# National Archive of Criminal Justice Data:

## Data Archiving Orientation for Grantees Conducting Research Funded by the National Institute of Justice (NIJ) and the Office of Juvenile Justice and Delinquency Prevention (OJJDP)

December 2022

NIJ | National Institute of Justice
STRENGTHEN SCIENCE. ADVANCE JUSTICE.

OJJDP Office of Juvenile Justice and Delinquency Prevention
Office of Justice Programs • U.S. Department of Justice

nacjd

M | ICPSR

# Overview of Orientation

- About NACJD
- Preparing for Submission to NACJD
- Data Archiving Plan
- Required Materials
- Deposit and Post-deposit Processes
- Post-release Activities

A table of contents with timestamps to specific sections is provided in the description box.

# About NACJD

# About NACJD

- Topical data archive which houses and disseminates data related to crime and criminal justice topics
- Established in 1978 at the Inter-university Consortium for Political and Social Research (ICPSR)
- Aim to provide quality data for reuse to reproduce results and to facilitate new research
- Most NACJD data is funded by our sponsors - BJS, NIJ, and OJJDP
- We currently hold data from over 3,200 curated studies and statistical data series, and we release new data every month

# Preparing for Submission: The Data Archiving Plan

Data Archiving Plans are required in funding announcements that involve research, evaluation, and data collection.

# Components of the Data Archiving Plan

Data collected under NIJ and OJJDP awards must be submitted to NACJD.

Exceptions to this are rare and must be approved by the NIJ Grant Manager.

Data archiving plan. **Applicants should anticipate that NIJ will require, through special award conditions, that data sets resulting in whole or in part from projects funded under this solicitation be submitted for archiving with the NACJD.** See https://nij.ojp.gov/funding/research-development-and-evaluation-grant-award-requirements#data.

Applications should include as a separate file, a brief plan – labeled "Data Archiving Plan" – to comply with data archiving requirements. The plan should provide brief details about proposed data management and archiving, including submission to NIJ (through NACJD) of all files and documentation necessary to allow for future efforts by others to reproduce the project's findings and/or to extend the scientific value of the data set through secondary analysis.

Pertinent files and documentation include, among other things, qualitative and quantitative data produced, instrumentation and data collection forms, codebook(s), any specialized programming code necessary to reproduce all constructed measures and the original data analysis, description of necessary de-identification procedures, and (when required) a copy of the privacy certificate and informed consent protocols.

The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements.

Note that recipients are strongly encouraged to submit required data sets at least 90 days before the end of the period of performance.

# Components of the Data Archiving Plan

The Data Archiving Plan should include a statement that materials will be submitted to NACJD.

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# Components of the Data Archiving Plan

Data archiving plans should be 1-2 pages in length and include an estimated amount of effort needed to meet the archiving requirements

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# Components of the Data Archiving Plan

You are encouraged to submit required materials 90 days prior to the end of the grant to ensure staff are available to answer questions

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The plan should be one or two pages in length and include the level of effort associated with meeting archiving requirements.

**Note that recipients are strongly encouraged to submit required data sets at least 90 days before the end of the period of performance.**

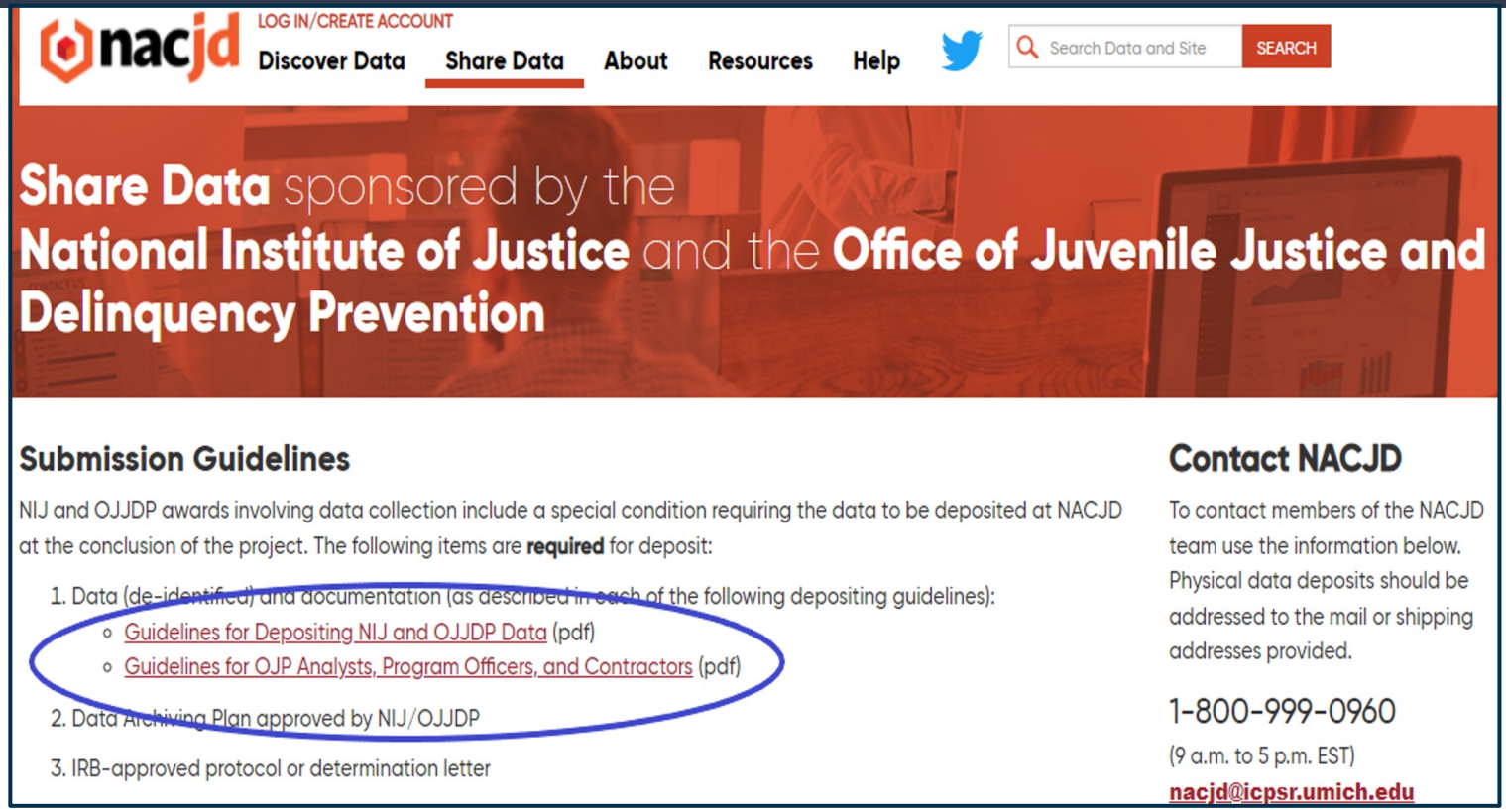
# Submission Guidance Materials

- NIJ and OJJDP Guidance: Information on a range of topics including privacy and human subjects protection, how to submit your application, special conditions of your award, what to do when there is a key personnel change, and how to close out your award
    - General guidance for applicants and grantees: nij.ojp.gov/funding/guidance-applicants-and-awardees
    - Data Archiving guidance: nij.ojp.gov/funding/data-archiving
- ICPSR Data Management guide: icpsr.umich.edu/web/pages/datamanagement/dmp/index.html
- ICPSR Data Preparation and Archiving guide: https://www.icpsr.umich.edu/web/pages/deposit/guide
- NACJD Share Data guidelines: icpsr.umich.edu/web/pages/NACJD/share-data.html

# NACJD Submission Guidelines

One document with guidelines for researchers on submitting quantitative, qualitative and geospatial data deposits, as well as secondary analysis projects.

