



DC COURTS

DATA AND RESEARCH REQUEST FORM INSTRUCTIONS



SECTION I: THIS SECTION MUST BE COMPLETED BY ALL REQUESTORS

1. Enter the **First** and **Last Name** of the person requesting data or requesting to conduct research involving or supported by DC Courts. If there are multiple people involved in the request, enter the name of the person who will serve as the primary point of contact, the principal investigator if the project is research.
2. Enter the **date of the request**. This date should reflect the date the form was completed and submitted, not the date the request was started. If changes are made to the form and it is resubmitted, this date should be changed to reflect the new submission date.
3. Enter the work/professional **email address** of the primary contact listed in number one. If the individual does not have a work/professional address, a personal email address may be entered.
4. Enter the **phone number** of the individual listed in number one. This should be the number where the individual can best be reached and where voicemail messages can be left.
5. Select the one **affiliation** that most closely reflects the requestor's employer. If the requestor, for example, is employed by a research firm or university, but the project is a federally funded grant, the requestor would select private/non-profit since that is where the requestor is employed. If none of the choices is appropriate, please select "other" and describe the organization to which the requestor is affiliated. The following definitions apply:
 - Academic Institution:** An educational institution dedicated to education and research, which grants academic degrees.
 - Government Agency:** This refers to any local, state, or federal organization.
 - Private/Non-Profit Organization:** A non-business entity dedicated to furthering a particular cause or advocating for a specific view.
 - Research Agency:** An agency whose primary focus is research, data collection and management, statistical analysis, survey development and deployment, etc.
6. Enter the **name of the organization/agency** indicated in number five. If applicable, enter both the Division/Unit as well as the agency or organization name.
7. In a few sentences describe the **purpose** the data are being requested or the research that is being conducted (e.g. for an evaluation, for graduate studies, grant reporting, etc.)
8. Enter the **date** that the data being requested are needed or the date the research will begin. Note that this date cannot be less than 30 days before the date submitted listed in number two.
9. Check the **frequency** the information you are requesting is needed.

10. Check **what specifically is being requested**. More than one box may be checked. In completing #10, the following definitions apply:

Aggregate information: Aggregate information is obtained by combining and summarizing smaller pieces of data (e.g. number of females charged with misdemeanors in a given year, the percentage of marriage licenses issued in each month during a given year, etc.)

Individual/case level data: Includes any data for individual cases or individuals.

Access to DC Court judges, staff, or customers/court users: This would include gathering information through direct interaction with DC Court judges, staff, or customers/court users through interviews, focus groups, surveys.

SECTION II: THIS SECTION TO BE COMPLETED ONLY IF YOU CHECKED “A” ON QUESTION #10.

11. Complete the chart by entering the specifics for EACH data element requested. A separate row must be completed for each data element being requested. However, if the time frame and groups are the same for each data element being requested, you may place “same” in these fields for the second and following elements.

Specific Data Element Requested: List the data being requested (e.g. number of felonies filed, etc.)

Time frame: List the time frame for which you are requesting the data (e.g. in 2017, between March and July 2016, etc.)

Specific Groups to be included/excluded: List any groups that should be excluded (e.g. females), or included if data are being requested for only a limited group (e.g. individuals less than 30 years of age). If requesting all information, enter “all” in this column.

Comments (optional): Provide any comments that may assist in clarifying the data being requested. If there are not additional comments, this field may be left blank.

SECTION III: THIS SECTION TO BE COMPLETED ONLY IF “B” OR “C” ARE CHECKED ON QUESTION #10.

12. Enter the **title** of the project, study, report, etc. If a title is not determined, enter the word DRAFT (in all caps) followed by a few words that describe the project.
13. Enter the **project abstract**, a few sentences which describe the major aspects of the project. At a minimum, include: the overall purpose (why is the topic important), the problem the project is trying to solve, the approach (what is your plan for finding answers to your questions).
14. List EACH **question** the project intends to answer along with the specific **approach/methodology** that will be used to answer that question. Requests with generic methodology such as “we will look at the data” or “data will be analyzed” will be considered incomplete and returned. Be sure that there is a question that addresses all the data elements requested. DC Courts will only provide the data necessary to answer the proposed questions and purpose.
15. Describe the potential **benefits** of any findings to DC Courts. Will the findings help improve a specific program, assist DC Courts in achieving the goals of its Strategic

Plan, etc.? Requests that do not provide potential benefits to DC Courts may not be approved.

