

Subject: ResearchDataGov Application #[APPLICATION NUMBER]

Hello [PI NAME],

I hope this message finds you well! I'm writing to let you know that your recent ResearchDataGov application for the project titled [PROJECT TITLE] is ready to be approved. You will receive an approval notification shortly, however, there are a few remaining requirements (listed below) that you will need to complete and return to NACJD before data access can be provided:

1. **NACJD Restricted Data Use Agreement** – This document is an agreement between BJS's official archive (currently the National Archive of Criminal Justice Data [NACJD], located within the Inter-University Consortium for Political and Social Research [ICPSR] at the University of Michigan), or its successor, on behalf of BJS, and the user(s) who is approved to access BJS's restricted data assets exclusively for statistical purposes, including evidence-building, in accordance with the terms and conditions stated in the agreement and all applicable federal laws and regulations. An applicant must submit the appropriate data security plan information to describe how they will protect the data from misuse and unauthorized access. The agreement describes the penalties associated with the misuse or unauthorized access of the data. The agreement requires signature from you as Principal Investigator, as well as a representative of your institution who has the authority to enter into a legal agreement with NACJD.
2. **ICPSR Data Security Plan** – This document describes the data access modality (physical enclave, virtual enclave, or secure download) and the specific data security measures and technical, physical, and administrative controls that must be followed to protect data from unauthorized disclosure and misuse. The data that you have requested will be provided to you via Secure Download procedures and may be accessed from a Requester Secure Site. The Data Security Plan options for Secure Download data include an encrypted external hard drive, a standalone computer, or a local or virtual enclave on an isolated network. Users of Secure Download (Requester Secure Site) data must select, complete, and submit **one** of the Secure Download Data Security Plan options provided (Appendices C-E, pages 17-22).
3. **ICPSR Confidentiality Pledge** – This document describes an applicant's responsibilities related to accessing restricted data and confidentiality protections that each applicant must uphold, including adhering to applicable federal laws and regulations. The assurance requires signature from all applicants listed on the application who will be viewing or accessing the restricted data, and certifies their understanding of and agreement to fulfill the terms in the data use agreement and data security plan (Appendix F, page 23).

A PDF containing these documents is attached. Once completed, please feel free to return the documents to me directly in response to this email, and let me know if you have any questions!