Title of Research Project:________________________________________________________________________

Name and Title of Principal Investigator:__________________________________________________________

Receiving Department and Institution:______________________________________________________________

Date of IRB Approval:__________________________________________________________

IRB Protocol Number:________________________________________________________

Telephone Number:________________________________________________________

Email Address:________________________________________________________________________

Pledge of Confidentiality

I have received approval of my research proposal to access data derived from confidential files supplied to the North Carolina Education Research Data Center from the North Carolina Department of Public Instruction. I am aware of restrictions to use of such data specified by the Family Education Rights and Privacy Act (FERPA), enacted by the United States Congress and by North Carolina General Statute 115C.

I agree to fulfill my responsibilities on this project in accordance with the procedures and requirements established in the approved Data Use Agreement and Data Security Plan. These conditions include the following:

- That the data will be used solely for statistical analyses and that no attempt will be made to identify specific individuals, families, households, schools, or institutions, nor will any listing of data at the individual, family, or school level be published or otherwise distributed.
- That, if the identity of any student should be discovered inadvertently, then (1) no use will be made of this information, nor will it be shared with anyone else; (2) the identifying information will be safeguarded or destroyed.
- To avoid inadvertent disclosure of student identities by taking the following precautions in the release of statistics derived from the data set:
  - In no table should a single cell contain all cases in any row or column.
  - In no case should the total figure for row or column of a cross-tabulation be fewer than three.
o In no case should a quantity figure be based upon fewer than three cases.
o In no case should a quantity figure be published if one case contributes more than fifty percent of the amount.
o In no case should data on an identifiable case, or any of the kinds of data listed above, be derivable through calculation from the combination of tables released.
o Data released should never permit disclosure when used in combination with other known data.

- That only the persons identified in the data agreement as investigator or research staff will have access to the contents of the data files, including derived data files.
- To comply fully with the NCERDC-approved Data Security Plan.
- To respond promptly and in writing to inquiries from the NCERDC regarding compliance with this agreement or the expected date of completion of the research.
- To destroy all electronic and paper files by this date, specified within the data use agreement: ________________.
- To provide manuscripts to the North Carolina Department of Public Instruction prior to publication.
- To provide annual reports to the NCERDC, which include:
o A copy of the annual IRB approval for the project;
o A listing of public presentations at professional meetings using results based on the data; and
o Copies of papers accepted for publication using these data, with complete citations.

I agree that if I fail to abide by the procedures established in this agreement, the approved Data Use Agreement, and the approved Data Security Plan, I immediately will cease using and will destroy all data obtained or derived from the North Carolina Education Research Data Center.

Signature: ____________________________________________

Date: _____________________