https://www.icpsr.umich.edu/web/pages/NACJD/archiving/deposit-nij-ojjdp.html



# Required Materials

# Required Materials

1. Data
2. Data Archiving Plan
3. IRB-approved protocol or determination letter
4. Privacy Certificate, fully executed
5. Final report (or journal article) to be submitted to NIJ/OJJDP - drafts are acceptable
6. NACJD Submission Checklist and Inventory
7. Informed consent forms (if applicable)
8. Data Use Agreement or Memorandum of Understanding (if applicable)

https://www.icpsr.umich.edu/web/pages/NACJD/archiving/deposit-nij-ojjdp.html

# Required Materials

1. Data
    a. All data collected under grant funding should be submitted to NACJD
2. Data Archiving Plan
3. IRB-approved protocol or determination letter
4. Privacy Certificate, fully executed
5. Final report (or journal article) to be submitted to NIJ/OJJDP - drafts are acceptable
6. NACJD Submission Checklist and Inventory
7. Informed consent forms (if applicable)
8. Data Use Agreement or Memorandum of Understanding (if applicable)

# Required Materials

1. Data
2. Data Archiving Plan
    a. Used to confirm that the data you planned to collect were submitted to NACJD
    b. Significant changes from the original Data Archiving Plan should be noted at submission (e.g., planning to collect data but then not actually collecting those data)
3. IRB-approved protocol or determination letter
4. Privacy Certificate, fully executed
5. Final report (or journal article) to be submitted to NIJ/OJJDP - drafts are acceptable
6. NACJD Submission Checklist and Inventory
7. Informed consent forms (if applicable)
8. Data Use Agreement or Memorandum of Understanding (if applicable)

# Required Materials

1. Data
2. Data Archiving Plan
3. IRB-approved protocol or determination letter
4. Privacy Certificate, fully executed
    a. The Certificate should be completed and dated, and include signatures of both the PI and an institutional representative
5. Final report (or journal article) to be submitted to NIJ/OJJDP - drafts are acceptable
6. NACJD Submission Checklist and Inventory
7. Informed consent forms (if applicable)
8. Data Use Agreement or Memorandum of Understanding (if applicable)

# Required Materials

1. Data
2. Data Archiving Plan
3. IRB-approved protocol or determination letter
4. Privacy Certificate, fully executed
5. Final report (or journal article) to be submitted to NIJ/OJJDP
    a. Submitted version is NOT released, drafts are acceptable
    b. NACJD uses the report to confirm the findings can be replicated using the submitted data files and to fill in metadata for the study page
6. NACJD Submission Checklist and Inventory
7. Informed consent forms (if applicable)
8. Data Use Agreement or Memorandum of Understanding (if applicable)

# Required Materials

1. Data
2. Data Archiving Plan
3. IRB-approved protocol or determination letter
4. Privacy Certificate, fully executed
5. Final report (or journal article) to be submitted to NIJ/OJJDP - drafts are acceptable
6. NACJD Submission Checklist and Inventory
    a. Fillable PDF available on the NACJD webpage: https://www.icpsr.umich.edu/files/NACJD/pdf/Submission_Checklist_and_Inventory.pdf
    b. Used to confirm that all files submitted were received by NACJD
    c. To list a large number of files (over 100), create folders in your deposit workspace, list the folders and number of files within each folder on the inventory
7. Informed consent forms (if applicable)
8. Data Use Agreement or Memorandum of Understanding (if applicable)

# Required Materials

1. Data
2. Data Archiving Plan
3. IRB-approved protocol or determination letter
4. Privacy Certificate, fully executed
5. Final report (or journal article) to be submitted to NIJ/OJJDP - drafts are acceptable
6. NACJD Submission Checklist and Inventory
7. Informed consent forms (if applicable)
    a. Blank versions only
8. Data Use Agreement or Memorandum of Understanding (if applicable)
    a. Completed and signed versions

These materials are used to confirm that sharing your data doesn't violate any previous agreements you may have made with study participants or data producers.

# Data Formats and Documentation

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**Quantitative Data**

- SPSS preferred, SAS and Stata are acceptable, with variable information embedded in the file.
- Excel is not preferred because variable information cannot be embedded. **If Excel is submitted, codebooks are required.**
- All variables should have variable and value labels embedded in the data file **OR** codebooks submitted with variable information.
- Codebooks should contain information the study design, sampling methods, data collection or fieldwork issues encountered, variable-level details, and any information a secondary analyst would need to know to use the data accurately and effectively. PDF, Word, and Rich Text Format (RTF) preferred.
- **Syntax files** containing data analysis code and programming for transforming, creating, or recoding variables are **required for secondary analysis projects**.

# Data Formats and Documentation

**Qualitative Data**

- Word, plain text (.txt), RTF, or PDFs with optical character recognition preferred.
- Microsoft Word extracts from Computer Assisted Qualitative Data Analysis Software (CAQDAS), such as NVivo, ATLAS.ti, MAXQDA, and ANSWR. **We cannot accept the CAQDAS files themselves at this time.**
- Coding scheme or tree, interview “map”, roster.

**Geospatial Data**

- ESRI shapefile is preferred, must include main file (.shp), the index file (.shx) and the dBASE table (.dbf).
- Include the project file and attribute information.

# Data Formats and Documentation

Refer to the guidelines document on the NACJD website when preparing for your deposit.

https://www.icpsr.umich.edu/web/pages/NACJD/archiving/deposit-nij-ojjdp.html

Contact NACJD **before submission** if your data are in a format not listed in the guidelines document.

# Additional Issues to Consider

- Quantitative data that contain many or long string/character variables
    - Follow the guidelines for submitting qualitative data

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    - Follow the guidelines for submitting qualitative data
- Submitting collected, but unused data
    - All data collected under grant funds must be submitted
    - Raw, unused data do not need to be formatted, but should be clearly distinguished from analyzed data

# Additional Issues to Consider

- Quantitative data that contain many or long string/character variables
    - Follow the guidelines for submitting qualitative data
- Submitting collected, but unused data
    - All data collected under grant funds must be submitted
    - Raw, unused data do not need to be formatted, but should be clearly distinguished from analyzed data
- De-identifying data vs. preserving analytic utility
    - Consider requesting that data are restricted use
        - Can retain some identifying information
        - Controls in place for accessing the data
    - Contact NACJD for a consultation
    - https://www.icpsr.umich.edu/web/pages/ICPSR/access/restricted/

# Secondary Data Analysis Projects

# Secondary Data Analysis Projects

- Secondary data analysis projects DO have data archiving requirements, determined on a case-by-case basis.
- NIJ Grant Manager approval is needed to waive the data archiving requirement and **will only be granted in rare and justified circumstances**.
- Confirm as early as possible whether you have permission to archive original or derived data at NACJD.

https://www.icpsr.umich.edu/web/pages/NACJD/archiving/secondary.html

# Secondary Data Analysis Projects

**When** might grantees not be required to archive at NACJD?

- Original data are publicly available (NOT guaranteed)
- Data producers do not permit their data to be archived due to justified legal, ethical, and/or technical issues

**What** are grantees required to submit in these situations?

- All the other materials required by NIJ/OJJDP
- Variables derived from the original data (if permitted), along with documentation for how the new variables were created
- Syntax files written to conduct data analysis
- Data road map
    - Detailed description of the steps taken to acquire the data
    - Contact information and links to webpages for the original data source and materials