16. Describe who will have **access** to the findings, and in what form(s) the results or findings will be shared (briefing, report, etc.) Will the results only be provided to a small group of individuals, or will the results be presented at a conference or made available to the public?
17. Check whether or not the data you are requesting includes **identifiable information**. Identifiable information allows for the identification of an individual, directly or indirectly. Examples of identifiable information include name, address, birthdate, etc. When answering this question, it is important to remember that while the information being requested may not directly identify an individual, it may become identifiable when combined with other data, or disaggregated in such a way as to allow identification of individuals. For example, race/ethnicity and gender may not directly identify an individual, but with a small sample, these could be combined with age or date of birth to identify someone, and is therefore considered identifiable information.
18. If you answered “yes” to question #17, **explain** why identifiable information is necessary. If you answered “no” to question #17, enter NA.
19. List separately each **data element or data field** requested. This section will be used to determine exactly what data will be provided. Examples of data fields include name (first and last), charge number, charge code, etc. You may attach additional pages for #19 if necessary.
20.
 - A. Check whether or not the project involves **interacting with a living human** (such as conducting an interview, survey, focus group, etc.) OR whether the data being requested are considered **identifiable information-regardless of whether the data are public**.
 - B. Check whether or not the purpose of the project is to contribute **to generalizable knowledge**? The DC Courts define generalizable knowledge as information from which one may infer a general conclusion; knowledge brought into general use or that can be applied to a wider or different range of circumstances. DC Courts considers an activity to be generalizable if the information collected is useful or applicable beyond a particular program. Under DC Courts policy, the following would be considered as contributing to generalizable knowledge:
 - Projects whose findings will be disseminated to external stakeholders
 - Activities in which the primary beneficiaries of the project are other researchers, scholars, and practitioners in the field of study.
 - Projects in which the findings will be published in an academic or content specific journal or presented at a regional, national, or international meeting or conference.

COMPLETE QUESTIONS #21-#24 ONLY IF YOU ANSWERED YES TO #20A and #20B. IF YOU ANSWERED NO TO EITHER, SKIP TO SECTION IV.

21. If #20A AND B are checked, the project is considered research. DC Courts abides by the Common Rule for the protection of human subjects and requires all research

involving or supported by the DC Courts to be reviewed and approved by an IRB prior to submission to the DC Courts. If you checked “yes” for #20A AND #20B enter the Federal Wide Assurance number of the approving IRB. The DC Courts only accept IRB reviews from authorized IRBs that have been issued an FWA. If you are unsure of the FWA number, you can look up institutions’ FWA numbers at <https://ohrp.cit.nih.gov/search/fwasearch.aspx?styp=bsc> If an institution is not listed, the institution does not have an FWA.

If you answered “yes” to #20A AND #20B you must have IRB approval to continue.

22. Provide the IRB **approval category** of the project. This information will be included in the review letter provided by the IRB at the time of review. Typical categories are exempt, expedited, full review, etc.
23. Provide the **source of any funding** for the project. If the project requires no funding beyond the standard salaries of the staff, select other and specify that no additional funding is required.
24. Select whether or not there are **other agencies or institutions** that will be participating in the research. If you select yes, you must also list the name of the institution, the contact information and FWA of the institution.
25. Requests considered research must include a copy of the IRB approval letter AND application, a copy of all surveys, interview protocols, as well as consent forms for adults and assent forms for children. If the IRB has determined that consent and/or assent forms are not required, select “not applicable.”

SECTION IV: DIGITAL SIGNATURE

26. Enter the **digital signature** of the primary point of contact listed in number one. Do not manually sign and scan a hard copy of this page. Scanned pages will be returned. If you do not have a digital signature, one can be created without cost in Microsoft Office or in Adobe.

**When completed, you can click the “Submit” button, or save
and email the form to smddata@dcsc.gov**