**Message from TC IRB to Researchers:*****BLUE*** *text equals suggestions from TC IRB and can be freely edited out.****RED*** *text is tailored for your study.* ***BLACK*** *text is standard and must be kept in the final consent form copy.*

**DATA SHARING AGREEMENT**

**Protocol Title**: Does Graduate Training or Experience Produce Better History Teachers?

Subtitle if needed: Focus Group Consent or Interview Consent

**IRB Protocol #: 00-0000**

**Principal Investigator**: Dr. Sigmund Freud, MD, Teachers College 212-222-2222, email

[Name, Title, Affiliation],is requesting access to identifiable/de-identifiable data from Freud School (include school, department, and/or class name). This includes classwork grades for the 6 weeks before and after the study for the *2015-2016* school year.

Below are specifications regarding this Data Sharing Agreement:

* Roles:
	+ Briefly describe the relationship of the data sharing parties (e.g., faculty mentor sharing data with graduate student mentee).
* Period of agreement:
	+ Clearly define when the provider will give the data to the receiver and how long the receiver will be able to use the data (e.g., 3 years).
	+ Once the receiver agency no longer has the right to use the data, what will happen? Will the data be returned to the provider or will it be destroyed (deleted from hard drives, shredded, burned, etc.)?
* Intended use of the data:
	+ State as specifically as possible how the receiver will use the data.
	+ What studies will be performed, what questions will be asked and what are the expected outcomes?
	+ Can the receiver use the data to explore additional research questions without the approval or consent of the provider?
* Constraints on use of the data:
	+ List any restrictions on how the data or data findings can be used.
	+ Is the receiver required to document how the data are used?
	+ Can the receiver share, publish or disseminate data findings and reports without the approval or review of the provider?
	+ If the receiver generates a report based on the data, does the report belong to the receiver or the provider?
	+ Can the receiver share or distribute data findings or any part of the database to another agency?
* Risks and benefits:
	+ Briefly detail the risks and benefits of the data sharing and how you will protect the confidentiality (e.g., de-identify the data) of the participant.
* Data confidentiality:
	+ Describe the required processes that the receiver must use to ensure that data remain confidential.
	+ Because some data may contain information that can be linked to individuals, it is important to put safeguards in place to ensure that sensitive information (e.g., salaries, exam results) remains private.
	+ Personal data should remain confidential and should not be disclosed verbally or in writing to an unauthorized third party, by accident or otherwise.
	+ Will the receiver report information that identifies individuals?
	+ What safeguards are in place to prevent sensitive information from becoming public?
* Data security:
	+ Describe the methods that the receiver must use to maintain data security.
	+ Hard copies of data should be kept in a locked cabinet or room and electronic copies of data should be password protected or kept on a secure disk.
	+ No data should be shared using a USB (thumb drives).
	+ Will everyone at the receiver agency have the same level of access to data, or will some people have restricted access?
	+ What kinds of password protections need to be put in place?
	+ Who will have physical access to the data, including the servers and the paper files?
	+ What will happen to the data after the data-sharing period ends?
* Methods of data-sharing:
	+ Identify the way in which data will be transferred from the provider to the receiver.
	+ Will data be transferred physically or electronically?
	+ If data are to be sent over the Internet, how can a secure connection be guaranteed?
	+ Will the data be encrypted before being transferred?
* Financial costs of data-sharing:
	+ Will there be expenses related to sharing the data? Clarify who will cover the monetary costs of sharing the data.
	+ Will the provider or the receiver share the costs, or will one agency pay for all data-sharing expenses?

This Data Sharing Agreement is drawn up between:

[Name, title, role in data sharing (e.g., data sender)]

[Affiliation]

[Phone, Email]

Date:

[Name, title, role in data sharing (e.g., data receiver)]

[Affiliation]

[Phone, Email]

Date: