



Appendix A

Researcher Checklist

1. Obtaining Access

a. Credentials/CougarNet ID

- i. **CougarNet.** If not part of the UH System, see UH CougarNet ID ePerson of Interest Process to set up your credentials for access. See <http://www.uh.edu/infotech/services/accounts/sponsored/procedure/>
- ii. **Cougar Card.** On-site research workstation access is controlled via Cougar Card swipes. Card information can be found here: <https://uh.edu/af-university-services/cougarcard/>.

b. IRB Approval

Submit evidence of IRB approval or justification for exemption by email to the Director & Operations staff, see *Policies & Procedures: Approved Project Handbook*, Appendix C.

c. FERPA Training

Complete and send a screen shot of FERPA training by email to the Director & Operations staff.

[FERPA 201: Data Sharing under FERPA](#), provided by the U.S. Dept. of Education. Please take a screenshot of the completion information that appears at the end of the course.

d. Masking Training Module

- i. Complete Masking Training Module & Assessment Certify completion of the [UH ERC Masking Training](#)
- ii. Results will automatically be sent to UH ERC staff upon completion of training.
- iii. A score of at least 21 correct out of 24 is required.

e. Confidentiality Agreement

- i. Review, complete, and submit the Confidentiality Agreement to the Operations staff and Director, see *Policies & Procedures: Approved Project Handbook*, Appendix B
- ii. Confidentiality Agreement also serves as the way you request a preferred workstation location, set a keypad access code, and provides information for the workspace scheduling calendar, see *Policies & Approved Project Handbook*.



f. Schedule Workstation Time

Access the online booking app from the UH ERC website
<http://www.uh.edu/education/research/institutes-centers/erc/>.

g. File Request

Formally request data outlined and approved in your proposal, include the preferred format (e.g., SPSS, STATA, SAS, text)

h. Confidentiality Agreement

Renew annually and submit by email to the Director & Database Administrator.

i. FERPA Training

If your training expires mid-project, proof must be resubmitted. Note: Valid for one year

2. Conducting Research

a. Masking

Review the *Policies & Procedures: Approved Project Handbook, Masking Guidelines & Techniques* for details on how to properly mask your data for FERPA compliance.

b. Review of Research Products

- i. Review the *Policies & Procedures: Approved Project Handbook, Review of Research Products* for details on how the process works.
- ii. Submit research products for review to the Director, up to 7 days to review and release if properly masked.

c. Information Updates

Submit periodic updates to the Director reporting the progress and any external publications derived from the Repository data.

d. Project Extension or Amendment

- i. If needed, submit to the Director 60 days prior to the next ERC Advisory Board meeting, see *Policies & Procedures: Approved Project Handbook*, Appendix E.
- ii. If approved, a new Confidentiality Agreement is needed.

e. Dissemination Strategy

- i. Policy Brief– Submit a policy or practice brief highlighting the findings of your study for review by the ERC Advisory Board, Director, and possible posting on the website.
- ii. Complete any other dissemination promises outlined in the proposal and submit copies of publications.



3. Conclusion of Research

a. Researcher Access & Files

- i. Notify the Director & Database Administrator of the conclusion of your research.
- ii. Access is rescinded.
- iii. Researcher folders/workspace files will be archived and destroyed five years after completion.