

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

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

A dark blue diagonal gradient bar that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the slide.

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.

A dark blue diagonal gradient bar that starts from the bottom left and extends towards the top right, covering the lower half of the slide.

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.

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

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

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

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

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.

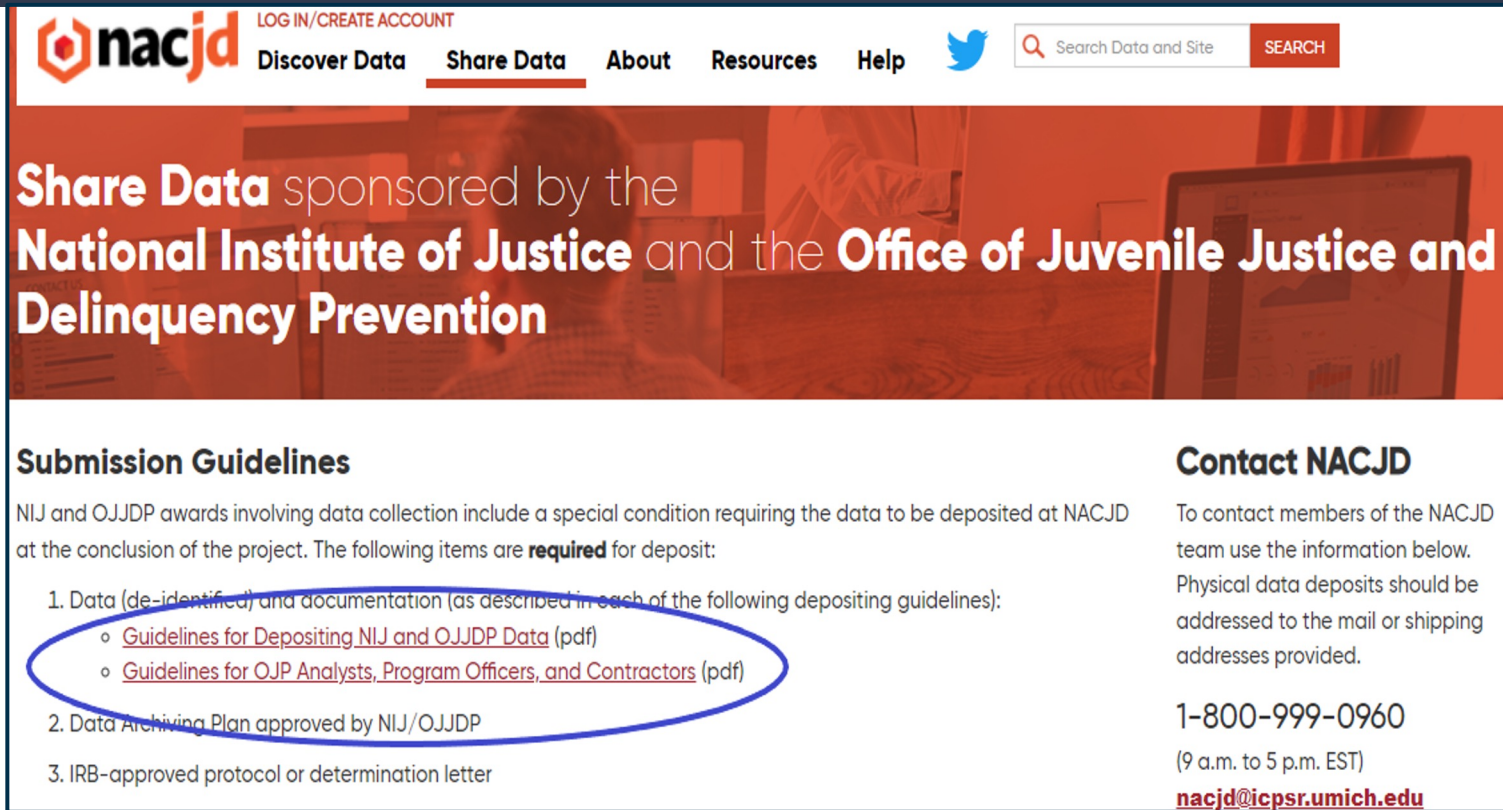
Submission Guidance Materials

- 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](https://www.nij.ojp.gov/funding/guidance-applicants-and-awardees)
 - Data Archiving guidance: [nij.ojp.gov/funding/data-archiving](https://www.nij.ojp.gov/funding/data-archiving)
- ICPSR Data Management guide: [icpsr.umich.edu/web/pages/datamanagement/dmp/index.html](https://www.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](https://www.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>



