NDACAN National Data Archive on Child Abuse and Neglect

NDACAN Archiving Checklist for Dataset Packages

This checklist is designed to assist data users with assembling their dataset packages for archiving at NDACAN. Any missing parts to a dataset submission may result in rejection of the dataset for archiving.

The following items should be reviewed prior to assembling the dataset package. These documents can be found on the pages of our website under the major heading of "Contribute Data" (https://www.ndacan.cornell.edu/contribute-data/contribute-data-general.cfm):

- *A Contributor's Guide to Preparing and Archiving Quantitative Data (https://www.ndacan.cornell.edu/contribute-data/A_Contributor's_Guide_to_Preparing_and_Archiving_Quantitative_Data.pdf).*
- *NDACAN Archiving Process and Steps.*
- *Archiving Exclusion Criteria.*

Initial Submission

The following items should be submitted no later than three months after study funding begins. After these are received, NDACAN will schedule a conference call with the Data Contributor to discuss the forthcoming dataset.

- ☐ Study Submission Form: Part I.
- ☐ Investigator Contact Cover Sheet (one for each study author).

Main Submission

The following items should be submitted no later than eight months prior to the expiration of study funding and should be submitted together as one .zip file. These documents/files along with those from the Initial Submission section above are what's known collectively as the "dataset package."

- ☐ Study Submission Form: Part II.
- ☐ Study Submission Form: Part III.
- ☐ Study Submission Form: Instrument Information (one form for each measure used in the study).
- ☐ Data file(s): All primary identifiers removed and complete with variable and value labels.
- ☐ Codebook/Data dictionary: Each data file should have a corresponding codebook or a specified section in a codebook, if all combined into one document.
- ☐ Copies of measures used in the study: Provide copies of all measures for which there are data in the data files being submitted. Take care to adhere to all copyright laws.

- ☐ Institutional Review Board (IRB) documentation, including original reviewed study protocol and any approved amendments to the protocol.
- ☐ IRB approved informed consent template.
- ☐ Copies of publications, such as interim and final reports produced using the submitted data.
- ☐ Documentation that explains derived and recoded variables, if not included in the codebook/data dictionary.
- ☐ Any additional document that could further a data user's understanding of the dataset.

For more information, visit our website at https://ndacan.acf.hhs.gov or email us at NDACANsupport@cornell.edu.