PADR serves as the point of contact for investigators who require University administrative data as an essential component of their research. Administrative data are defined as information collected and maintained by the University as part of its normal business operations.

Prior to the release of administrative data, PADR works with University Data Stewards to ensure that the proposed use, and release of data, is consistent with state and federal regulations and with University policies, practices, and priorities.

Among other factors, PADR considers the evidence of University support/sponsorship, data accessibility, the involvement of external third parties, data storage and security plans, data retention plans, and the availability of resources to support the request.

PADR will not authorize the release of University data until a signed Data Use Agreement (DUA) and required supporting documentation has been received by PADR.

The time required to consider and fulfill data requests varies widely. As such, it is strongly recommend that this form be submitted at least three months prior to the desired project start date. This will allow sufficient time for application review, proposal refinement, scheduling of work, and development of the DUA.

The individual listed as the Principal Investigator on the project should be in one of the ranks identified by the University Research Board. See: http://research.princeton.edu/urb/pi-qualification-chart/Principal-Investigator-Qualification-Chart-by-Rank-updated-2013-7.pdf

If students are involved in the project, a faculty member or other individual authorized to supervise students must fulfill the PI role and provide appropriate oversight of the research.

Please note that this form must be completed in one sitting. Once submitted your application can not be modified. The entire application is displayed on the next screen. The questions displayed depend on your response to previous questions.

You may find it helpful to review the FAQs and this form (PDF and DOCX), before attempting to complete the on line version. The FAQs, and PDF/ DOCX version of this form are available at: http://ir.princeton.edu/make-request/request-data-research/padr-faqs

The on-line version of this form may be accessed at: https://princetonsurveys.qualtrics.com/jfe/form/SV_bxQi2cdl76YZ74F
Q1 Principal Investigator
(Individual should be in one of the ranks identified by the University Research Board.)

First name

Last Name

Title

Department

Campus Email Address

Campus Telephone

Q2 Are you the Principal Investigator?

- Yes  (Go to Question 3)
- No  (Go to Question Q2a)

Q2a If you are not the Principal Investigator, please provide your contact information

First name

Last Name

Title

Department

Campus Email Address

Campus Telephone
Q3 Please identify any others individuals who will have access to the administrative data you are requesting. This may include other members of the project team, such as faculty, postdocs, students, and staff members. Please provide the following information for each individual:

Name
Affiliation (faculty, postdoc, student, staff member)
Role on project

Q4 Project Title

Q5 Proposed Project Start Date and End Date

The proposed project start date is the date when the data you are requesting are needed. For planning purposes, we recommend that you allow three months for your request to processed.

Proposed Start Date (mm/dd/yyyy)
Proposed End Date (mm/dd/yyyy)
Q6 Please provide a project description highlighting objectives, hypotheses to test, and scholarly contribution.
(500 words maximum)

Q7 What are the potential benefits of this research to the University, and/or higher education in general? Are the potential benefits to the field of study, and/or society in general?
(500 words maximum)

Q8 What type(s) of analyses are planned and what are the expected results?
(500 words maximum)
Q9 Please provide a description of administrative data being requested, being as specific as possible. (Should you wish to submit additional supporting documents, they may be sent to provres@princeton.edu)

- The University has classified social security number, bank account number, driver’s license number, state identity card number, credit card number, and protected health information (as defined by HIPAA) as Restricted Information. PADR is not authorized to release Restricted Information.

- In general, the University will not release data files that include direct personal identifiers. Other variables that are deemed sensitive or increase the risk of indirect re-identification of individuals may be transformed prior to release.

Q10 Please provide a description of how the findings of your study will be reported/shared/presented.

(500 words maximum)
Q11 Research that involves human subjects

Research that involves human subject must be reviewed by Princeton University's Institutional Review Board (IRB), which oversees human subjects research. Research involving human subjects may not begin until the IRB has issued its determination/approval.

Is this project an extension of modification of research that has been reviewed previously by the Princeton's IRB?

- Yes (Go to Q11a)
- No (Go to Q11b)

Q11a If this project an extension of modification of research that has been reviewed previously by the Princeton's IRB Please provide your IRB project number or forward a copy of your approval letter, or determination to: provres@princeton.edu.

Principal Investigator

Project title

IRB Project Number

Date of IRB Determination/Approval

Q11b If you are unsure whether your proposed research is human subjects research, you may wait until you have received feedback from this application; or email a synopsis of the proposed activity (2-3 paragraphs) to the IRB.

