



**Data Request Form and Data Use Agreement  
for NAEYC Research Accreditation Databases**

*The NAEYC Higher Education and Early Learning Program Accreditation data contain information collected during the accreditation process. NAEYC will not release individual data on any institution/program, nor will it release data sets where it is possible to identify any participants (counts fewer than 10 cases shall be excluded). Individuals who are granted access to any NAEYC accreditation data must adhere to NAEYC's data use guidelines, which are provided in Section 7. Failure to sign or to adhere to the attached agreement will result in immediate termination of data use privileges.*

Date submitted: MM-DD-YYYY

Date needed\*: MM-DD-YYYY

***\*Allow at least 6-8 weeks for processing***

**Section 1. Requestor (Principal Investigator) Information**

Name	
Job Title	
Institution/Organization	
Mailing Address	
City	
State	
Zip Code	
Phone	
Email	
NAEYC Member	<input type="checkbox"/> Yes <input type="checkbox"/> No



**Section 2. Co-Principal Investigator(s) Information**

Name	
Job Title	
Institution/Organization	
Mailing Address	
City	
State	
Zip Code	
Phone	
Email	
NAEYC Member	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 3. Other individual(s) who will be assisting in this research**

*(please append additional sheets if necessary)*

Name	
Title	
Organization	

Name	
Title	
Organization	

Name	
Title	
Organization	

Name	
Title	
Organization	



**Section 4. Research Project Information**

**Project title:**

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**Project Purpose (250 words or less)**

**Hypotheses to be tested (if applicable) (500 words or less)**



## Section 5. Data Requested and Proposed Analyses

**Higher Education Accreditation Data** calendar year requested:

**Accreditation Item(s) Requested:** Review the Higher Education Accreditation Data Dictionary that was sent with this application template and check all data points for which you are seeking access<sup>1</sup>. Please refer to the [Higher Education Accreditation Process](#) for an overview.

**Analyses Plans (500 words or less)**

**Early Learning Program Accreditation Data** calendar year requested:

**Accreditation Item(s) Requested:** Review the Early Learning Program Accreditation Data Dictionary that was sent with this application template and check all data points for which you are seeking access.<sup>2</sup> Please refer to the [Early Learning Assessment and Tools](#) for a description of each item.

**Analyses Plans (500 words or less)**

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<sup>1</sup> Complete datasets will not be provided

<sup>2</sup> Complete datasets will not be provided



**Section 6. Intended Use/Dissemination of Results**

How will the results of this research be used/disseminated? (Check all that apply)

	Journal Article(s). <i>List the journal(s)</i>
	Book Chapter(s). <i>List the book(s)</i>
	Professional organization presentation(s). <i>List the organization(s)</i>
	Thesis/Dissertation
	Fact Sheet/Brochure
	Inform regulatory standards or policies or legislative policies
	Educational Programming Development/Implementation
	Comparison to individual institution's results (for benchmarking purposes)
	Other. Please list



## Section 7. Data Use Agreement

***Signing this agreement does not guarantee your request will be approved; however, this section must be complete for your application to be considered. Please update the sections in red to reflect your request.***

By signing below, I agree to the following:

