



ICPSR Membership Application



Application for Membership

**The Inter-university Consortium for Political and Social Research Institute
for Social Research (ICPSR)**

University of Michigan, Ann Arbor

ICPSR application for membership

I. Purpose

This application is to establish an institutional membership in the Inter-university Consortium for Political and Social Research (ICPSR), the purpose of which is to make available the resources and services of ICPSR to scientists, scholars, and staff affiliated with the institutional membership.

II. Data Resources, Dissemination and Use

Data Resources. As members of ICPSR, institutions within this membership have access to the resources and services of ICPSR. Those include access to data available on the ICPSR website, to restricted data under special use stipulations, to user support, and to membership discounts for the ICPSR Summer Training Program. These resources and services are available to researchers, faculty, students, and staff at institutions affiliated with ICPSR.

Dissemination of Data. Under terms of membership, data are for the sole use of researchers, faculty, students, and staff at member institutions for the purposes of scientific study and inquiry. ICPSR data cannot be re-disseminated (shared) outside your institution's community nor shall ICPSR data be posted on internal or external distribution sites for the purposes of re-dissemination. Individuals not affiliated with your institution and requests arising from commercial establishments should contact ICPSR directly for access to ICPSR data.

Responsible Use. In preparing data for public release, ICPSR performs a number of procedures to ensure that the identity of research subjects cannot be disclosed. Additionally, individual users must be responsible in their use of data by agreeing to the following:

- To use these datasets **solely** for statistical analysis and reporting of aggregated information, and not for investigation of specific individuals or organizations, except when identification is authorized in writing by ICPSR
- To make no use of the identity of any person or establishment discovered inadvertently, and to advise ICPSR of any such discovery
- To produce no links among ICPSR datasets or among ICPSR data and other datasets that could identify individuals or organizations except when authorized in writing by ICPSR
- To comply with the request that downloaded material not be redistributed or sold to other individuals, institutions, or organizations without the written agreement of ICPSR

III. Participation in ICPSR Training Activities

Researchers and scholars from your institution may participate in the annual ICPSR Summer Training Program on the same terms as participants from other ICPSR member institutions.

Selection of participants shall be according to guidelines and procedures established and agreed to by your institution.

Scholars from participating institutions will also be eligible for participation in any special workshops, conferences, etc., organized under the auspices of ICPSR, subject to limitations which may be imposed by funding agencies.

IV. Participation in ICPSR Governance

Scholars from participating institutions are eligible for election and/or appointment to the ICPSR Council and advisory committees. *Associate memberships and data subscriptions do not carry voting privileges.*

V. Local Representatives

Each member institution must designate a person known as the Official Representative (OR) to serve as the primary contact for communication between the member institution and the ICPSR staff. In many instances (highly recommended) another individual, known as the Designated Representative (DR), is also designated. Briefly, the role and responsibilities of ORs and DRs include assisting data users on campus, promoting and publicizing ICPSR resources and services, securing funding for ICPSR membership, acting as an intermediary between ICPSR and their institution for all official notices, attending and participating in the Biennial Meetings of ORs, and participating in the governance of ICPSR by nominating and approving Council representatives every two years.

An Invoice Recipient must also be designated. This individual will receive the annual invoice and arrange a single payment to ICPSR. Address/contact information must be kept updated at all times. The invoice recipient can be the designated OR/DR or another individual within the member institution.

Any change in the OR, DR, or Invoice Recipient must be made in writing (email) to ICPSR and must be from either the current OR or head of the OR's unit or department. The notice should be sent to icpsr-help@umich.edu.

VI. Membership Fees

Fees: For US academic institutions, fees are based on the Carnegie Classification status for each institution (see <https://www.icpsr.umich.edu/icpsrweb/content/membership/join.html> for the latest fee schedule).

Fees for nonprofit, government, academic institutions outside the United States, and data subscriptions are based upon the institution's size and use of data resources. The assignment of fees is based on negotiation between the joining institution and ICPSR (see <https://www.icpsr.umich.edu/icpsrweb/content/membership/join.html> or the latest fee schedule).

Payment of Dues. On behalf of ICPSR, the University of Michigan Business Office submits an invoice at the time membership is requested. If the request is made after the start of the fiscal period, membership fees are prorated (monthly) to the end of the current fiscal period. Thereafter, the annual membership period is July 1 through June 30, and invoices are mailed to members in April/May. Payment is expected by August 30 of the start of the new fiscal year.

Termination of Membership. *Notice of termination of membership is expected prior to the end of the current membership period.* ICPSR prefers one year's written notice emailed to the ICPSR Membership Director. ICPSR does not inquire with member institutions about the desire to continue membership into the next period; *if no notice of termination is received, it is assumed the institution will continue and an invoice for the next fiscal year will be generated and submitted in April/May prior to the start of the next membership period.*

ICPSR does not provide refunds of membership fees in the event that an institution has paid but desires to drop membership prior to the end of the fiscal year.

