 - Provide tentative titles and name of conference

Dissemination Plan:

Additional Materials

In addition to this application, please provide a writing sample (published or unpublished) as well as the name and email address and phone number of a faculty member that can attest to your writing and analytic skills.

IRB Approval or Exemption

The PI must provide documentation of IRB approval and completed CITI training, or exemption for the proposed research project prior to data transfer and data access. Obtaining IJRD approval or exemption should be coordinated with IJRD.



Appendix

SUBJECT: Criteria for Authorship	NO: 19-02
REFERENCES: Florida State University, 7A-3 Policy on Authorship and Research Integrity	DATE ISSUED: May 1, 2019

PURPOSE:

The purpose of this memo is to provide guidelines for individuals to be included as an author on publications with the Institute for Justice Research and Development (IJRD).

BACKGROUND:

IJRD recognizes that faculty, staff, affiliates, and students conducting research and publishing work is essential to professional development and career advancement. Involvement in this process affords the opportunity to acquire new skills, network with researchers/faculty, and personally contribute to a topic area. Authorship entails a public acknowledgment of scientific or professional contribution to a disseminated piece of information (see APA, 2002)ⁱ and includes involvement in various tasks associated with the project (National Health and Medical Research Council, 2007). The following guidelines and definitions of authorship are provided for individuals involved in IJRD research projects.

REQUIREMENTS:

1. Individuals must meet the following criteria to be included as an author on publications with the IJRD:
 - Substantially contribute to the development of the publication or conduct the data analysis and interpretation; **AND...**
 - Participate in drafting portions of the paper or significantly revising original draft of the paper and improving its content (i.e. adding discussion of a theory, substantially revise the literature review, and adding conceptualization content to the discussion ⁱⁱsection); **AND...**
 - Accepting accountability for all aspects of the work regarding accuracy and integrity.
2. All individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript.
3. All those designated as authors must meet all three criteria for authorship, and all who meet the three criteria for authorship must be included as authors.
4. All authors provide final notification, review, and approval for version to be published.
5. Contributors who meet fewer than all three criteria for authorship should not be listed as authors, but they should be included in the acknowledgments page when acknowledgments pages are included.



6. Examples of activities that alone do not qualify as authorship include:
 - general supervision of a research group without conceptual contributions or general administrative support,
 - writing assistance, technical or grammatical editing, language editing, and proofreading,
 - acquisition of funding but no further role in the project, and/or
 - research assistant activities that contribute to the publication but do not meet the three criteria above.
7. Student co-authors should be invited to work on scholarly publications (meaning the outlet is an academic journal or academic conference) outside of the research assistant paid duties. Co-authorship in that context will be unpaid.
8. Research assistants can get paid for co-authorship activities on non-academic publications (e.g., policy and practice briefs, implementation or intervention manuals).
9. Authorship will be extended to all principal investigators and co-investigators on the primary study from which the data are drawn.

ⁱ American Psychological Association. (2002). Ethical principles of psychologists and code of conduct. *American Psychologist*, 57, 1060-1073.



ii National Health and Medical Research Council (2007). Revision of the Joint NHMRC/AVCC statement and guidelines on research practices. Retrieved April 1, 2019, from https://research-integrity.uq.edu.au/files/3792/r39_australian_code_responsible_conduct_research_150811.pdf