

**Attachment 14:**  
**Requests for Access to DFC Data**

**ACCESS TO INFORMATION**

**Office of National Drug Control Policy (ONDCP) Drug Free Communities (DFC) Support Program**

Data Sharing Agreement for data from Drug-Free Communities (DFC)

Requestor \_\_\_\_\_ Title \_\_\_\_\_  
 Name \_\_\_\_\_  
 Organization \_\_\_\_\_ Date of Request \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Purpose of Request

I am requesting access to data related to ONDCP’s DFC program for the following limited purpose:

Data Specifications

Please indicate what data you are requesting. Be clear about what year or years for which you would like data as well as any other specifics (e.g., data for only certain coalitions or certain states; data variables). In addition, please indicate in what format you would like to receive the data (Excel, SPSS, SAS or CSV). If you are unfamiliar with the types of data you can request you should first initiate at conversations with the DFC National Evaluation team at ICF International by contacting them at [DFC\\_Evaluators@icfi.com](mailto:DFC_Evaluators@icfi.com).

Agreement

In order to receive data related to the DFC program, you must be willing to agree to the following. By signing this document I agree to the following:

- I understand that procedures must be in place for monitoring and protecting data provided by ONDCP. At all times while in my position, data will be handled maintaining high levels of security to insure that it is not accessed inappropriately by others.
- I will not permit access to the data by any person not specified in this agreement. (Please attach a list of all persons who may have access to the data while in your possession and have them sign the agreement as well.)
- If copies of data are provided to staff rather than stored in a single access point, any staff leaving the project who had access to the data will provide written confirmation that they have destroyed their copy.
- I will provide written confirmation that I have destroyed my copy (all copies) of the data according to the schedule submitted with this request, typically within 60 days of completion of the project. ONDCP will maintain a copy of the data should issues arise regarding the data in the future.
- I will maintain the confidentiality of the data. This includes understanding that data will not be reported associated with identifying a coalition by name or any other information that would allow someone to identify the coalition that submitted the data.
- I will report any known instances of missing data, data that has been inappropriately shared, or data taken off site to [DFC\\_Evaluators@icfi.com](mailto:DFC_Evaluators@icfi.com).
- I understand that ONDCP will review all reports regarding presenting ONDCP data analyses. If ONDCP has questions or concerns, I further understand that these must be addressed or I may not publish the report. Prior to publishing findings related to data received on DFC in writing or through presentation, I will provide a copy of the report to ONDCP for review, **providing at least 2 weeks for review**. Should ONDCP have appropriate concerns about the publication, I will be responsive to making changes prior to publication and will resubmit the report for further review. ONDCP will not request that findings be altered, but requests clarifying analyses and or findings may be made. If the analyses are found to be of poor quality and therefore do not appropriately represent the level of work expected by ONDCP and changes cannot be made that are acceptable to ONDCP, I understand I will not be able to publish reports on the data. Having a thesis or dissertation committee who do not share ONDCP concerns does not change your agreement to the specifications of this document. No findings will be shared or published outside of the research team identified in this agreement without first completing this review process. Depending on the quality of my work, I understand this may require several rounds of review and ONDCP is not responsible for my meeting deadlines I have set (i.e., with my school or my company).
- The DFC National Evaluation team will be involved in the review process and will serve as my direct point of contact through the process. They will provide relevant guidance on the data

Requestor Signature	Date
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Signature of any additional staff who will have access to the data and who also understand the agreement under which the data are shared (please attach or type in all additional staff names

Name	Signature	Date