

**CSDCAS Open Data Initiative**

The CSDCAS Data Subcommittee, a subcommittee of the CSDCAS Committee that reports to CAPCSD, will review all applications for access to the open CSDCAS data set. Details regarding the open CSDCAS data set can be found at [www.capcsd.org/csdcas-open-data-initiative](http://www.capcsd.org/csdcas-open-data-initiative).

Applications should be submitted to the Principal Investigator (PI) via e-mail to Dr. Heidi Verticcio ([hrfritz@ilstu.edu](mailto:hrfritz@ilstu.edu)), CCing Dr. Rachel M. Theodore ([vpa@capcsd.org](mailto:vpa@capcsd.org)) and Ms. Megan Woods ([mwoods@capcsd.org](mailto:mwoods@capcsd.org)). In addition to this form, the application should be accompanied by a CV for the PI and proof of IRB approval/exemption (if obtained at the time of time of submission).

Applications will be reviewed by the CAPCSD Data Subcommittee on the basis of (1) investigator suitability (i.e., demonstrated ability to execute the proposed research), (2) project description including analysis plan (i.e., description is well-reasoned and appropriate to accomplish the goals of the project, (3) significance of the proposed research in advancing CAPCSD priorities, (4) likely degree to which the proposed research will make a meaningful contribution to CSD admissions and be disseminated, and (5) degree to which security and anonymity of the data set will be maintained. The evaluation rubric can be found at [www.capcsd.org/csdcas-open-data-initiative](http://www.capcsd.org/csdcas-open-data-initiative).

1. Who is the PI of the proposed research project? Note that the PI must be a faculty member at a CAPCSD member institution. If the proposed research is a student-led project, then the student’s advisor should be listed as the PI. The PI is responsible for ensuring successful execution of the research project.

2. For all key personnel, please list name, status (e.g., PI, faculty, student), and role in the proposed research project.

3. In approximately two pages or less, please provide a description of the proposed research project. The description should include a summary of the primary research questions, hypotheses, and analysis plan.

4. Please provide a brief timeline for execution of the research project.

5. Please describe the primary outcomes of the proposed research project.

6. How will the proposed research project advance our understanding of admissions in the CSD fields?

7. How does the proposed research project further CAPCSD’s mission and/or current strategic plan? CAPCSD’s mission and strategic plan can be viewed at https://www.capcsd.org/about-capcsd/.

8. How will the results of the proposed research project be disseminated? Note that PIs of successful applications will be required to submit a final report to the CSDCAS Data Subcommittee at the end of the project that will be made publicly available on the CAPCSD website.

9. Does the proposed research project already have IRB approval or formal exemption from approval? If so, then please submit a copy of the IRB approval letter with this application. If not, then please provide a timeline for securing IRB approval. Note that CSDCAS data will not be released to applicants until after proof of IRB approval has been submitted to the CSDCAS Data Subcommittee.

10. Please describe procedures for maintaining security of the open CSDCAS data set.

The PI must attest to the following by checking each statement:

I have been involved in preparing this application and will take responsibility for successful execution of the proposed research project, including supervision of involved students who are identified as key personnel.

My CV has been submitted along with this application form.

I understand that the open CSDCAS data set will not be released to me until I have provided proof of IRB approval or exemption to the CSDCAS Data Subcommittee.

I will ensure that open CSDCAS data set will not be distributed to anyone who is not identified as key personnel on this application as described in the procedures for maintaining security of the data set.

I will submit a final report to the CSDCAS Data Subommittee within 30 days of completing the proposed research project in accordance with the described timeline.

Signature (PI) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: