NCHS Research Data Center (RDC) Student Advisor Agreement

RDC services include:
- Reviewing your application for feasibility and disclosure risk
- Creating an analytic file that matches the data dictionary provided in the approved application
- Conducting a disclosure review of the output from your statistical analyses

RDC services **do not** include:
- Providing methodological, statistical and/or analytical advice for your project
- Writing statistical code for your project analyses
- Providing public-use variables for your analytic file
- Providing external data for your analytic file
- Producing output described in your approved application

Project Timing:
- Estimate a minimum of 12 weeks lead-time for application review. The review process is iterative, with comments from the reviewers provided to you via the Standard Application Process (SAP) portal for application revision.
- Estimate a minimum of 12 weeks before access to the data is granted after application approval. Users must complete NCHS confidentiality training, submit designated agent forms and data access agreement, and submit payment before they are granted access to the data. Federal Statistical RDC users must also apply for Special Sworn Status (SSS) and pay the SSS fee.
- Allow sufficient time for conducting data analysis to produce output as described in the approved application.
- Allow time for scheduling the RDC visit and travel to the RDC. You must schedule your RDC appointment at least 7 days in advance.
- Estimate a minimum of at least 3 weeks for a disclosure review of each output request. Follow the procedures in the RDC *Disclosure Manual* for output. The output review takes time depending on the quantity of the output and RDC staff workload. Approved output will be emailed to the researcher.

RDC Application Approval:
- Approval allows you access to restricted-use data. It is not an endorsement of your research.
- Research projects may change over time. Notify your RDC Analyst about any major changes to your project. Project changes will likely require you to submit an amended application.

Output:
- The RDC Analyst will only release output described in the approved application.
- The RDC does not release intermediate output. Advisors must come to an RDC to review intermediate output generated by the student. The RDC *Disclosure Manual* outlines the procedures users and the RDC Analyst must take to prevent disclosure.

I have read and agree to the above statements and will plan accordingly. I have also read the RDC *Disclosure Manual* and agree to abide by all rules and restrictions of the NCHS Research Data Center.

Student: _____ Signature: _____ Date: _____

Advisor: _____ Signature: _____ Date: _____