The screenshot shows the NACJD website interface. At the top, there is a navigation bar with the NACJD logo, a 'LOG IN / CREATE ACCOUNT' link, and menu items for 'Discover Data', 'Share Data' (which is underlined), 'About', 'Resources', and 'Help'. A search bar is located on the right. Below the navigation bar is a large banner with a red background and white text that reads: 'Share Data sponsored by the National Institute of Justice and the Office of Juvenile Justice and Delinquency Prevention'. The main content area is divided into two columns. The left column is titled 'Submission Guidelines' and contains a paragraph stating that data collection awards include a special condition requiring data to be deposited at NACJD. It then lists three required items for deposit: 1. Data (de-identified) and documentation (as described in each of the following depositing guidelines):, 2. Data Archiving Plan approved by NIJ/OJJDP, and 3. IRB-approved protocol or determination letter. The first item is circled in blue, and it includes two sub-links: 'Guidelines for Depositing NIJ and OJJDP Data (pdf)' and 'Guidelines for OJP Analysts, Program Officers, and Contractors (pdf)'. The right column is titled 'Contact NACJD' and provides information on how to contact the team, including a phone number (1-800-999-0960) and an email address (nacjd@icpsr.umich.edu).

Share Data sponsored by the
National Institute of Justice and the **Office of Juvenile Justice and Delinquency Prevention**

Submission Guidelines

NIJ and OJJDP awards involving data collection include a special condition requiring the data to be deposited at NACJD at the conclusion of the project. The following items are **required** for deposit:

1. Data (de-identified) and documentation (as described in each of the following depositing guidelines):
 - [Guidelines for Depositing NIJ and OJJDP Data \(pdf\)](#)
 - [Guidelines for OJP Analysts, Program Officers, and Contractors \(pdf\)](#)
2. Data Archiving Plan approved by NIJ/OJJDP
3. IRB-approved protocol or determination letter

Contact NACJD

To contact members of the NACJD team use the information below. Physical data deposits should be addressed to the mail or shipping addresses provided.

1-800-999-0960
(9 a.m. to 5 p.m. EST)
nacjd@icpsr.umich.edu

Required Materials

A dark blue diagonal gradient bar that starts from the bottom left and extends towards the top right, covering the lower half of the slide.

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 NIH/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
 - 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 NIH/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

A dark blue diagonal gradient bar that starts from the bottom left and extends towards the top right, covering the lower half of the slide.

Data Formats and Documentation

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-ojdp.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

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

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

A dark blue diagonal gradient bar that starts from the bottom left and extends towards the top right, covering the lower half of the slide.