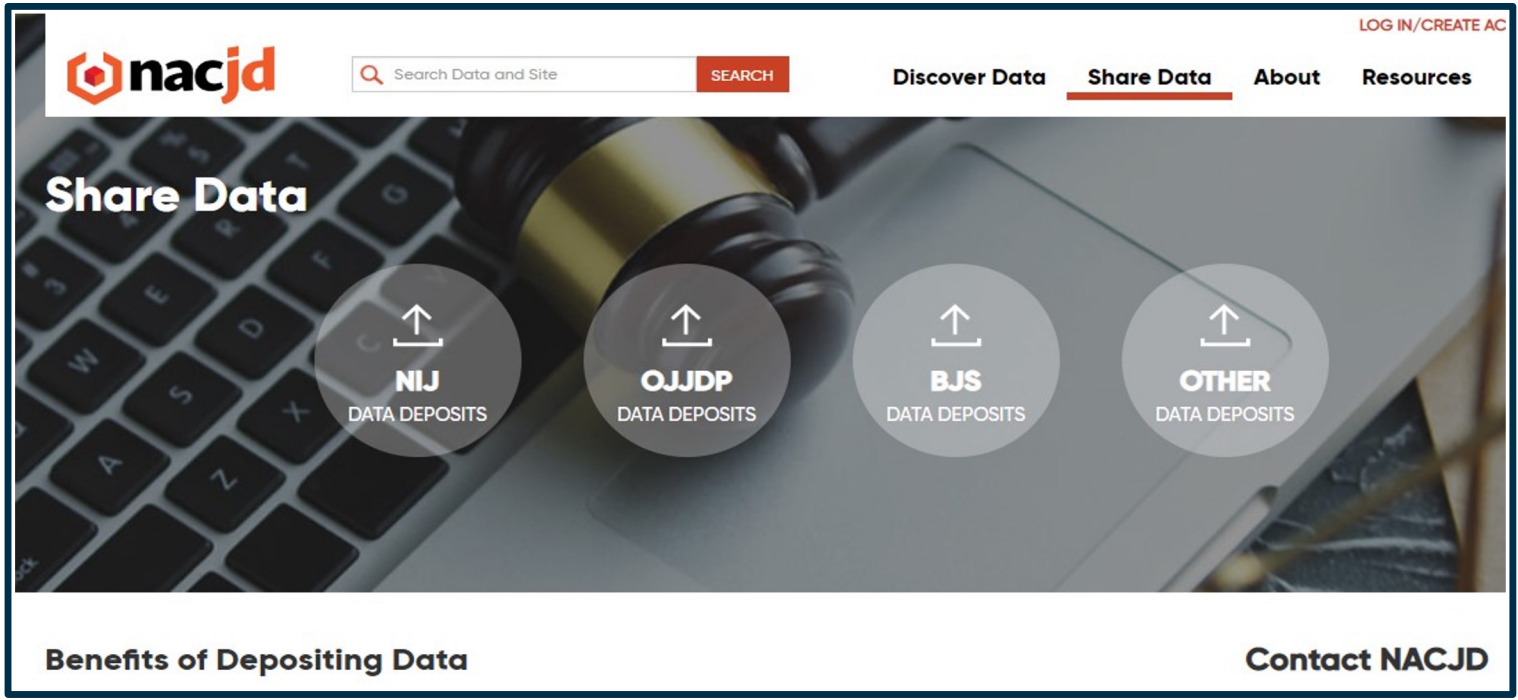
https://www.icpsr.umich.edu/web/pages/NACJD/archiving/secondary.html

# Deposit Process:
# Overview of the Deposit System

A full demo of the deposit system features
is available on the NACJD website.

# Overview of the Deposit System

NACJD's main Share Data page

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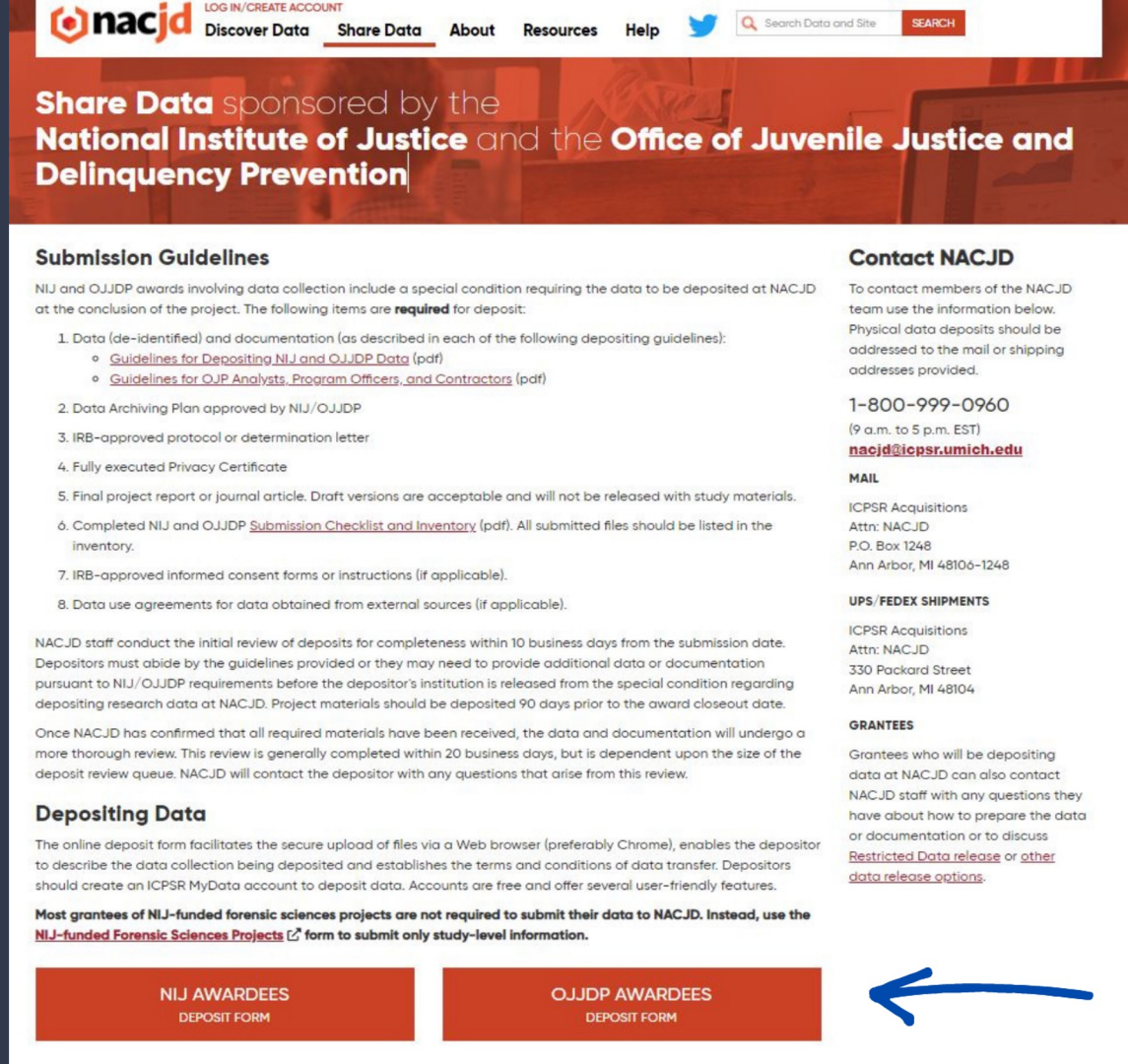


# MyData Account

Log in to your existing account or create a new account

## Log into NACJD

### Use MyData

You must set your browser to accept cookies in order for login to succeed. Your login session will last for nine hours (or until you log out).

**EMAIL:**

Email

**PASSWORD:**

Password

Log In

Request a new password

### Or one of these:

Please note that logging in through LinkedIn may require additional setup. Please follow the instructions provided by LinkedIn.