- I. **Term.** I will use the data solely for the purposes stated, and I shall not transfer the data to, or share the data with, any person not identified in this Request Form. Upon completion of my use of the data, or at any time if so directed by NAEYC, I shall return the data to NAEYC, without retaining a copy, and shall purge such data from any print or electronic records.
- II. **Data Security and Confidentiality.** I acknowledge that the NAEYC Higher Education and Early Learning Program Accreditation data is the exclusive property of NAEYC. The data is confidential and proprietary, and I will take all reasonable precautions to prevent unauthorized disclosure or access, including through necessary communications with, and oversight of, the persons named herein.
- III. **Methods of Data-Sharing.** I agree that I will only share data using one of the following methods of secure delivery: 1) Secure FTP file transfer, 2) Encrypted email or email sent through "secure tunnel" approved by NAEYC, or 3) Email of encrypted document (password must be sent by telephone or separate email only).
- IV. **Termination for Material Breach.** In the event the NAEYC determines or has a reasonable belief that I or an agent(s) has made or may have made a use, reuse or disclosure of the aforesaid file(s) that is not authorized by this Agreement, NAEYC, at its sole discretion, may require me to: (a) promptly investigate and report to NAEYC my determination regarding any alleged or actual unauthorized use, reuse or disclosure, (b) promptly resolve any problems identified by the investigation; (c) submit a formal, written response to an allegation of unauthorized use, reuse or disclosure; (d) submit a corrective action plan with steps designed to prevent any future unauthorized uses, reuses or disclosures; and/or (e) return or destroy the NAEYC Accreditation data I received under this Agreement. NAEYC reserves the right to require immediate cessation of such use, reuse, or disclosure until the matter is fully investigated and corrective action, if required, has been taken by me.
- V. **Agents.** I acknowledge, as the person making the data request, that I am the PI for the project listed above and expect to be the lead author on any publications or presentations resulting from this request.
- VI. **Citations.** I will reference the National Association for the Education of Young



Children when reporting any data obtained from the NAEYC accreditation data utilizing the following standard format (items in Red font are specific to the data you receive and must be completed appropriately):

National Association for the Education of Young Children. Higher Education Accreditation Data, **Calendar Year(s)** [computer file]. Washington, DC: National Association for the Education of Young Children [producer and distributor]; **(YYYY-MM-DD of distribution)**.

Or:

National Association for the Education of Young Children. Early Learning Program Accreditation Data, **Calendar Year(s)** [computer file]. Washington, DC: National Association for the Education of Young Children [producer and distributor]; **(YYYY-MM-DD of distribution)**.

- VII. **Indemnification.** I will include the following disclaimer language in any published article or presentation:
- a. *The opinions, findings, and conclusions presented/reported in this article/presentation are those of the author(s), and are in no way meant to represent the corporate opinions, views, or policies of the National Association for the Education of Young Children (NAEYC). NAEYC does not warrant nor assume any liability or responsibility for the accuracy, completeness, or usefulness of any information presented in this article/presentation.*
- VIII. **Third Party Beneficiaries.** I will grant access to NAEYC Higher Education and Early Learning Program Accreditation data to only those individuals specified in this *Data Use Request Form*. Should the need to grant access to additional individuals arise, I will contact the NAEYC Research Analyst immediately.
- IX. **Safeguards.** If my institution requires, I will obtain all necessary Institutional Review Board (IRB) approval for secondary data analysis prior to beginning my research, and I will provide NAEYC with appropriate documentation of IRB approval.
- X. **Constraints on the Use of the Data.** I will provide NAEYC with a copy of all findings with respect to NAEYC Higher Education and Early Learning Program Accreditation data, including but not limited to its utilization and disclosure, at least thirty (30) calendar days prior to publishing such findings. I understand the purpose of this is to verify the data is used for the purposes outlined in this agreement, as well as to identify and prevent the inadvertent disclosure of any confidential or personally identifiable information. **The accuracy of the users' statistical analyses and the findings they report are not the responsibility of the National Association for the Education of Young children. NAEYC shall not be held liable for improper or incorrect use of the data.** Any final products produced include but are not limited to: professional journal manuscripts, professional conference presentations, student



theses/dissertations, book chapters, policy documents, fact sheets, and brochures. I will not submit such findings to any entity or individual (not a party to this Agreement) until the release of such findings has been approved for each submission, report, publication, or presentation in writing by the NAEYC contact specified in this form.

- XI. **Financial Costs of Data-Sharing.** I expressly understand that neither I nor NAEYC shall have any financial obligation arising from this Data Use Agreement, except to the extent I incur my own charges related to protection of the Data or as a result of non-compliance with the terms of the Data Use Agreement as specified herein.

Signature of Principal Investigator		Date	
Signature of Co-Principal Investigator(s) (add rows as needed)		Date	

**When all sections are complete, please email this form to:**  
Johnette Peyton, Research Analyst [jpeyton@naeyc.org](mailto:jpeyton@naeyc.org)  
(202) 232-8777 ext. 8855