

Obtaining Approval for use of HERI Data

The Higher Education Research Institute (HERI) encourages research and scholarly inquiry using the hundreds of data files for research on post-secondary education that HERI maintains. Individuals who are interested in using HERI data must submit a proposal for data access. When reviewing proposals, which should be 3-4 pages, HERI staff look to see that:

1. The questions addressed in the proposed project have adequate merit to justify investigation,
2. The study design is adequate to answer the questions being asked,
3. The appropriate institutional review board(s) have approved the project,
4. The dissemination plan specified by the investigator, and
5. The research is conducted in a manner that minimizes conflicts with other research that is being conducted by HERI staff or other investigators under previously approved projects.

Financial Issues

Approval of the project by HERI does not imply any offer of funding for the project; all costs of the research are the responsibility of the investigator. In most cases there are fees associated with data access. Please refer to HERI's fee structure for the latest data access costs.

Institutional Review Board Approval

Researchers from outside of UCLA must also obtain approval from their own institutional review boards. Approval by HERI does not carry with it any commitment to facilitate the execution of project beyond access to and descriptions of the data. While HERI staff will most likely be interesting in discussing your research topic, we do not formulate your analysis for you.

In order to fulfill the above requirements, the following should be submitted to the HERI at least one month before the proposed start date of the project:

1. Three hard copies of the full proposal or one electronic copy (see below for contents)
2. A completed and signed cover page (attached to this document). Students must have a faculty sponsor sign the cover page.

The proposal should include the following components:

Title.

Purpose. Explain the study's theoretical framework, making reference to the literature as appropriate.

Research questions. Explicitly state your research question(s).

Datasets and variables. Specify the existing data set(s) to be used (instrument and year), and the specific variables requested in the data set(s). You must provide a list of all the variables necessary for your study, as these are the only variables you will receive values for in the dataset you receive. Each requested variable should have a justification for inclusion in your section that explains your research question.

Analysis. Explain the analysis that will be performed.

References.

Location of study: Explain if you will be accessing the data in-house at HERI or would like to arrange for off-site access. If you plan on-site access, estimate when and how long you would need to be on-site.

Approval of your project does not include any obligation on the part of HERI to provide lodging or reimbursement for lodging (although HERI can make suggestions as to the most convenient and affordable lodging near UCLA).

Participants: List inclusion and exclusion criteria. Explain the rationale for the involvement of special classes of respondents such as women, students of color, or others.

Risks: Because HERI will only provide data files that do not contain individual or institutional identifiers, risks are minimal. Given the low-level of risk under this constraint, describe any potential risks to respondents and assess the likelihood and seriousness.

Dissemination: Describe the proposed dissemination of the results, including: to whom results will be released, how the results will be released, and a timetable for release. The investigator(s) should provide two copies of any reports to HERI immediately upon publication or presentation. HERI would like to have permission to put any results on the HERI website.

HERI Research Request Cover Page

Title of Study:

PRINCIPAL INVESTIGATOR:	
Institutional Affiliation:	
Address:	
Phone:	
Email:	

CO-INVESTIGATOR:	
Institutional Affiliation:	
Address:	
Phone:	
Email:	

☐ **NEW PROJECT**

☐ **REVISION OF PREVIOUS SUBMISSION***

**If revisions have been requested, please clearly identify and explain them*

SIGNATURES:

Principal Investigator

DATE: _____

Institution

For student projects

*** Faculty Sponsor or Department Chairperson*

DATE: _____

** Faculty Sponsor or Department Chairperson signature indicates:

- a) the scientific questions addressed in this study have adequate merit to justify studies involving human subjects,
- b) the potential risks of this study have been accurately and fully described, and
- c) the study design is adequate to answer the questions being asked.

Submit form to:

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Los Angeles, CA 90095-1521
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310.825.1925 v 310.206.2228 f

For OFFICE USE ONLY

☐ Approved ☐ Conditionally Approved ☐ Not Approved

COMMENTS:

REVIEWER'S SIGNATURE: _____