Google

LinkedIn

ORCID

### New User?

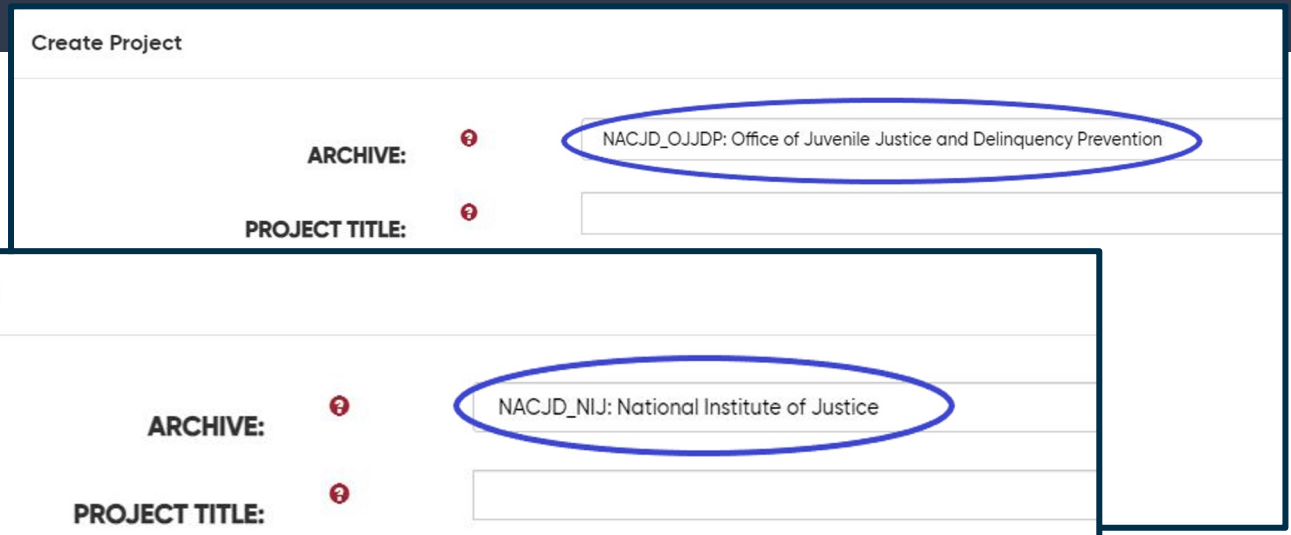
Create Account

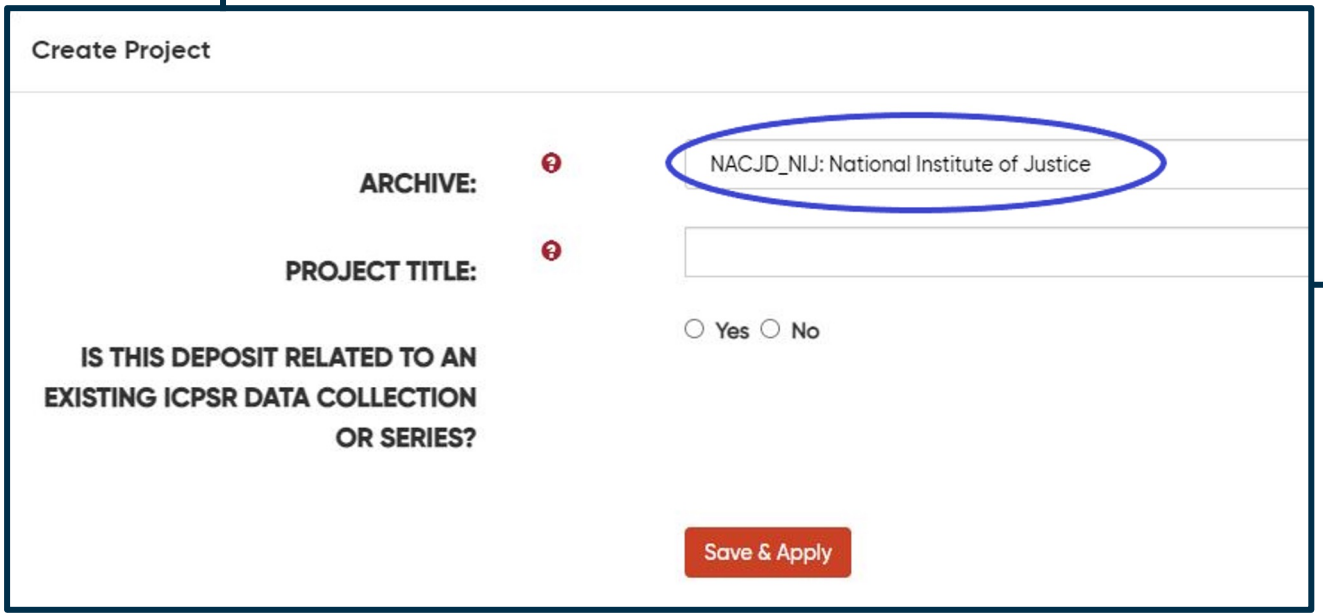
**By creating a MyData account, you can:**

- Download data and use online analysis tools
- Download data available only to ICPSR members, if you are from a member institution
- Generate utilization reports and download statistics
- Update your account profile and settings
- Access Summer Program registration and history of courses taken (forthcoming)

# Initiate the Deposit

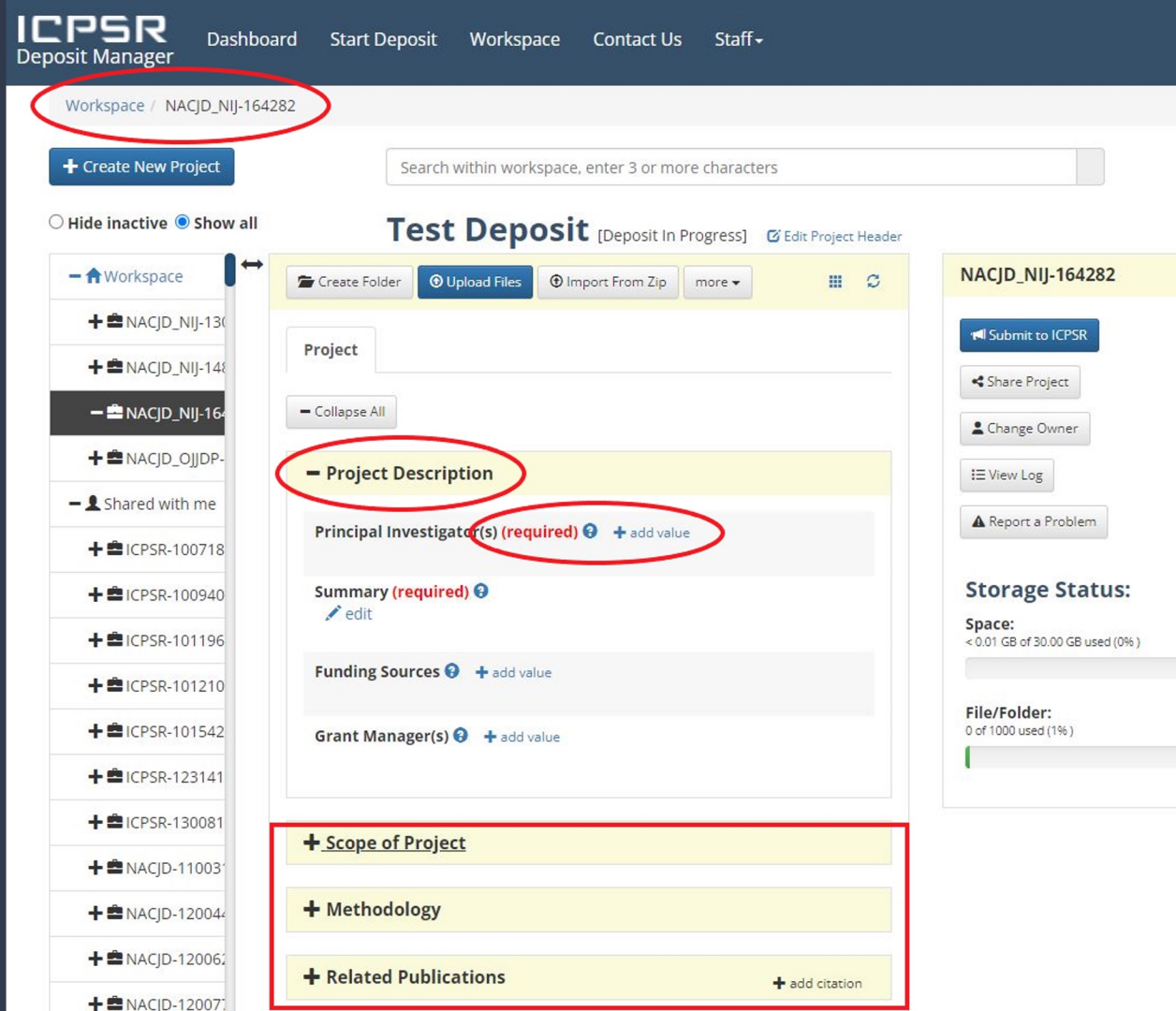
Archive selection
is based on the funding source
for your project.