VII. Implementation

Affiliation Request Form. All institutions desiring to affiliate with ICPSR must submit the Affiliation Request Form to implement membership in ICPSR. This form, included in this document, provides a brief overview of this application and solicits local contact information at your institution. The process of establishing membership will commence upon ICPSR's receipt of the Affiliation Request Form.

The institution need only return the last three pages of this document, the Affiliation Request Form. Submissions by email or website are preferred.

ICPSR Affiliation Request Form (1)

Institution Name: _____

Date: _____

Complete Address: _____

Effective Date of Membership (Start date): _____

Official Representative* (OR)

Each member institution, including each national membership and each participant in a federation, will be represented by a locally designated person known as the Official Representative. The Official Representative is the recipient of all ICPSR materials and notices as well as the transmission point for specific data and information requests. The OR is the liaison between ICPSR and the member institution.

Name: _____

Department: _____

Address: _____

Phone: _____

E-mail address: _____

Designated Representative (DR) (optional but encouraged)**

OR may designate another individual (Designated Representative) to act on their behalf with respect to working with data users and handling day-to-day communication with ICPSR staff.

Name: _____

Department: _____

Address: _____

Phone: _____

E-mail address: _____

Invoice Recipient (required)

Name: _____

Department: _____

Address: _____

Phone: _____

E-mail address: _____

ICPSR Affiliation Request Form (2)

INDICATE THE CATEGORY OF YOUR INSTITUTION:

US Academic Institutions (Carnegie Category)

- ☐ Extensive Doctoral University Highest Research Activity
- ☐ Extensive Doctoral University Higher Research Activity
- ☐ Intensive Doctoral University Higher Research Activity
- ☐ Intensive Doctoral University Moderate Research Activity
- ☐ Master's Large
- ☐ Master's Medium
- ☐ Master's Small
- ☐ Baccalaureate/Specialized
- ☐ Associate/Community College
- ☐ High School

Nonprofit, government, academic institutions outside the United States, and data subscriptions:

- ☐ Associate I
- ☐ Associate II
- ☐ Associate III
- ☐ Associate IV

Federation and National Memberships

Federations and national memberships consist of a number of institutions that have joined together and pay for their membership jointly. The designated hub institution is responsible for administrative issues and invoice payment to ICPSR on behalf of the other affiliated members. Dues are assessed based on the actual configuration of memberships. (Please also indicate your category above.)

Please indicate the Federation/National Name: _____

ICPSR Affiliation Request Form (3)

Additional acknowledgements:

- ☐ **Invoice instructions:** The ICPSR Business Office submits an invoice at the time membership is requested. The annual membership period is July 1 through June 30, and invoices are mailed to members in April/May. Payment is expected within 30 days for mid-year joins and August 30 for annual memberships.
- ☐ **Redistribution and Responsible Use of Data:** Members will not distribute member data or other member materials supplied by ICPSR to other institutions, organizations, or individuals at other institutions without the written agreement of ICPSR. Each member institution gives assurance that uses of statistical data will conform to widely accepted standards of practice and legal restrictions that are intended to protect the confidentiality of research subjects.
- ☐ **Notification of change of Official Representative:** Any change in the OR, DR, or Invoice Recipient must be made in writing to ICPSR and must be from either the current OR or head of the OR's unit or department. The notice should be sent to icpsr-help@umich.edu.
- ☐ **Member withdrawal:** A member may withdraw from membership by providing written notice emailed to the ICPSR Membership Director prior to the start of the new fiscal year on July
1. Otherwise, the invoice for membership dues for the upcoming fiscal year will be issued and payment expected.

Additional information:

ICPSR can set up direct access for all students, faculty, and staff using your institution's IP range. Once set up, any data user with a Researcher Passport account and an authorized IP address from a member institution may download data from ICPSR. After a data user has accessed ICPSR on campus, they will be validated for off-campus use for six months (and are revalidated every time they sign in from campus). All ICPSR member institutions are eligible to participate. Contact your IT department to request your institution's IP range. If this information is not currently available, you may submit it at a later time by contacting icpsr-help@umich.edu.

IP Range(s): _____

Why is your institution applying for membership with ICPSR? _____

How did you hear about ICPSR? _____

ICPSR Affiliation Request Form (4)

It is understood that the individual submitting this “Affiliation Request” has read the various membership stipulations as outlined in the membership application, the Constitution, and the Bylaws (see <https://www.icpsr.umich.edu/icpsrweb/content/about/governance/bylaws.html>).

NAME OF INDIVIDUAL SUBMITTING
REQUEST

TITLE

DATE

Return Affiliation Request Form to: Membership Director, lindamd@umich.edu or ICPSR Help Desk, icpsr-help@umich.edu.