NC STATE UNIVERSITY | **Belk Center** for Community College Leadership and Research

Data Sharing Process for External Researchers

The Belk Center is pleased to be able to share data with researchers including graduate students who will help us work towards our goal of providing timely, accessible, and actionable research to community college leaders so that they can make informed improvements at their institutions. To this end, the Belk Center asks the following of graduate students using Belk Center or NILIE data for dissertations, capstone projects, class projects, and other independent research:

1. At minimum, research will result in a research brief to be posted to the Belk Center website. The student might also be asked to co-author additional pieces of official Belk Center reports.
2. Students using Belk Center data for doctoral dissertations and other extensive independent research are strongly encouraged to produce at least one additional publication or other applied research product based on their work. For example, a student might pursue an academic article in a research-focused higher education journal (e.g., Research in Higher Education, Community College Review) or a more practitioner-focused journal (e.g., Community College Journal of Research and Practice). Students agree to involve and appropriately attribute authorship to Belk Center staff involved in collecting, cleaning, and manipulating the data used in their respective research projects. All research publications involving data collected by the Belk Center should have at least one Belk-affiliated co-author. Authorship will be determined in advance of publication, and all publications will be approved by the Belk Center Executive Director prior to distribution.
3. Graduate students must submit a proposal to the Belk Center email address (belk_center@ncsu.edu) outlining the study they aim to conduct (see proposal instructions).

Available Datasets:
- UNC System Transfer Datafile (2009 - 2019)
- PACE Climate Survey for Community Colleges - Instrument
- PACE Climate Survey for Community Colleges - Quantitative Datafile
  (all quantitative survey responses from surveys administered between 2011 - 2020)
- PACE Climate Survey for Community Colleges - Qualitative Datafile
  (all qualitative responses from surveys administered between 2015 - 2020)
- Strategic Plans for NC Community Colleges Prior to December 2019 (55 of 58)

Proposal Instructions

We ask that you provide a summary of the proposed research so that we may determine the appropriateness of the use of the data in your research. This review is designed to ensure that research using our data is of a high quality and conforms to the Belk Center or NILIE mission. Using APA style 7, please provide a detailed description of your proposed research plan. Include the following items in a 2-3 page, double-spaced proposal. Email your completed proposals in an attachment to belk_center@ncsu.edu with a subject line of *Proposal Submission for Dataset Use*.

Title: Proposed project title

Section 1: Background. Please describe the research question/issue you plan to explore in your work. Cite references that support the theoretical foundation of your study, and provide a clear and concise statement of purpose. Why is your research important?

Section 2: Proposed study. Please provide a brief outline of your study, including a description of the data you plan to use. Which dataset do you plan to use and why is it appropriate?

Section 3: Analyses and conclusions. Please provide a summary of how you plan to analyze the data and any preliminary results you may have from other data sources (e.g., a pilot study).

Section 4: References. Provide a list of full references for any citations (additional page beyond proposal of 2-3 pages). Please also provide a letter from your advisor or dissertation chair in support of your research (additional page beyond proposal of 2-3 pages).

Please contact belk_center@ncsu.edu for additional information or questions.
Steps after Proposal Submission

1. You will receive an email confirmation about your proposal submission within 24 hours.
2. Your proposal will then be forwarded to two members of the research committee for review. The reviewers will present the proposal at a research committee meeting at which the proposal will be discussed. Based on the committee's recommendation, the proposal will then be sent to the Executive Director for final approval.
3. Expect your proposal to be under review for several weeks. You may be asked to revise and resubmit your proposal. Submission of a proposal is not a guarantee of acceptance.
4. You will be asked to sign a non-disclosure agreement if your proposal is accepted. The Belk Center team will then work with you to provide access to the data.
5. The Belk Center team will be checking in with you to receive project updates.

9.24.20