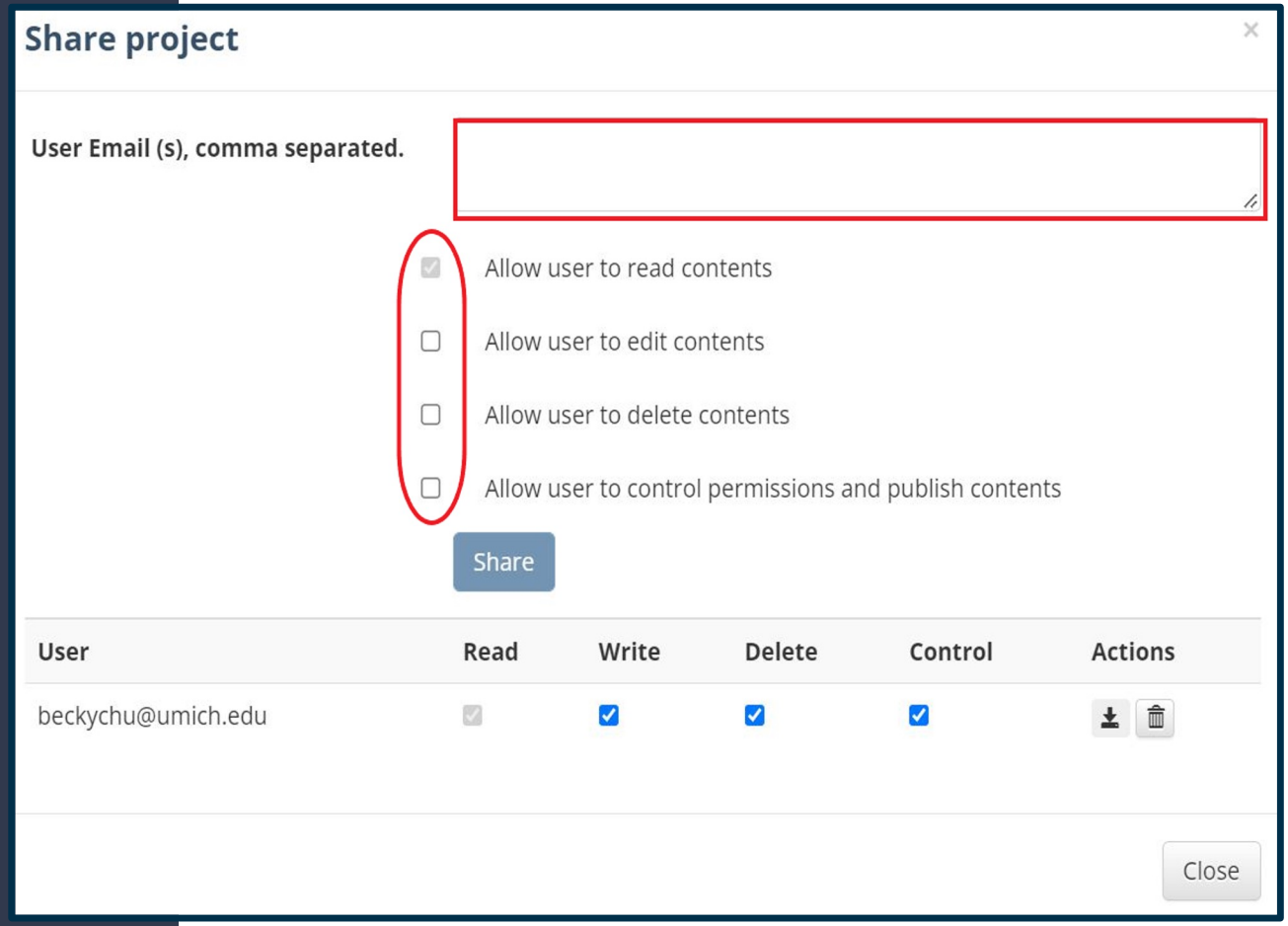
# Enter Metadata

Metadata is used to better understand your data collection and will be displayed on your study page once released.



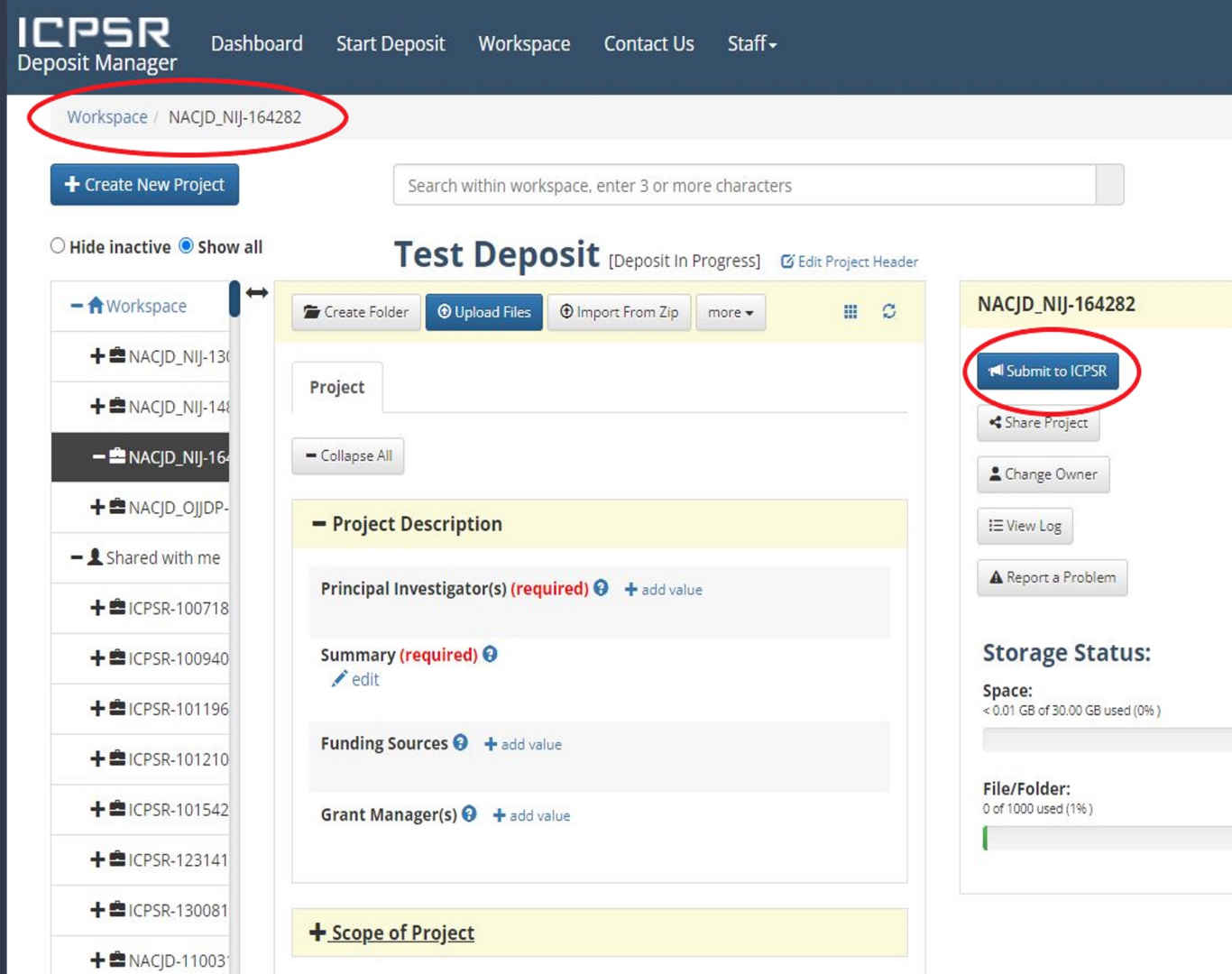
# Share the Deposit

Allow another staff person to access the deposit in case the primary depositor becomes unavailable.



# Submit the Deposit

Navigate back to your deposit homepage and click the blue “Submit to ICPSR” button.

