



**National Science Foundation  
National Center for Science and Engineering Statistics  
ORGANIZATIONAL DATA USE AGREEMENT**

Data collected by the National Center for Science and Engineering Statistics (NCSES)<sup>1</sup> may be used only for the purpose for which they were obtained – data processing, statistical analysis, and statistical reporting. Any effort to determine the identity of any respondent or to use or disclose the information for any purpose other than statistical analysis and statistical reporting could violate the Confidential Information Protection and Statistical Efficiency Act of 2018 (CIPSEA); Title 13 United States Code, section nine; section 14(i) of the National Science Foundation Act of 1950, as amended, 42 U.S.C. 1873(i); and/or the Privacy Act of 1974 as amended, 5 U.S.C. 552a. NCSES is the designated System Manager for these Privacy Act systems of records covering this statistical data.<sup>2</sup>

NCSES has taken every effort to assure that the confidentiality of the data is carefully protected. Considerable harm could ensue if there were unauthorized access to or disclosure by any user of the data, of identifiable information concerning a respondent to the survey. The organization using these data accepts an obligation equivalent to that of the releasing organization (NCSES) to protect the file against unauthorized access and disclosure of data. Therefore, the receiving organization agrees to:

1. Use the files only for statistical and research purposes as authorized by NCSES; no attempt will be made to identify or contact individual survey respondents unless such identification is directly related to survey administrative tasks authorized by NCSES.

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<sup>1</sup> NCSES collects data through the following surveys: Early Career Doctorates Survey, Survey of Earned Doctorates, Survey of Doctorate Recipients, National Survey of College Graduate, National Survey of Recent College Graduates, Survey of Graduate Students and Postdoctorates in Science and Engineering, National Training, Education, and Workforce Survey, Survey of Postdocs at FFRDCs, Annual Business Survey, Business Enterprise Research and Development Survey, Business R&D Innovation Survey- Microbusiness, FFRDC Research and Development Survey, Higher Education Research and Development Survey, Nonprofit Research Activities Survey, Survey of Federal Funds for R&D, Survey of Federal Science and Engineering Support to Universities, Colleges, and Nonprofit Institutions, and the Survey of State Government Research and Development.

<sup>2</sup> The U.S. Census Bureau is the designated manager for the system of records for the NSCG and NTEWS.

2. Release information from the data only in statistical summaries that do not disclose information about any individual survey respondent.
3. Not release the data or any data product to any other organization or person without prior approval from NCSES.
4. Have all subcontractor organizations sign the Organizational Data Use Agreements and return the originals to NCSES.
5. Have all employees (including subcontractor employees) who have the potential to interact with the data, sign the Individual Data Use Agreement and return the original to NCSES.
6. Not link the data with any other system of records unless such a task is formally approved by NCSES.
7. Inform the NCSES Chief Statistician and NCSES Confidentiality Officer of any data violations within one hour of discovery.
8. Return any copies of the data to NCSES at the completion of the contract or license agreement. No copies of the file or confidential data will be retained by the receiving organization.

As the authorized representative of this organization, I hereby agree that this organization and its employees will comply with the provisions specified above and the confidentiality laws cited above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: Data Use Agreements must be renewed annually to continue access to confidential data.**



**National Science Foundation  
National Center for Science and Engineering Statistics  
INDIVIDUAL DATA USE AGREEMENT**

Data collected by the National Center for Science and Engineering Statistics (NCSES)<sup>1</sup> may be used only for the purpose for which they were obtained – data processing, statistical analysis, and statistical reporting. Any effort to determine the identity of any respondent or to use or disclose the information for any purpose other than statistical analysis and statistical reporting could violate the Confidential Information Protection and Statistical Efficiency Act of 2018 (CIPSEA); Title 13 United States Code, section nine; section 14(i) of the National Science Foundation Act of 1950, as amended, 42 U.S.C. 1873(i); and/or the Privacy Act of 1974 as amended, 5 U.S.C. 552a. NCSES is the designated System Manager for these Privacy Act systems of records covering this statistical data.<sup>2</sup>

NCSES has taken every effort to assure that the confidentiality of the data is carefully protected. Considerable harm could ensue if there were unauthorized access to or disclosure by any user of the data, of identifiable information concerning a respondent to the survey. Therefore, the undersigned gives the following assurances with respect to these data:

1. I will not use the data for any purpose other than statistical analysis, statistical reporting, or other uses as authorized by NCSES. I understand that information from the data will be publicly disclosed only in statistical summaries which do not

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<sup>1</sup>NCSES collects data through the following surveys: Early Career Doctorates Survey, Survey of Earned Doctorates, Survey of Doctorate Recipients, National Survey of College Graduate, National Survey of Recent College Graduates, Survey of Graduate Students and Postdoctorates in Science and Engineering, National Training, Education, and Workforce Survey, Survey of Postdocs at FFRDCs, Annual Business Survey, Business Enterprise Research and Development Survey, Business R&D Innovation Survey- Microbusiness, FFRDC Research and Development Survey, Higher Education Research and Development Survey, Nonprofit Research Activities Survey, Survey of Federal Funds for R&D, Survey of Federal Science and Engineering Support to Universities, Colleges, and Nonprofit Institutions, and the Survey of State Government Research and Development.

<sup>2</sup> The U.S. Census Bureau is the designated manager for the system of records for the NSCG and NTEWS.

disclose information about any individual respondent, and only after written authorization from NCSES.