Please include the following in the synopsis:

- Study funding Purpose
- Study procedures
- Any draft study measurements (survey, questionnaire, and interview guide).
Q12 Are you working with any of the following programs on this project? (Mark all that apply)

☐ Campus as Lab (Office of Sustainability)

☐ Campus Behavioral Science Initiative (CBSI)

☐ IDEAS for Higher Education

☐ Other University Program ________________________________

☐ No, I am not working with any of these programs

Q13 Is this research part of an existing or planned collaboration with an administrative office or unit at Princeton University?

☐ Yes, I am already working with an administrative office or unit. (Go to Q13a)

☐ No, I am not planning to work with an administrative office or unit on this research. (Go to Q14)

☐ Possibly, but I have not been in contact with the administrative office(s) or unit(s). (Go to Q13b)
Q13a Please identify your primary contact in the administrative office or unit.

Name (first, last)  
Title  
Office/Unit  
Campus Email Address  
Campus Telephone

Q13b Please tell us about any plans you have about collaborating with an administrative office or unit at Princeton University on this research.  
(500 words maximum)

Q14 Is this research being funded by a grant or sponsored award?

- Yes (Please specify source)

- No
Institutional Review Panel for the use of Administrative Data in Research (PADR)
Application

Q15 Do you envision the need to share your primary data with other researchers?

- [ ] Yes (Go to Q15a)
- [ ] No (Go to Q16)

Q15a Please tell us about any conditions, requirements, or expectations that would necessitate the secondary disclosure of the administrative data you are requesting.

---

---
Q16 Information Security

To provide a security framework that will ensure the protection of University Information from unauthorized access, loss or damage while supporting the open, information-sharing needs of our academic culture, Princeton University data are classified into one of four levels based on its sensitivity and the risks associated with disclosure. The classification level determines the security protections that must be used for the information.

Additional information is available at:
https://protectourinfo.princeton.edu/classify

Q16a Data Storage and Security

Anyone who conducts research with administrative data provided by Princeton University has a responsibility to protect that data in accordance with University policy. Researchers are encouraged to review the Research Data Security guidelines at https://www.princeton.edu/ria/human-research-protection/data/

Please explain how you will store, secure, and analyze these data so that they are adequately protected from theft, loss or unauthorized use.
Q17 Acknowledgment of Terms and Conditions

(Please indicate your acknowledgment of the following terms and condition by clicking each of the statements)

Q17a Data Use Agreement

- I understand that all individuals who have access to the administrative data being request will be required to sign a Data Use Agreement (DUA) that may include additional terms beyond those listed here.

Q17b Project Updates

An annual progress report shall be submitted by the PI to PADR for multi-year projects. Each progress report must include at least an accurate list of members of the project team, a summary of progress to date and a listing on anticipated publication submissions.

- I agree to submit an annual progress report for multi-year projects.

Q17c Fees

Depending on the nature of the data being requested, significant time and effort may be required to fulfill your request. In such situations, the Principal Investigator may be asked to defray the costs associated with the fulfillment of this request. The Principal Investigator will be contacted before any costs are incurred.

- I understand that I may be asked to defray the costs associated with the fulfillment of this request.

Q17d Restriction of Transfer of Data to Third Parties

- I understand that the requested University data may not be shared or transferred to any other researcher or any third-party, without the prior written permission of PADR.
Q17e Reporting Guidelines
Presentations based upon administrative data must be formatted in manner that:

- Is consistent with state and federal regulations and with University policies on data security and privacy.
- Reduces the risk of unintentional, accidental and/or secondary release of University information.
- Reduces the risk of unintended, direct or indirect, disclosure of personally identifiable information.

Reporting guidelines and accepted best practices are available at:
https://ir.princeton.edu/data/institutional-research-reporting-guidelines

☐ I understand that all presentations based upon these data must be formatted in a manner that is consistent with state and federal regulations and with University policies on data security and privacy.

Q17f Publications
External publication based upon these data are permitted, with prior notification of PADR, typically in the form of pre-print or embargoed copy of the publication.

☐ I agree to submit a pre-print or embargoed copy of any publication resulting from this project at least 14 days prior to the anticipated date of publication.

☐ After publication, I agree to provide PADR a copy of the published research.

Q17g Disposition of the Data

☐ I agree that upon completion of this project I shall return or destroy the original administrative data file and all copies, and derivatives whether not combined or integrated into another data set.
Institutional Review Panel for the use of Administrative Data in Research (PADR)
Application

Submit Form

Press the submit button shown below to submit your application.

Shortly after this form is submitted, an email confirmation will be sent to the email addresses provided in this form.

Applications are considered on an on-going basis in the order they are received.

Applicants can expect feedback on their application within 14 days of submission.

Should you have any questions regarding your proposal please contact:

Jed Marsh
Vice Provost for Institutional Research
provres@princeton.edu
8-7860