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

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

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

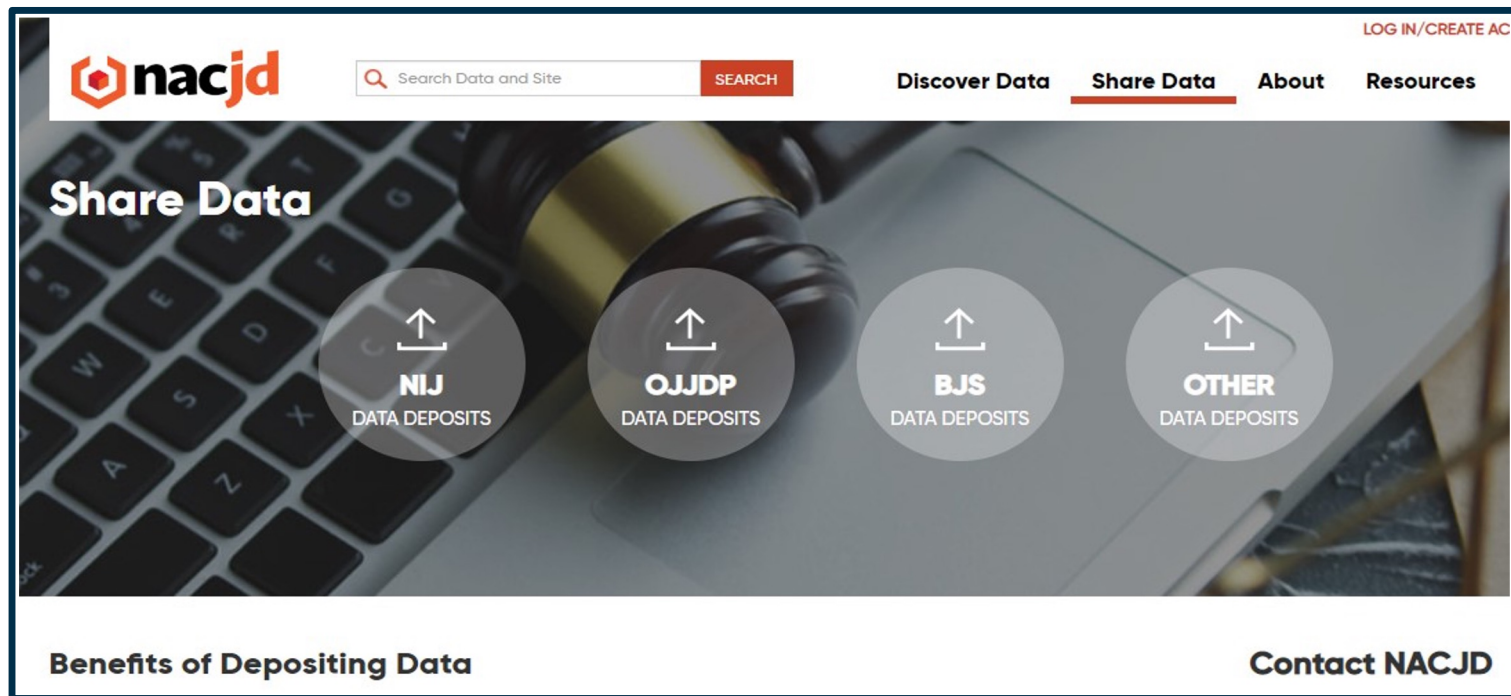
Deposit Process: Overview of the Deposit System

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

A dark blue diagonal gradient bar that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the slide.

Overview of the Deposit System

NACJD's main
Share Data page



<https://www.icpsr.umich.edu/web/pages/NACJD/share-data.html>

Overview of the Deposit System

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

Share Data sponsored by the National Institute of Justice and the Office of Juvenile Justice and Delinquency Prevention

Submission Guidelines

NIJ and OJJDP awards involving data collection include a special condition requiring the data to be deposited at NACJD at the conclusion of the project. The following items are **required** for deposit:


1. Data (de-identified) and documentation (as described in each of the following depositing guidelines):
 - [Guidelines for Depositing NIJ and OJJDP Data](#) (pdf)
 - [Guidelines for OJP Analysts, Program Officers, and Contractors](#) (pdf)
2. Data Archiving Plan approved by NIJ/OJJDP
3. IRB-approved protocol or determination letter
4. Fully executed Privacy Certificate
5. Final project report or journal article. Draft versions are acceptable and will not be released with study materials.
6. Completed NIJ and OJJDP [Submission Checklist and Inventory](#) (pdf). All submitted files should be listed in the inventory.
7. IRB-approved informed consent forms or instructions (if applicable).
8. Data use agreements for data obtained from external sources (if applicable).

NACJD staff conduct the initial review of deposits for completeness within 10 business days from the submission date. Depositors must abide by the guidelines provided or they may need to provide additional data or documentation pursuant to NIJ/OJJDP requirements before the depositor's institution is released from the special condition regarding depositing research data at NACJD. Project materials should be deposited 90 days prior to the award closeout date.

Once NACJD has confirmed that all required materials have been received, the data and documentation will undergo a more thorough review. This review is generally completed within 20 business days, but is dependent upon the size of the deposit review queue. NACJD will contact the depositor with any questions that arise from this review.

