

National Institute of Justice and Office of Juvenile Justice and Delinquency Prevention
Submission Checklist and Inventory

Project Title _____

Principal Investigator _____

NIJ/OJJDP Grant Number _____

NIJ/OJJDP Grant Manager Name _____

NIJ/OJJDP Grant Manager Email _____

Use the following checklist to guide you in submitting project data and documentation to the National Archive of Criminal Justice Data (NACJD) in fulfillment of the submission requirement for National Institute of Justice (NIJ) and Office of Juvenile Justice and Delinquency Prevention (OJJDP)-sponsored research.

Project deliverables are to be submitted through the secure, online deposit system accessible via the NACJD website. Deposits will be reviewed for completeness, accuracy, and disclosure risk within approximately 20 business days. **Data archiving requirements are not fulfilled until all required materials have been submitted to the deposit system. Submissions must abide by the deposit guidelines before NIJ/OJJDP releases the awardee's institution from the archiving requirement at NACJD.** See the link below to access the *Guidelines for Depositing NIJ and OJJDP Data*. NACJD staff can provide guidance about the data archiving process. Send questions to nacjd@icpsr.umich.edu.

To submit files for archiving, go to the NACJD website (<https://www.icpsr.umich.edu/web/pages/NACJD/index.html>) and click the “Share Data” link at the top of the page. Select “NIJ Data Deposits” or “OJJDP Data Deposits”. Scroll to the orange deposit form buttons and **select the button that corresponds to your funding source** to access the online deposit system and upload your files.

Helpful Resources

For additional information and details on archiving data, see *Guidelines for Depositing NIJ and OJJDP Data*:
<https://www.icpsr.umich.edu/web/pages/NACJD/archiving/deposit-nij-ojdp.html>

and

The Guide to Data Preparation:
<https://www.icpsr.umich.edu/files/deposit/dataprep.pdf>

NACJD SUBMISSION CHECKLIST AND INVENTORY

1. Project Documents: Submit copies of the project documentation listed below.

- This Submission Checklist and Inventory (**REQUIRED**)
- Data collected, or derived from existing data sources, under the grant award, and associated data collection instruments (**REQUIRED**)
- NIJ/OJJDP-approved data archiving plan/strategy (**REQUIRED**)
- IRB-approved research protocol or determination letter (**REQUIRED**)
- Privacy Certificate, fully executed (**REQUIRED**)
- Final project report or journal article (draft form is acceptable) (**REQUIRED**)
- IRB-approved informed consent forms or interview instructions (if applicable)
- Data use agreements (for data obtained from external sources) (if applicable)

2. Additional Documentation: Provide any documentation that secondary analysts would need to understand the archived data, including:

- Codebook(s) providing details about variables, values, and formats in the submitted data. Make sure that all variable names, value labels, and missing value codes are provided in codebooks. **The codebook should not be a data output file.** Frequency distributions and descriptive statistics for all variables used in the analysis would be helpful but are **not required**.
- Programming syntax written to carry out data transformations and analyses for the purpose of replicating all results.
- Secondary data analyst's user guide: The user guide should be provided in a separate document and will be released on the NACJD website. See *Guidelines for Depositing NIJ and OJJDP Data* for details.

3. Data: All data collected using grant funds must be submitted unless pre-approved by NIJ or OJJDP. Include the final, cleaned, and de-identified data used to produce the analyses, tables, and descriptive information provided in the final project report. See *Guidelines for Depositing NIJ and OJJDP Data* for more detail.

- Direct and indirect identifiers have been removed from the data or appropriately masked where applicable (**REQUIRED**)
- Quantitative data submissions: All variables and variable values have labels (**REQUIRED**)

SELECT ONE (REQUIRED FOR QUANTITATIVE DATA SUBMISSIONS):

- All variable and value labels, and missing data declarations, **are embedded** in the data file
- Variable and value labels **are not embedded** in the data file, but a codebook listing all variables, variable labels, value labels, and missing data declarations is being submitted

Secondary analysis of existing data. In general, data do not need to be deposited for projects involving the analysis of existing data that are already publicly available. For these projects, only the programming syntax that produced the analysis needs to be deposited. **Projects that involve derived variables from the existing data should deposit the derived variables and corresponding syntax.** See *Guidelines for Depositing NIJ and OJJDP Data* for more information.

NACJD SUBMISSION CHECKLIST AND INVENTORY

Data Archiving File Inventory. List each file being submitted along with a brief description. Include the sample size and the number of variables in each data file. Submit this list as an inventory of the files uploaded along with the completed checklist. Add additional pages if needed.

File Name

File Description

Example: Michigan Offender Data

Quantitative dataset for Michigan Offender Data (sample n=150, # variables=78)