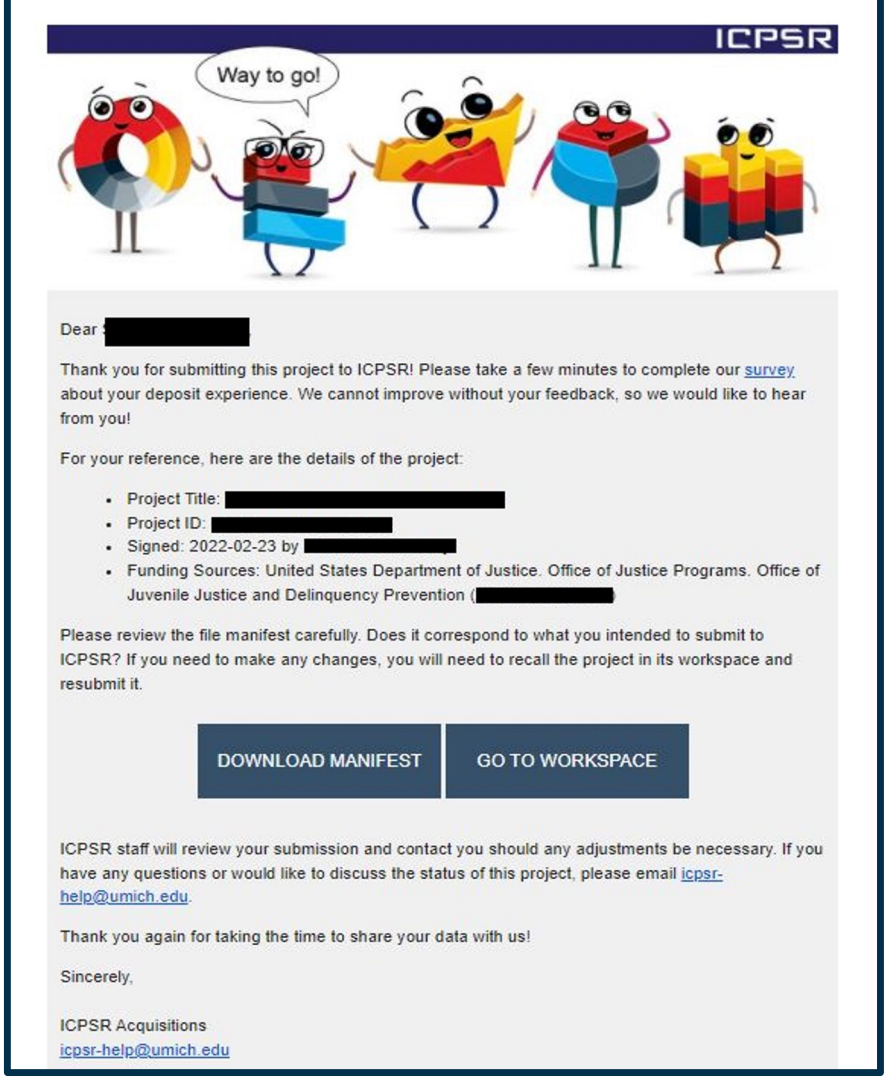


# Successful Submission

Email confirmation of the deposit submission sent by ICPSR Acquisitions.

If you don't receive this email after submitting the deposit, either the deposit was not submitted or your login email was entered incorrectly.

Contact NACJD for assistance: nacjd@icpsr.umich.edu



# Post-deposit Process

# Deposit Review

Initial Review:

- Verification that all required materials have been submitted
- If items are missing from the submission or are incomplete, NACJD will send an email to the depositor requesting the additional materials
    - NACJD may request the additional materials be sent via email or your deposit workspace may be reopened
- If all materials are complete and received, NACJD will send an email confirmation to the depositor and the NIJ Grant Manager
- **Archiving requirements are not fulfilled until all materials have been received**
- Completion time: 5-10 business days

# Deposit Review

Data Deposit Review:

- Ensures the data and documentation are consistent and accurate
    - Perform some checks to confirm that results presented in the final report can be replicated with the submitted data files
    - If there are no issues, NACJD will send the depositor an email notification that the study will move to the curation queue
    - If there are inconsistencies, NACJD will send the depositor a questions document listing the issues found
- Completion time: 15-20 business days

# Need for Resupplies

- For many data deposit reviews, we request that data and/or documentation files be modified based on the issues we found during the review, and then resupplied to NACJD.
- Sometimes the issues found just need some clarification and resupplies may not be required. In this situation, we will ask that you add this information to the questions document and email it back to NACJD.
- Every resupply involving data will receive a new data deposit review.
- Resupplies can be time consuming.

# Avoiding Requests for Resupplies

The most common issues with deposits:

- Unlabeled variables
- Undeclared missing values
- Undocumented or out-of-range values
- Transcripts that have not been thoroughly de-identified or still contain comments inserted by the coding team
- Data and documentation that don’t match
- Missing documentation

**Resupplies are avoidable with good data management!**

# Avoiding Requests for Resupplies

Refer to the data management and data archiving guides provided by NIJ, ICPSR, and NACJD.

As data producers, you are the experts of your data, and are in a position to ensure your data are in the best shape possible.

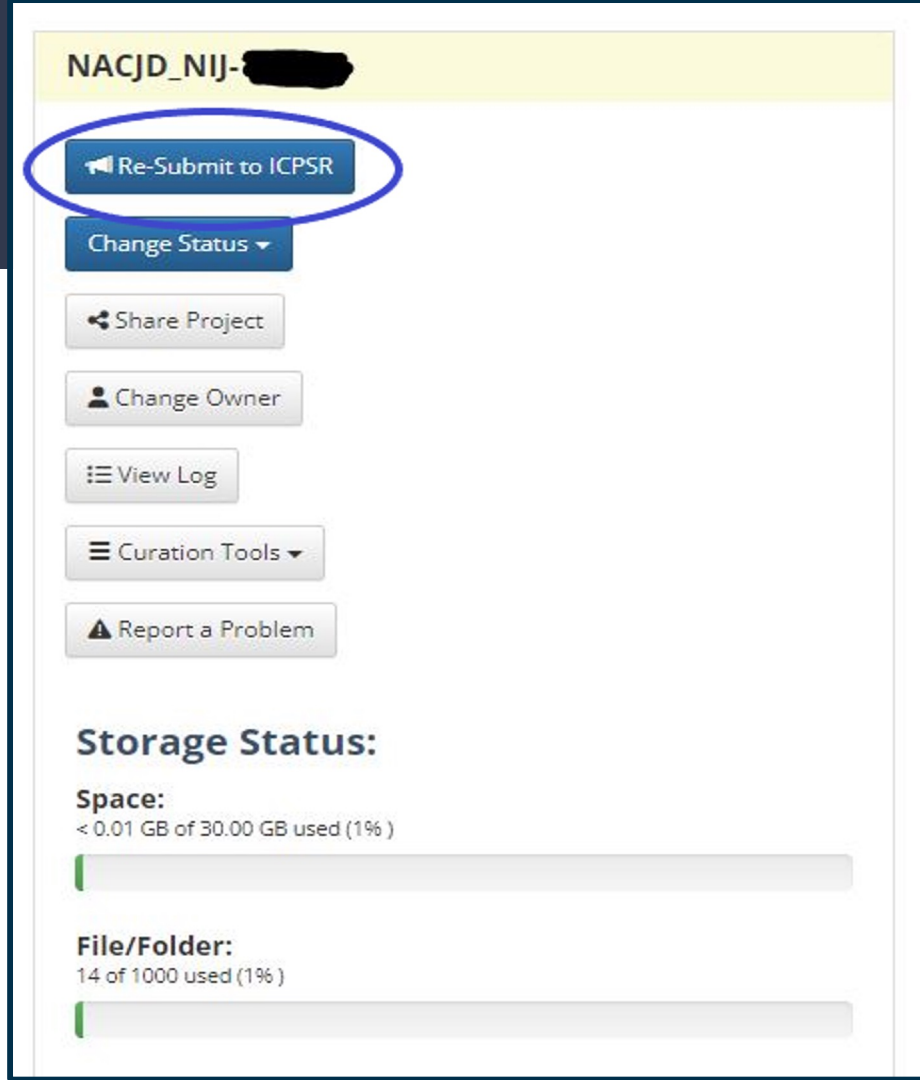
Practicing good data management from the start will be beneficial in the short and long-term.

# Re-submit Deposit to ICPSR

Navigate to the deposit homepage and click the blue “Re-Submit to ICPSR” button.

You will receive a confirmation email if your submission is successful.

Submit your resupplies through the secure online deposit system only. **DO NOT send data files via email.**



# Curation

NACJD will send another email notification when your study moves into the curation queue.

Quantitative data-only studies take around 6-8 months to review, curate and release.

Data are released in multiple formats - SPSS, SAS, Stata, R, ASCII.