Depositing Data

The online deposit form facilitates the secure upload of files via a Web browser (preferably Chrome), enables the depositor to describe the data collection being deposited and establishes the terms and conditions of data transfer. Depositors should create an ICPSR MyData account to deposit data. Accounts are free and offer several user-friendly features.

Most grantees of NIJ-funded forensic sciences projects are not required to submit their data to NACJD. Instead, use the [NIJ-funded Forensic Sciences Projects](#)  form to submit only study-level information.

NIJ Awardees
Deposit Form

OJJDP Awardees
Deposit Form

Contact NACJD

To contact members of the NACJD team use the information below. Physical data deposits should be addressed to the mail or shipping addresses provided.

1-800-999-0960

(9 a.m. to 5 p.m. EST)

nacjd@icpsr.umich.edu

MAIL

ICPSR Acquisitions

Attn: NACJD

P.O. Box 1248

Ann Arbor, MI 48106-1248

UPS/FEDEX SHIPMENTS

ICPSR Acquisitions

Attn: NACJD

330 Packard Street

Ann Arbor, MI 48104

GRANTEES

Grantees who will be depositing data at NACJD can also contact NACJD staff with any questions they have about how to prepare the data or documentation or to discuss [Restricted Data release](#) or [other data release options](#).



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:

PASSWORD:

[Request a new password](#)

New User?



Create Account

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


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.


Create Project

ARCHIVE:  NACJD_OJJDP: Office of Juvenile Justice and Delinquency Prevention

PROJECT TITLE: 

Create Project

ARCHIVE:  NACJD_NIJ: National Institute of Justice

PROJECT TITLE: 

☐ Yes ☐ No

IS THIS DEPOSIT RELATED TO AN EXISTING ICPSR DATA COLLECTION OR SERIES?

Enter Metadata

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

ICPSR Deposit Manager

Dashboard Start Deposit Workspace Contact Us Staff

Workspace / NACJD_NIJ-164282

+ Create New Project

Search within workspace, enter 3 or more characters

☐ Hide inactive ☒ Show all

Test Deposit [Deposit In Progress] [Edit Project Header](#)

Create Folder Upload Files Import From Zip more

Project

- Collapse All

- Project Description

Principal Investigator(s) (required) + add value

Summary (required) edit

Funding Sources + add value

Grant Manager(s) + add value

+ Scope of Project

+ Methodology

+ Related Publications + add citation

NACJD_NIJ-164282

Submit to ICPSR

Share Project

Change Owner

View Log

Report a Problem

Storage Status:

Space:
< 0.01 GB of 30.00 GB used (0%)

File/Folder:
0 of 1000 used (1%)

Share the Deposit



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

Share project

User Email (s), comma separated.

☒ Allow user to read contents
☐ Allow user to edit contents
☐ Allow user to delete contents
☐ Allow user to control permissions and publish contents

Share

User	Read	Write	Delete	Control	Actions
beckychu@umich.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 

Close

Submit the Deposit

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

The screenshot displays the ICPSR Deposit Manager interface. At the top, the navigation bar includes 'Dashboard', 'Start Deposit', 'Workspace', 'Contact Us', and 'Staff'. The breadcrumb trail shows 'Workspace / NACJD_NIJ-164282', which is circled in red. Below this, there is a '+ Create New Project' button and a search bar. The main content area is titled 'Test Deposit [Deposit In Progress]' with an 'Edit Project Header' link. On the left sidebar, a list of workspace items is shown, with 'NACJD_NIJ-164282' selected. The central panel contains a 'Project' section with a 'Collapse All' button, and a 'Project Description' section with fields for 'Principal Investigator(s) (required)', 'Summary (required)', 'Funding Sources', and 'Grant Manager(s)'. Each field has a '+ add value' link. At the bottom of the central panel is a '+ Scope of Project' button. On the right sidebar, the workspace name 'NACJD_NIJ-164282' is displayed, and the 'Submit to ICPSR' button is circled in red. Other buttons in this sidebar include 'Share Project', 'Change Owner', 'View Log', and 'Report a Problem'. At the bottom right, the 'Storage Status' is shown, indicating that less than 0.01 GB of 30.00 GB is used (0%), and the 'File/Folder' status shows 0 of 1000 used (1%).

