**Access to 2008 NSSRN Restricted Use Data**

The restricted data file from the NSSRN survey (2008) contains all information collected in the questionnaire. The file(s) is available to the research community through an application process maintained by the Health Resources and Services Administration.

If requesting restricted use data, please complete the application in this packet and send to [NCHWAinquiries@HRSA.gov](mailto:NCHWAinquiries@HRSA.gov).

**Research Proposal Guidelines**

*The National Center for Health Workforce Analysis (NCHWA) can provide variables to researchers that are not available in our public use files under limited circumstances when appropriate justification for use of restricted variables in a proposed research project is shown.  A researcher must provide a proposal describing their proposed use of these variable(s).  A research proposal should include hypotheses, methodology, goals, and the public health benefit.  NCHWA will review the request and approve or deny the request for these restricted variables.  NCHWA will provide only the variables needed to complete the research. Please contact* [*NCHWAinquiries@hrsa.gov*](mailto:NCHWAinquiries@hrsa.gov) *for questions regarding the process or to submit your research proposal.*

**Proposal Review**

The review takes about *four* to *eight* weeks.

1. On receipt of your proposal, the NCHWA will assign an analyst to work with you.
2. The analyst reviews the proposal for completeness and feasibility and works with you to make any necessary changes or additions.
3. The reviewer examines the proposal for:
   * Appropriateness and availability of the chosen data
   * Disclosure risk
4. Decision on approval is made
5. If a decision to approve the application is made, NCHWA will require a data use agreement to be signed and returned.

The review decision options include:

* Approve
  + Approval of an application does not mean that NCHWA endorses the merit of the proposed research or its substantive, methodological, theoretical, or policy relevance.
  + NCHWA approval reflects the judgment that this research, as described in the proposal, is an appropriate use of the requested data and that providing the restricted variable(s) to complete the project is feasible.
  + Approval of a proposal does not explicitly or implicitly guarantee that all output generated by the analysis will be publishable. Tables contain cell sizes smaller than 10 pose disclosure risks and should be suppressed.
* Revise and resubmit
  + Often, researchers are asked to revise and resubmit after the first review. If this is the case, we will work with you to help you revise your proposal to comply with our guidelines.
* Disapprove

The following format should be used to submit the research proposal:

**Project Proposal**

|  |  |
| --- | --- |
| General Information | |
| Date: | Click or tap to enter a date. |
| Title of Project: |  |
|  | |
| Statistical Software: (Check all that apply) | SAS/SUDAAN  Stata  SPSS Other, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Proposed Start Date: | Click or tap to enter a date. |

Complete as applicable for your project. Please include anyone who will access, handle/analyze or be held responsible for use of the data. If your proposal is approved, you will then print, sign, and return the Confidentiality and Data Security Statement.

|  |  |  |
| --- | --- | --- |
| Research Team | | |
|  | Primary Investigator (Researcher or Student) | Co-Investigator |
| Name |  |  |
| Email |  |  |
| Phone |  |  |
| Institution |  |  |
| Mailing Address |  |  |
|  | **Advisor\* (For Students and Post-Docs)** | Other, specify: |
| Name |  |  |
| Email |  |  |
| Phone |  |  |
| Institution |  |  |
| Mailing Address |  |  |

\*Please note that students and post-doctoral fellows are required to have a faculty advisor who can guide them in appropriate storage and use of these restricted data. If you need additional space to describe members of your research team, you may expand the above table.

# Abstract: Please limit the abstract to 300 words.

1. Research Question: Include study purpose, hypotheses, goals, or research questions.
2. Background: Include a short literature review, no more than 2 pages, focusing on papers that discuss your topic or address the methodology that you plan to use. Please limit your reference list to 10 items or less.

# Public Health Benefit: In one paragraph, how does your research benefit public health?

# Data Requirements:

1. The survey’s title and year of administration (e.g., 2008 National Sample Survey of Registered Nurses)
2. Variable list:
   1. List the restricted variables you are requesting. Please complete the data table in Appendix 1 to
      1. Explain why you need the restricted variables you are requesting and why your study cannot be conducted and research questions addressed without these variables.
      2. Explain how you will use these variables in analysis and reporting. For example, if you are requesting zip codes, explain how they will be used to compute new measures (e.g., distance) and how the restricted data will be reported (e.g., maps, tables, or not at all).
3. Merging with Other Data:

Will you use data from another source (such as Census, NCHS, or AHRQ)? If yes, please describe the source, list the files, and provide a general description of the data.

* 1. Merge Variables: Please describe the variables and procedures needed to merge/join the restricted data with an outside source.

4. Data Security

Describe data storage plans to ensure that restricted data are protected and that only those authorized to handle/analyze or are held responsible for use of the data have access to the data.

# f). Methodology:

1. Unit or Level of Analysis and Subpopulation(s): There can be many levels of analysis within the same study, so be as detailed as possible. A common example for an analysis of data from the NSSRN is where the unit of analysis is the nurse while the subpopulation is nurses with a graduate degree.
2. Analysis Plan: Please provide an overall analysis plan that specifies what analytic procedures or models you will use, such as descriptive statistics, logistic regression, or log-linear modeling, or list specific statistical package procedures.

# g). Output:

# Overview: Please describe any output that you would like to publish: please be detailed as this section helps the reviewer to assess disclosure risk. Providing examples of table and figure formats are helpful in evaluating level of reporting envisioned.

# Presentation of Results: Will you present the results in a report, publication in a peer-reviewed journal, Newspaper, presentation at a scientific meeting, used for internal policy analysis, etc.?

## h). References (OPTIONAL), but if included, please limit the list to 10 items or less.

***Appendix 1***

|  |  |  |  |
| --- | --- | --- | --- |
| Variable Request Justification Table | | | |
| **Variable** | **Label** | **Requested (Y/N)** | **Justification** |
| *Example:*  *Q2A-C* | *State(s) of Certification/Licensure* | *Y* | *We plan to match with state nursing license board data.* |
| *Example:*  *Q13* | *Practice ZIP code* | *Y* | *We need this variable to run descriptive analyses.* |
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