

DATA ACCESS REQUEST

Tel 0800 808 561 • Email to nmssa@otago.ac.nz Subject line: NMSSA Data Access Request•
<http://nmssa.otago.ac.nz>

REQUEST MADE BY:			
Name of Primary Researcher:			
Position / Title:		Institution:	
Phone: work		Cell:	
Preferred email:			
If you are undertaking postgraduate research			
Name of Supervisor			
Position / Title:		Institution:	
Phone: work		Cell:	
Preferred e-mail:			
Supervisor approval of the study	If you are a postgraduate student, please attach a supporting letter from your supervisor providing evidence that you will be adequately supervised, the proposed research has been approved within your own institution, including gaining ethical approval, conditional on your application to access to the NMSSA data is successful.		

Outline of the Research Project in which you will use the data [max 500 words]	
Attach a proposal for the study, ensuring all items listed are detailed.	<ol style="list-style-type: none">1. Title of research2. Research objectives3. Rationale4. Method, including analysis techniques5. Proposed timelines6. Intended dissemination

Outline of the data required	
Specify details about the database and variables you wish to access.	<ol style="list-style-type: none">1. Learning area/s2. Year level (4 and/or 8)3. Data source (student, teacher, principal)4. Variables (e.g., demographic, scores, contextual questions)5. Other material (e.g. marking/coding guides)

Evidence of research support/ prior research	
Ethical Approval	<p>Has your study been approved by your institution's ethics committee?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>
Data storage and protection plan	<p>Can you store these data so that they are password protected and accessible only to you and members of your research team or your supervisor?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>
Prior research publications	<p>If you are not a postgraduate student, please give references of up to five relevant articles, reports, or books that you have written.</p>
Members of your research team	<p>Who are the members of your research team, and what are their roles on the team?</p>

Terms and Limitations of Data Use

- The data requested should be used solely for the research project described in the Data Access Request. New uses of these data outside those described in the Data Access Request will require submission of a new application.
- Once data have been utilised for the particular purpose and intended dissemination completed, all data files will be deleted as defined above, with the possibility of extension with approval of EARU and the Ministry of Education.
- Data are to be accessed only by named staff who have signed pledges of confidentiality.
- Videos and original student scripts will be viewed at EARU under supervision and are not to be copied.
- Data provided cannot be shared with collaborators from other institutions until they have submitted a similar application to use the dataset(s) from their institution(s) and have received approval.
- The primary researcher, as above, will maintain compliance with relevant legislation(s) for researcher-collected data. How this will be achieved must be considered prior to application.
- Data management and security will comply at all items with the provisions of the Privacy Act 1993.
- Access to requested data will be provided only via encrypted services, through a firewall and use of a token for authentication. The researcher and their institution will provide storage and back up of data while in use for the approved purposes, as well as analytical software necessary for the research process.
- A draft of any research paper or report will be sent to EARU and the Ministry of Education for comment or peer review, before publication, to a mutually agreed timetable.
- Researchers will provide timely payment of cost-recovery charges, where specified, for data preparation and corresponding data services.
- A harmonious and professional working relationship is necessary to achieve the specific and common aims of both parties. From time to time differences of opinion may arise. In the first instance such differences should be resolved at the level and location at which they occur. If this is not possible, the matter at issue will be forwarded to the line managers of the signatories for resolution.

Agreement to the Terms and Limitations of Data Use

I have read and understand the terms and limitations of data use.

Signature of Primary
Researcher:

Date:

For NMSSA use only

Date received:

Date approved: