

**Data Request Packet for
Access to California Department of Justice Data**

Table of Contents

Introduction..... a

Data Request Application Checklist: b

Data Request Project Outline: 1

Introduction

The California Department of Justice (CADOJ) provides data access to authorized users. This packet contains important information about the release of CADOJ data and the mandatory forms that must be completed before your team can begin receiving data. You must adhere to the Conditions of Release Form pertaining to the dataset that you are interested in requesting. Once the packet has been completed in its entirety, please email all documentation to the DataRequests@doj.ca.gov inbox.

Summary of process:

- Requestor completes the Data Request packet and sends to CADOJ.
- CADOJ reviews/approves/denies the submitted request.
- If approved, team members must complete a background check.
- CADOJ project approvals are valid for one-year.
- If project will continue past one-year, requestor will complete the renewal process.

For more information on this process, please go to:

<https://www.oag.ca.gov/research-center>.

- When the CADOJ data is used or referenced in any publication, a copy of that publication must be furnished to DataRequests@doj.ca.gov.

For questions at any time during this process, you may call the CADOJ Research Center's Data Request Unit at (916) 210-3260 or send an email to: DataRequests@doj.ca.gov.

Data Request Application Checklist:

- Project Outline
- Curriculum Vitae of Team Lead
- Conditions for Release of CADOJ data. Please select the form(s) specific to the dataset(s) requested.
- If applicable, please provide drafts of relevant research materials, such as: Proposals, endorsements, questionnaires, interview schedules, and sample informed consent statements.
- If applicable, please provide sponsoring agency's Institutional Review Board (IRB) approval.
- If applicable, for CURES data requests please provide copies of individual's human subjects research consent form.
- Certification of Human Subjects Protection Training is required for each authorized staff. If you do not have a current training certificate, please refer to the following link for the required reading material and signature page:
<https://oag.ca.gov/sites/all/files/agweb/pdfs/Protection-of-Human-Research-Participants.pdf>



DATA REQUEST PROJECT OUTLINE

Please answer the following questions in the space provided. All information must be typed.
You may attach a more detailed project description if you choose.

New Request Modified Request CADOJ File Number: _____

Date: _____

Public Agency/Research Body Name: _____

Principle Investigator/Team Lead Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____ Email: _____

Information Security Officer/IT Manager Name: _____

Phone: _____ Email: _____

Project Title: _____

Anticipated Completion of Project or Report Date: _____



Data Request Project Outline

Team Member Name	Data will be accessed on-site at: (provide location for each team member)	Part of Data Analysis Team? Yes or No	Part of IT* Team? Yes or No

*Information Technology

By signing below, I acknowledge that the indicated location of where each team member will access the requested data is accurate and no team member will access the requested data outside of the provided location. I understand that failure to comply with these terms may result in the loss of access to the Department's data for this and/or future research projects.

Signature of Principle Investigator

Date

Data Request Project Outline

Purpose of Project and Project Background

- 1. Purpose and objectives of the project or report: What issues is the project designed to address? Please clarify and identify how the requested data will be used to support your project. (If you need extra space to answer this question, please attach additional sheets.)

Data Request Project Outline

Purpose of Project and Project Background

2. What are the expected benefits of this project? (If you need extra space to answer this question, please attach additional sheets.)

Data Request Project Outline

Purpose of Project and Project Background

- 3. If applicable, what is the funding source? If the funding source is public or private grant, please provide the grant period and its expiration date. (If you need extra space to answer this question, please attach additional sheets.)

Data Request Project Outline

Methodology

1. Provide a detailed description of the proposed project design and methodology.(If you need extra space to answer this question, please attach additional sheets.)
 - Where will the data analysis be conducted?
 - Will a cohort data file be provided for matching purposes? If yes, who will be providing the cohort file to CADOJ? (CORI Data Requests Only)
 - A detailed description of your data request, including but not limited to:
 - o Database
 - o Timeframe
 - o Identifiers (CORI Data Requests Only)

Data Request Project Outline

Data Transfer Method

- 1. Secure File Transfer Protocol (SFTP) is a network protocol that provides file access, file transfer, and file management over a reliable data stream. CADOJ's preferred method of data transfer is through SFTP. Is your organization equipped to transfer data via SFTP? Who will be downloading the data?

Data Request Project Outline

Other Formal Project Approvals

1. If applicable, provide information pertaining to other formal project approvals, such as Institutional Review Board (IRB) approvals for the academic community. Provide a copy of all documentation submitted as part of that review and approval process including the application number and expiration date. This document should demonstrate that the IRB is aware of, and has considered, relevant federal and state laws and regulations regarding the use of human subjects in general, and specifically the use of human subjects who are incarcerated, who are minors, or who are otherwise vulnerable populations.