2. I will not disclose the data or any part of them to any other person or organization, except as specifically allowed and instructed under fully ratified contracts or license agreements.
3. I will not use the data to attempt to learn the identity of, or to gain information concerning, any individual survey respondent included in the data unless the task is directly related to survey administrative tasks with written authorization from NCSES.
4. If the identity of any individual survey respondent should be discovered inadvertently, I will not make use of this knowledge and will advise the NCSES Chief Statistician and NCSES Confidentiality Officer (1) of the incident, (2) how the information about the respondent will be safeguarded, and (3) that no one else will be told of the information discovered.

I hereby agree to comply with the provisions specified above and the confidentiality laws cited above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: Data Use Agreements must be renewed annually if access to the confidential data is to be continued. Survey Contractor's staff are exempt from the condition (4) above when the identification is directly involved in the survey conduct, as authorized by NCSES.**

OMB requires that all individuals (e.g., NCSES staff, contractors, researchers) who work with confidential data must undergo annual training on confidentiality laws and best practices to keep respondent information confidential. As noted in the Confidential Information Protection and Statistical Efficiency Act of 2018, NCSES is responsible for “training their officers, employees, and agents in their legal obligations to protect the confidentiality of individually identifiable information.”

**All NCSES employees, onboarded contractors, and external contractors are required to complete the 2024 NCSES Data Confidentiality Training by March 31, 2024.**

External Contractors who do not have internal access to NSF systems or staff that use VDI, please use the link below. For those accessing the course from the link below, they have to print the certificate to certify that they’ve completed the course.

### **2024 NCSES Data Confidentiality Training (CIPSEA)**

**Here is the link to the required 2024 NCSES Data Confidentiality Training (CIPSEA):**

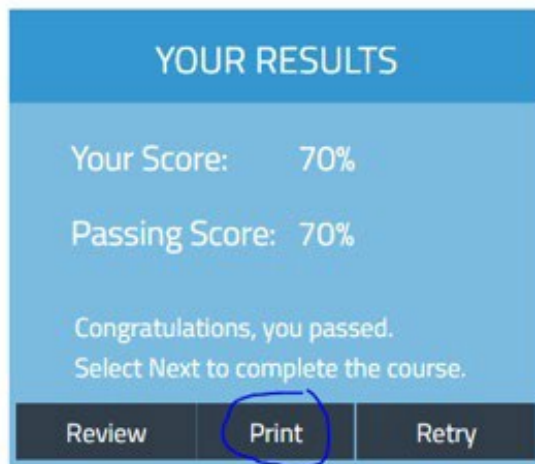
<https://360.articulate.com/review/content/b32c983c-ba20-4b98-9893-7058a0eef259/review>

You and all your collaborators must complete this training.

To complete the training, it is required to have a passing score of 70% or better. You are able to retake the training as many times as needed until a passing score is achieved.

Here are instructions on how to provide a **copy of test results**:

After completing the training with a passing score of 70% or better, click on the **Print** button.



Enter your name and then select OK.

**NCSES** National Center for Science and Engineering Statistics

## YOUR RESULTS

**Enter name**

Enter your name in the field below:

OK

Review Print Retry

Right click on your mouse and select **Print** to bring up printing options. Select **Save as PDF** and select the location on your computer to save the document. Rename the document as **Results\_(Name)**. Save the document to your computer. Attach PDF of copy of test results to email.

2/6/24, 12:04 PM

Results

**NCSES Data Confidentiality Training 2024**

**David Folkerts**

Date / Time	Student Score	Passing Score	Result
February 6, 2024 11:57 am	70	70	Pass


**NCSES Data Confidentiality Training 2024**

#	Question	Correct Answer	Student Answer	Result	Points Awarded
1	1. Which of the following uses of confidential NCSES survey information is for a statistical purpose?	Using survey information to create aggregate statistics.	Using survey information to create aggregate statistics.	Correct	10
2	2. John works on our SDR survey that is collected under CIPSEA. John receives a call from Sandra who works in the NSF policy office. Sandra says she needs restricted-use data on scientists and engineers with disabilities for use in analysis work requested by NSF officials and outside interests. John should:	Tell Sandra that the information was collected under a pledge of confidentiality for statistical uses and that a formal agreement must be established before any confidential information is shared with persons that do not work for NCSES. Then, John should refer Sandra to the NCSES Licensing Coordinator.	Tell Sandra that the information was collected under a pledge of confidentiality for statistical uses and that a formal agreement must be established before any confidential information is shared with persons that do not work for NCSES. Then, John should refer Sandra to the NCSES Licensing Coordinator.	Correct	10
3	3. Which of the following surveys are (is) protected by CIPSEA?	Survey of Doctorate Recipients (SDR).	Survey of Doctorate Recipients (SDR).	Correct	10
4	4. NCSES can designate agents to perform exclusively statistical activities (including data collection) subject to CIPSEA limitations and penalties. Agents can be which of the following? Select all that apply.	An employee of a private organization or a researcher affiliated with an institution of higher education., Someone who	An employee of a private organization or a researcher affiliated with an institution of higher education., Someone who	Incorrect	0

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**David Folkerts**

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Data Access, Confidentiality, and Quality Assessment

**National Center for Science and Engineering Statistics**

National Science Foundation

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