

# NVDRS

National Violent Death Reporting System

## NVDRS Restricted Access Database (RAD) Proposal Submission Checklist

### Application and Analytic Considerations

**The Principal Investigator should initial each box, indicating that you have read and understood each item.**

	The Principal Investigator acknowledges that he or she meets the eligibility requirements to apply for NVDRS Restricted Access Database as described <a href="#">here</a> in the NVDRS Guidelines for RAD proposals.
	The NVDRS User Guidelines Masterfile, NVDRS Data Dictionary, and NVDRS Coding Manual have all been <b>carefully</b> reviewed. Please note that different states have participated in NVDRS over time, different variables have been added over time, and certain variables are known to have high levels of missing data.
	Any intention to link NVDRS RAD with other data should be specified in the initial request or follow-up request for the RAD and approved by the CDC. CDC requires institutional review board (IRB) approval only when the proposal includes linking of NVDRS data with other data that contains personally identifiable information. If you have any questions about linking of NVDRS data with other data sources, please contact the <a href="mailto:nvdrs-rad@cdc.gov">nvdrs-rad@cdc.gov</a> <b>prior</b> to submitting your RAD request.
	The Principal Investigator agrees that NVDRS data will be used solely for statistical analyses related to the approved project. No attempt will be made to identify specific individuals, households, or institutions. Data lists at the individual level will not be published or distributed. Principal Investigator(s) and collaborators who fail to comply with data use guidelines may be restricted from using NVDRS data in the future ( <a href="https://www.cdc.gov/rdc/Data/b4/section308.pdf">https://www.cdc.gov/rdc/Data/b4/section308.pdf</a> ).
	If narratives will be used to illustrate case examples in presentations and papers, the Principal Investigator has reviewed the guidance for ensuring anonymity when presenting narratives (i.e., remove all text that may indirectly identify individuals, use composite or fictional narratives) outlined in the NVDRS User Guidelines Masterfile.

	<p>The Principal Investigator agrees to avoid the inadvertent disclosure of potentially identifying information by using the following guidelines for the release of statistics derived from the requested dataset. For any data release format:</p> <ul style="list-style-type: none"> <li>i. Annual counts and rates must be suppressed for cities or counties of fewer than 100,000 people.</li> <li>ii. Cells showing or derived from fewer than 5 deaths must be suppressed, but “zero” cells may be shown. Cell “suppression” will take one of two approaches: 1) combining row or column categories so as to eliminate the small cells, or 2) suppressing the small cell, another cell in the same row, another cell in the same column, and a fourth cell at the intersection of the row and column containing the second and third suppressed cells. Suppression of the second and third additional cells is necessary to prevent derivation of the small cell by subtraction from the row or column totals. Suppression of the fourth cell is necessary to prevent derivation of the second or third cells by subtraction. Beyond these specific guidelines, it must not otherwise be possible to derive identifying information by subtraction or other calculation from a table, or combination of tables, in any release format.</li> <li>iii. Rates are not to be computed for cells containing fewer than 20 deaths (or cases).</li> <li>iv. The disclosed data should never permit identification when used in combination with other known data.</li> </ul>
	<p>If analyses of subcounty data (e.g., ZIP code, city) will be conducted, these variables can only be used for aggregate modeling purposes. To prevent inadvertent disclosure, subcounty counts cannot be displayed in any presentations, products, or other analytic outputs.</p>
	<p>The Principal Investigator agrees to notify the CDC in advance as to when and where a publication of a report (or other public disclosure) from the project will appear by emailing this information to <a href="mailto:nvdrs-rad@cdc.gov">nvdrs-rad@cdc.gov</a>.</p>
	<p>The Principal Investigator acknowledges that violation of any condition of the NVDRS RAD Data Sharing Agreement may result in the disqualification of the Principal Investigator(s) and collaborators from having access to the NVDRS data.</p>
<p><b>Proposal Package</b></p>	
	<p>The proposal package includes all required items listed <a href="#">here</a> in the NVDRS RAD Proposal Packet and Submission section.</p>
	<p>The names of all collaborators who will be accessing the RAD files under the requesting Principal Investigator’s supervision have been included in the application packet.</p>

	<p>The Principal Investigator has ensured that all collaborators who will be accessing the RAD files under the requesting Principal Investigator’s supervision have reviewed and signed the NVDRS RAD Data Sharing Agreement. The Principal Investigator and collaborators all agree to comply with the terms and conditions described in the NVDRS RAD Data Sharing Agreement.</p>
	<p>RAD proposals that include a request for the following variables must include a justification as to why these variables are necessary for the study: <i>Manners of death, County of residence, City of residence, ZIP code of residence, Date of injury, Time of injury, County of injury occurrence, City of injury occurrence, ZIP code of injury occurrence, County in which the death occurred, Date pronounced dead, Date of death, and Suspect variables.</i></p> <p>RAD requestors who submit proposals that do not include justification for the abovementioned variables will be required to revise and resubmit proposals providing justification or removing the variables from their proposed analyses and NVDRS File Specification sheet.</p>
	<p>A NVDRS File Specification sheet that includes the most recent data year has been completed and is included in the application packet. Variables selected on the NVDRS File Specification sheet are necessary in order to answer study questions. A RAD requester who submits a NVDRS File Specification sheet that does not align with the proposal will be required to revise and resubmit an NVDRS File Specification sheet that only includes variables needed to answer study questions.</p>
	<p>The RAD requester has included a Data Management Plan, including a description of the mechanisms that will be in place to secure the data, preserve confidentiality, and prevent unauthorized access.</p>
	<p>All file names in your proposal package follow the naming convention of: Principal Investigator’s last name, year of submission, name of document (e.g., <i>Jones_2019_Data Sharing Agreement, Jones_2019_Proposal</i>).</p>
	<p>The subject line of the emailed submission should follow the naming convention of: Principal Investigator’s last name, NVDRS RAD Application (e.g., <i>Jones NVDRS RAD Application</i>).</p>
<p><b>Amendment Policy</b></p>	
	<p>The Principal Investigator agrees to obtain appropriate written permissions from CDC for changes to the project that may substantially alter study questions or proposed analyses, any new investigators or staff who will be added to an approved project, or requests for updated data years or additional variables. Such written permissions should be obtained in the form of an amendment. RAD requesters can request a copy of and submit a completed amendment form to <a href="mailto:nvdrs-rad@cdc.gov">nvdrs-rad@cdc.gov</a>.</p>