

Data Sharing Definitions and Policies for the ReBUILDetroit Program

Acronyms:

CEC: Coordination and Evaluation Center
CURE: Course-based Undergraduate Research
HERI: Higher Education Research Institute
IR: Institutional Research
M&E: Measurements and Evaluation Workgroup
NIH: National Institutes of Health
P&P: Publications and Presentations Committee
RCN: Research Coordination Network
SEP: Summer Enrichment Program
SRE: Summer Research Experience

1. What constitutes “**BUILD data**”?

BUILD data are any **data collected specifically for the purpose of evaluating the implementation or impact of ReBUILDetroit** either: (a) locally for ReBUILDetroit evaluation (ReBUILDetroit Data), (b) by the CEC/HERI, or (c) IR data to be shared across the three institutions. *Exhibit A shows the categories of BUILD data.*

EXHIBIT A: Examples of ReBUILDetroit Evaluation Data

ReBUILDetroit Student Data from:

- HERI annual surveys
- SEP surveys + focus groups
- SRE annual surveys + focus groups
- Senior surveys
- RCN/CURE surveys
- IR data (grades, persistence, graduation)
- Tracker data (participation)

Comparison Student Data from:

- CEC/HERI annual student surveys
- IR data (grades, persistence, graduation) matched for comparison to BUILD cohorts

Faculty/Staff Data from:

- HERI annual surveys
- 2017/2019 survey of ReBUILDetroit Faculty
- Professional development workshop surveys
- Tracker data (participation)
- End of SEP surveys
- Annual interviews with RCN/CURE faculty
- Annual interviews with success support teams

2. What are “BUILD data results”?

BUILD data results are displays or reports created from the analysis of BUILD data. These can be either numerical results (quantitative) or narrative (qualitative) results. BUILD data results can be local or national.

3. For the purpose of using ReBUILDetroit data results, what constitutes Internal/External use?

Internal Use: Any sharing of ReBUILDetroit data results to any one person or group of people who have authorized access to the ReBUILDetroit Data Report Repository.

The following groups are authorized to access data in the ReBUILDetroit Data Report Repository:

- Steering Committee
- Leaders and institutional representatives of the Institutional Development, Research Enrichment, and Student Training Cores
- Measurement & Evaluation (M&E) Workgroup members
- Current faculty teaching in the Research Methods and RCN/CURE curricula
- Institutional representatives from the offices of Sponsored Programs and Institutional Research
- SPEC Associates (external evaluator)

All others must first complete a [ReBUILDetroit Data Report Request Form](#) and submit it to the Methods and Evaluation (M&E) Workgroup via SPEC Associates. This [ReBUILDetroit Data Report Request Form](#) can also be used to request data results that are not in the Data Report Repository.

External Use: Any sharing of data results (e.g., presentations or publications) outside of those with access to the ReBUILDetroit Data Report Repository (e.g., with CEC, other national BUILD sites or publicly). If data results are being shared within an institution but outside of the ReBUILDetroit program, then this is considered external use. These reports are confidential, and security must be maintained.

**Authorized data users should recall that identifiable data, or potentially identifiable data, should not be released. Data security should be maintained.*

4. What data can NIH access and how does ReBUILDetroit track data shared with NIH?

As the primary funder of ReBUILDetroit, NIH can request and receive any data results. Anyone who provides data results to NIH should notify the M&E and provide a copy of the data results so all data sharing with NIH can be documented.

5. What BUILD data require approval for External Use?

All BUILD data need approval from either the M&E or P&P to be shared outside of ReBUILDetroit, depending on intended external use (sharing with NIH excepted, as noted above).

6. What data affiliated with BUILD do not require approval from M&E before being using externally? Any publications or presentations that contain ReBUILDetroit data must still follow P&P procedures.

Administrative data (e.g., anonymized grades of BUILD and comparison students, HERI data sent back to the institution) about ReBUILDetroit Scholars collected by one institution for use by only that institution do not need approval from the M&E to be shared externally.

Independent research conducted by a faculty mentor with ReBUILDetroit Scholars as mentees and with a non-BUILD related hypothesis do not need approval from M&E.

Research that does not use any BUILD data results does not need approval from M&E. (e.g., studying the impact of a pedagogical technique in a classroom that happens to include BUILD students).

7. What is the Internal IR Approved Evaluation Report Archive?

The **Internal IR Approved Evaluation Report Archive** includes reports produced by SPEC and approved by relevant IR departments at the three institutions. Anyone who has access to the ReBUILDetroit Data Report Repository can view data results in this archive (e.g., ReBUILDetroit faculty, staff, SPEC).

Currently, **individual RCN/CURE class survey reports are not included in the internal archive**. Individual RCN/CURE teachers receive these reports and can share them at will. Cross-class RCN/CURE survey results are included in the Internal IR Approved Evaluation Report Archive.

8. What if a ReBUILDetroit Program Team Member leaves the program and their Consortium Institution, can they take ReBUILDetroit data with them?

The ReBUILDetroit consortium is a sponsored project funded by the NIH as a part of its national BUILD (Building Infrastructure Leading to Diversity Program). Based on federal policies, all data collected as part of the ReBUILDetroit Program belongs to and must be retained within ReBUILDetroit, including SPEC Associates. Should a researcher leave the Consortium, the Consortium and the individual should come to an agreement over whether the individual may take the original data or a copy of the data with them.¹

This document was modified from the ReBUILDetroit Data Results Sharing Protocol that was approved by the Steering Committee on 1/26/18.

¹S. Erickson and K. M. Muskavitch, "Retention of Data," The Office of Research Integrity, [Online]. Available: https://ori.hhs.gov/education/products/rcradmin/topics/data/tutorial_11.shtml. [Accessed 8 October 2015].