ICPSR
Deposit Manager

Dashboard Start Deposit Workspace Contact Us Staff

Workspace / NACJD_NIJ-164282

+ Create New Project

Search within workspace, enter 3 or more characters

Hide inactive Show all

Test Deposit [Deposit In Progress] Edit Project Header

Workspace

+ NACJD_NIJ-130

+ NACJD_NIJ-148

- NACJD_NIJ-164282

+ NACJD_OJDP-

- Shared with me

+ ICPSR-100718

+ ICPSR-100940

+ ICPSR-101196

+ ICPSR-101210

+ ICPSR-101542

+ ICPSR-123141

+ ICPSR-130081

+ NACJD-11003

Create Folder Upload Files Import From Zip more

Project

- Collapse All

- Project Description

Principal Investigator(s) (required) + add value

Summary (required) edit

Funding Sources + add value

Grant Manager(s) + add value

+ Scope of Project

NACJD_NIJ-164282

Submit to ICPSR

Share Project

Change Owner

View Log

Report a Problem

Storage Status:

Space:
< 0.01 GB of 30.00 GB used (0%)

File/Folder:
0 of 1000 used (1%)

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



Dear [REDACTED]

Thank you for submitting this project to ICPSR! Please take a few minutes to complete our [survey](#) about your deposit experience. We cannot improve without your feedback, so we would like to hear from you!

For your reference, here are the details of the project:

- Project Title: [REDACTED]
- Project ID: [REDACTED]
- Signed: 2022-02-23 by [REDACTED]
- Funding Sources: United States Department of Justice. Office of Justice Programs. Office of Juvenile Justice and Delinquency Prevention ([REDACTED])

Please review the file manifest carefully. Does it correspond to what you intended to submit to ICPSR? If you need to make any changes, you will need to recall the project in its workspace and resubmit it.

[DOWNLOAD MANIFEST](#)

[GO TO WORKSPACE](#)

ICPSR staff will review your submission and contact you should any adjustments be necessary. If you have any questions or would like to discuss the status of this project, please email icpsr-help@umich.edu.

Thank you again for taking the time to share your data with us!

Sincerely,

ICPSR Acquisitions
icpsr-help@umich.edu

Post-deposit Process

A dark blue diagonal gradient bar that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the slide.

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.

The screenshot shows the NACJD_NIJ deposit management interface. At the top, the text "NACJD_NIJ-" is followed by a redacted area. Below this, a vertical list of buttons is displayed: "Re-Submit to ICPSR" (highlighted with a blue circle), "Change Status" (with a dropdown arrow), "Share Project" (with a share icon), "Change Owner" (with a person icon), "View Log" (with a list icon), "Curation Tools" (with a dropdown arrow), and "Report a Problem" (with a warning icon). Below the buttons, the "Storage Status:" section is shown, which includes "Space:" information (< 0.01 GB of 30.00 GB used (1%)) and a progress bar, and "File/Folder:" information (14 of 1000 used (1%)) and another progress bar.

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/\[REDACTED\]](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](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](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](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

A dark blue diagonal gradient bar that starts from the bottom left and extends towards the top right, covering the lower half of the slide.

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 analyzed

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

Your Name:

Your Affiliation:

Your Email:

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:

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](#)

[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](#)

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](#).

Showing 1 to 3 of 3 entries.

Related Studies/Series: ☒ Visible

Sort by:

Title A-Z ▾

Refine:

GO

[more options](#)

Legend:



Audiovisual Material



Book



Book Section



Conference Presentation



Document



Electronic Source



Journal Article



Magazine Article



Newspaper Article



Report



Thesis

Type Year Citation



2019

Cashel, Mary Louise, Kroner, Daryl, Vanderwoude, Chelsea, Chambers, Danielle The

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.

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.

 **Version(s)**

Original Release Date 
2016-12-23

Version History 
2020-09-22 Updated documentation and added extra files to zip folder.
2018-02-15 The citation of this study may have changed due to the new version control system that has been implemented. The previous citation was:

- 

2017-01-10 Updated data files and codebook.

Thank you!

Email NACJD user support:

nacjd@icpsr.umich.edu

Email Becky Chu directly:

beckychu@umich.edu

Recorded presentation with captions is available on the [NACJD Share Data](#) page