Overview of the Life Cycle of Research Projects Using Confidential Microdata from the NYCRDC for Syracuse University Researchers

Syracuse University has become an affiliate of the New York Census Research Data Center (NYCRDC). Our primary administrative partners are at Cornell University. This document lists the process for SU researchers to obtain and publish with confidential data secured from the NYCRDC.

1. Submit a two page informal proposal for a project that proposes to use confidential data stored in the RDC. SU researchers should complete the application form on website: http://www.maxwell.syr.edu/cpr/CPRRDC/CPRRDC/ and submit to CPR administrators for approval.
2. Once approved, the informal proposal will be forwarded to the administrators at the NYCRDC. NYCRDC administrators will prepare and submit pre-proposal to Census Bureau, NCHS or AHRQ.
   a. Register with CES Management System
   b. Census – NYCRDC staff will work with researcher to get informal review from appropriate persons at Census Bureau
   c. NCHS – NYCRDC staff will work with researcher to get informal review from appropriate persons at NCHS
   d. AHRQ – send to AHRQ Data Center contact at FACTDC@AHRQ.HHS.GOV
3. After incorporating suggestions, write a formal proposal.
   a. Meet/conference call with NYCRDC administrators to discuss the proposal development guidelines and receive resource materials useful in writing a proposal. This development involves not only making a case for why the research has scientific merit, but must also establish how it will benefit the statistical agency. This is the legal requirement for granting an external researcher access to confidential data.
   c. NCHS: http://www.cdc.gov/rdc/
   d. AHRQ: http://meps.ahrq.gov/mepsweb/data_stats/onsite_datacenter.jsp
4. Submitting the proposal. CPR administrators will submit to NYCRDC to review and approve.
   a. For Census data, the NYCRDC will submit the proposal to the CES Management System.
   c. For AHRQ data, self-submission by mailing application package to AHRQ Data Center coordinator. Instructions at http://meps.ahrq.gov/mepsweb/data_stats/onsite_datacenter.jsp.
5. Proposal review process
   a. Census
      i. CES reviews for benefits to Census Bureau data programs and scientific merit.
      ii. CES reports there is a 75 day average to make decision following submission.
      iii. Proposals involving Federal Tax Information (FTI) must also be reviewed by IRS, which adds to the review time.
   b. NCHS
i. Committee reviews proposal for appropriateness, availability of data, and public health benefit.
ii. The review takes about six to eight weeks.

AHRQ
i. A committee reviews application
ii. Applications are accepted continuously and are reviewed and approved on a monthly basis.

6. Special Sworn Status (SSS) and Census Badge
a. Researcher must have Census badge to enter the RDC in Ithaca, NY.
b. Research Director at NYCRDC will notify SU researcher when they may apply for SSS.
   Generally researchers must submit SSS forms after proposal has been approved.
c. One should expect to wait 60 to 90 days before SSS is approved and a Census badge issued. NYCRDC administrator will notify researcher and schedule on-site orientation.

7. On-Site Orientation to the RDC in Ithaca, NY
a. Receive Census badge from administrator
b. Obtain copy of CES’ Researcher Handbook from NYCRDC administrator
c. NYCRDC Research Director will issue
   i. a unique individual code and provide instruction for motion detection system in the NYCRDC.
   ii. a proximity card registered/issued for access to building and interior doors with swipe locks.

8. See Researcher Handbook for
   a. suggestions and links to other training material.
   b. the process for getting work reviewed and released.
   c. guidelines for submission of articles to journals and dealing with a “revise and resubmit.”
   d. reporting on papers and professional presentations based on work in the RDC.

To contact CPR Administrators directly with any questions about the application process email: CRRDC@maxwell.syr.edu