



Data Access and Use Procedures

Requests for ACAPT Data for Research

Individual institutions and/or other researchers affiliated with ACAPT and organizations and/or researchers not affiliated with ACAPT may seek to use data collected from the IPS and Center surveys for **research purposes**. ACAPT members and other researchers who desire access to de-identified data that are not available through the Center platform, must request a Data Set from the Center. If the request is approved, a Data Use Agreement must be completed by the investigator and ACAPT. **If publication or dissemination of research findings is planned, Institutional Review Board (IRB) approval is necessary for the use of information obtained from the Center.**

To request a Data Set from the Center:

1. Identify one principal investigator for the research. If the research is collaborative and includes more than one investigator, program or organization, identify one principal investigator who will be accountable for data use and security.
2. The principal investigator and/or the research team will use the ACAPT Center for Excellence **Data Dictionary** to determine what data variables relate to the research questions.
3. The principal investigator will complete the form, **Data Request and Description of the Research** (the Data Request), and submit to acapt@acapt.org.
4. The Data Request will be delivered to the ACAPT Data Advisory Committee for review and decision. Once the Data Request is received, the Committee will review and provide a decision within 15 working days. NOTE: A Data Request will be denied if: 1) it is not specific to a subset of all data housed in the Center; or 2) if the requested Data Set is so specific as to risk identification of an academic program.
5. If the Data Request is approved by the ACAPT Data Advisory Committee, the investigator will be sent a **Data Use Agreement** to be signed by the investigator and ACAPT.



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6. If publication is anticipated, the principal investigator will obtain approval through the primary investigator's Institutional Review Board (IRB).
7. Upon signing the ACAPT Data Use Agreement, the Data Set will be compiled and sent in a secure and confidential manner from ACAPT (Provider) to the principal investigator (Recipient).

The Data Advisory Committee is not available for consultation on individual research projects. ACAPT members in need of consultation are advised to join the ACAPT Education Research Network, which includes other ACAPT members with research expertise.

Data Requests from investigators who are not members of ACAPT will be subject to fees set by the ACAPT Board of Directors and designed to address the costs of processing requests and data collection.