The curation team also creates a codebook listing the variables in order within the data file along with frequency distributions. If provided, and sharing is permitted, data collection instruments (questionnaires) are also released.

Qualitative and geospatial data require more manual curation and will take a few months longer to process and release.

# Study Released!

The notification email will contain:

- link to the study page
- DOI, or persistent URL
- publication citation
- link to generate a report summarizing use of any publicly available data and documentation for your study

Dear [redacted]:

On March 31, 2022 ICPSR released the files submitted by [redacted]. You can find the data (and related descriptions) at:

http://www.icpsr.umich.edu/web/ICPSR/studies/[redacted]

Within the next week, the data will also be available via a persistent URL at:

http://dx.doi.org/10.3886/ICPSR[redacted].v1

The official publication citation to be used for your data is:

[redacted]. ICPSR[redacted]-v1. Ann Arbor, MI: Inter-university Consortium for Political and Social Research [distributor], 2022-03-31. http://doi.org/10.3886/ICPSR[redacted].v1

If you want to view a report summarizing the use of your publicly available data (downloads of data and/or documentation) you can do that at:

https://pcms.icpsr.umich.edu/pcms/reports/studies/[redacted]/utilization

You can save this link for reference in the future or it is also available at the bottom of the page where your data are described on our website. Please come and take a look anytime.

Also, if you would like to add a new citation to our Bibliography of Data-related Literature, please submit it via our citation form at https://www.icpsr.umich.edu/web/pages/ICPSR/citations/submit.html, or email us a list at bibliography@icpsr.umich.edu.

Thank you very much for contributing these data to ICPSR for us to preserve and for making them available for use by others within the research community.

Sincerely,
The Acquisitions Staff
ICPSR

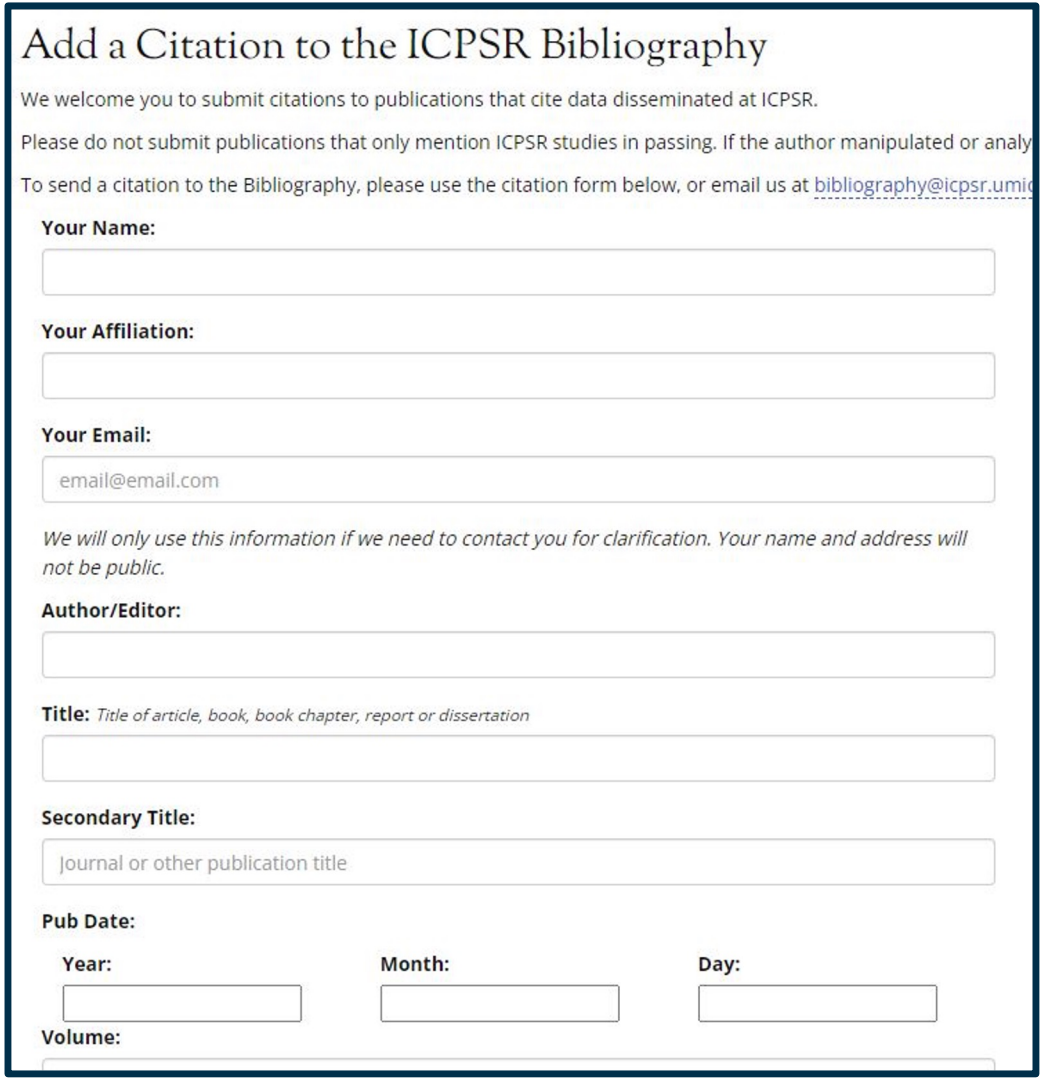
Please note: this message is automatically generated in response to files you (or your group) uploaded to ICPSR through the online deposit form.

# Post-release Activities

# Data-Related Publications and Other Works

Please send us citations or information for published and unpublished works that use data from the NACJD collection

- Submit a form to Bibliography: https://www.icpsr.umich.edu/web/pages/ICPSR/citations/submit.html
- Email the Bibliography team: bibliography@icpsr.umich.edu
- Email the NACJD team: nacjd@icpsr.umich.edu



## Add a Citation to the ICPSR Bibliography

We welcome you to submit citations to publications that cite data disseminated at ICPSR.

Please do not submit publications that only mention ICPSR studies in passing. If the author manipulated or analy

To send a citation to the Bibliography, please use the citation form below, or email us at bibliography@icpsr.umi

**Your Name:**

**Your Affiliation:**

**Your Email:**

email@email.com

*We will only use this information if we need to contact you for clarification. Your name and address will not be public.*

**Author/Editor:**

**Title:** *Title of article, book, book chapter, report or dissertation*

**Secondary Title:**

Journal or other publication title

**Pub Date:**

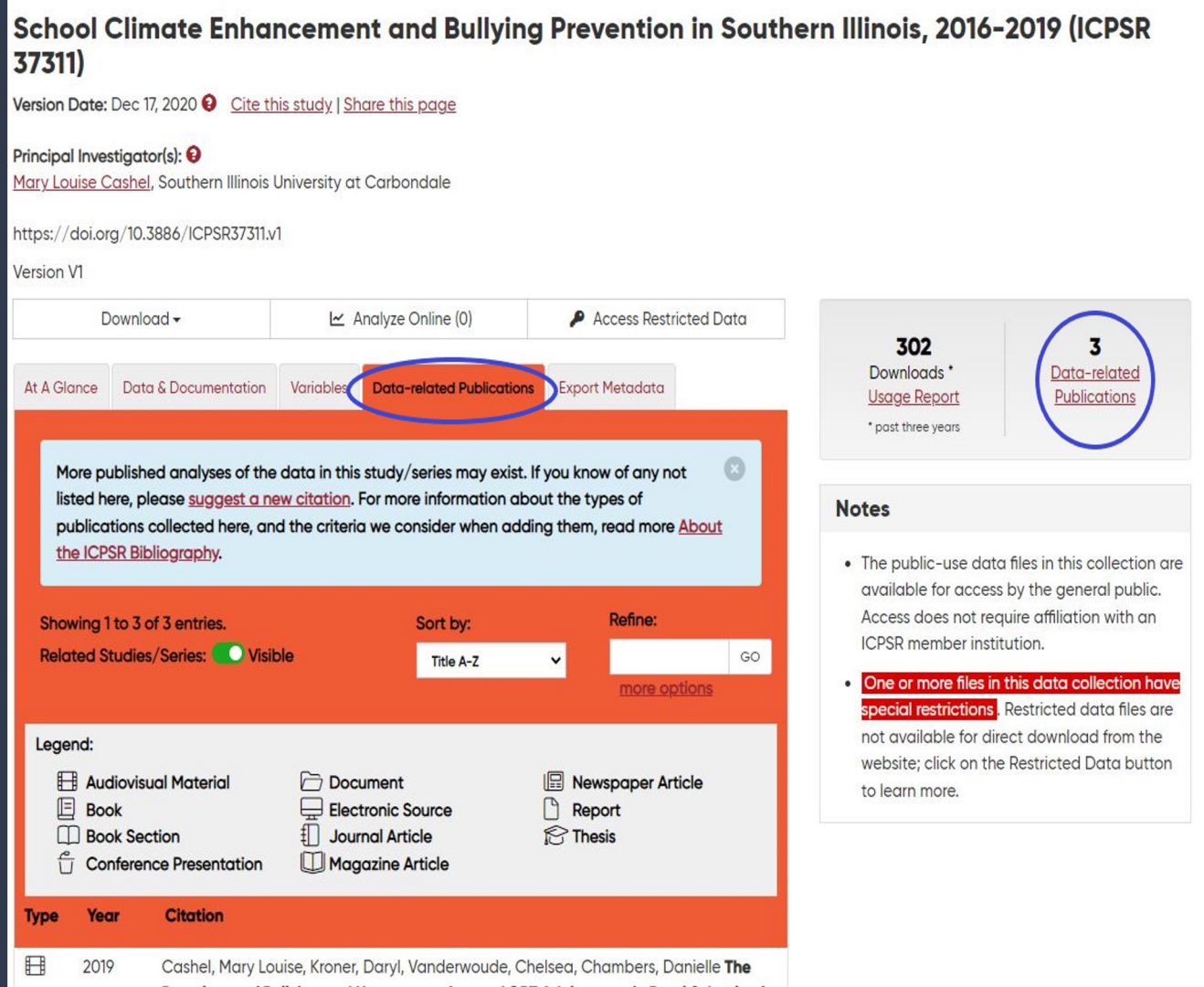
**Year:** **Month:** **Day:**

**Volume:**

# Data-Related Publications and Other Works

Helps other researchers discover NACJD data and learn how study data have been used

Useful when writing literature reviews and helps identify gaps in the literature where additional research is needed



School Climate Enhancement and Bullying Prevention in Southern Illinois, 2016-2019 (ICPSR 37311)

Version Date: Dec 17, 2020 Cite this study | Share this page

Principal Investigator(s):
Mary Louise Cashel, Southern Illinois University at Carbondale

https://doi.org/10.3886/ICPSR37311.v1

Version V1

Download ▾ | Analyze Online (0) | Access Restricted Data

At A Glance | Data & Documentation | Variables | Data-related Publications | Export Metadata

302 Downloads * Usage Report
* past three years

3 Data-related Publications

Notes

- The public-use data files in this collection are available for access by the general public. Access does not require affiliation with an ICPSR member institution.
- One or more files in this data collection have special restrictions. Restricted data files are not available for direct download from the website; click on the Restricted Data button to learn more.

More published analyses of the data in this study/series may exist. If you know of any not listed here, please suggest a new citation. For more information about the types of publications collected here, and the criteria we consider when adding them, read more About the ICPSR Bibliography.

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| Type | Year | Citation |
|---|---|---|
| | 2019 | Cashel, Mary Louise, Kroner, Daryl, Vanderwoude, Chelsea, Chambers, Danielle **The** |

# Data-Related Publications and Other Works

The study's final, published report will also be added to the ICPSR Bibliography and included in the Data-related Publications section

2019

Cashel, Mary Louise, Kroner, Daryl, Vanderwoude, Chelsea, Chambers, Danielle **The Prevalence of Bullying and Harassment Among LGBT Adolescents in Rural Schools of Southern Illinois and Directions for Intervention**. Southern Illinois University.
**Full Text Options:** Original source (pdf) PDF
**Export Options:** RIS EndNote

**Studies related to this publication:**

- School Climate Enhancement and Bullying Prevention in Southern Illinois, 2016-2019 (ICPSR 37311)

2020

Cashel, Mary L., Kroner, Daryl G. **School Climate Enhancement and Bullying Prevention in Southern Illinois**. *Final Summary Report*. NCJ 255064, .
**Full Text Options:** PDF
**Export Options:** RIS EndNote

**Studies related to this publication:**

- School Climate Enhancement and Bullying Prevention in Southern Illinois, 2016-2019 (ICPSR 37311)

2017

Cashel, Mary Louise, Kroner, Daryl G. **School climate enhancement and bullying prevention in Southern Illinois: Preliminary findings**. *American Society of Criminology 2017 Annual Meeting*. .
**Full Text Options:** Abstract
**Export Options:** RIS EndNote

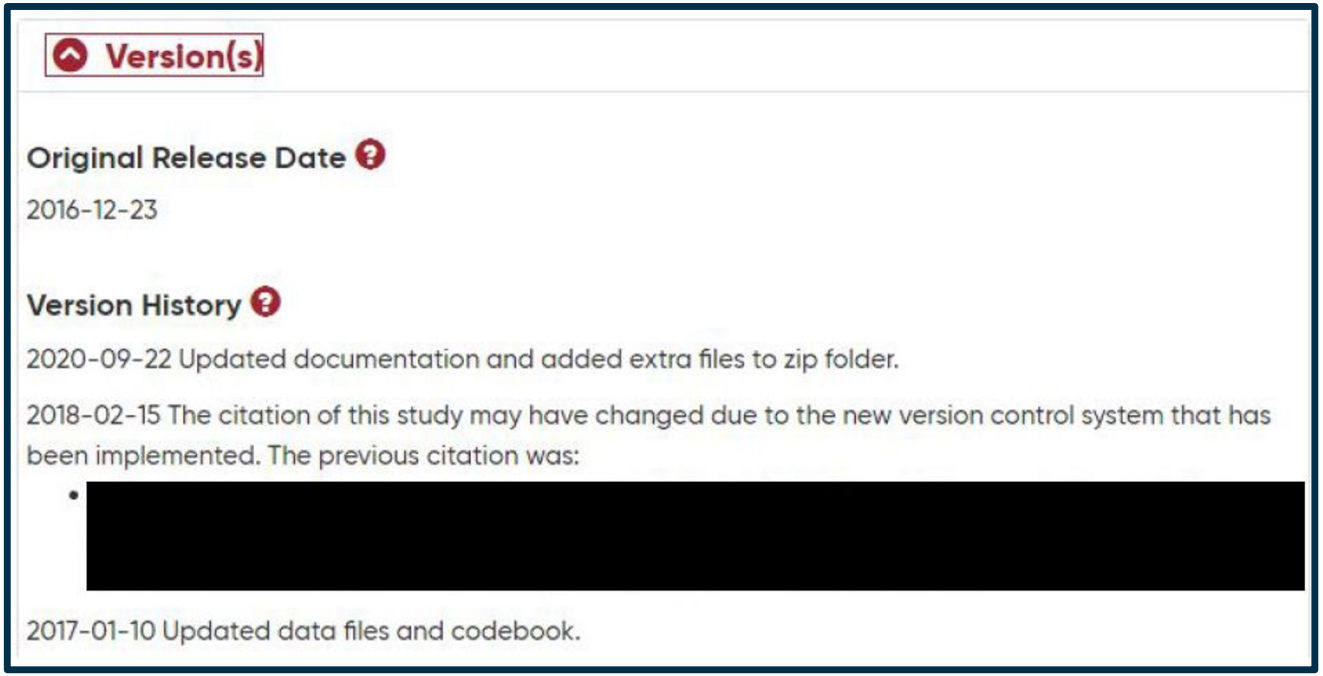
**Studies related to this publication:**

- School Climate Enhancement and Bullying Prevention in Southern Illinois, 2016-2019 (ICPSR 37311)

# Study Update Needed

Study updates involve replacing previously released data or documentation.

Include a written description of the changes that were made.



# Thank you!

Email NACJD user support:

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Email Becky Chu directly:

beckychu@umich.edu

Recorded presentation with captions is available on the NACJD Share Data page