



National Science Foundation
National Center for Science and Engineering Statistics
ORGANIZATIONAL DATA USE AGREEMENT

Data collected by the National Center for Science and Engineering Statistics (NCSES)¹ may be used only for the purpose for which they were obtained – data processing, statistical analysis, and statistical reporting. Any effort to determine the identity of any respondent or to use or disclose the information for any purpose other than statistical analysis and statistical reporting could violate the Confidential Information Protection and Statistical Efficiency Act of 2018 (CIPSEA); Title 13 United States Code, section nine; section 14(i) of the National Science Foundation Act of 1950, as amended, 42 U.S.C. 1873(i); and/or the Privacy Act of 1974 as amended, 5 U.S.C. 552a. NCSES is the designated System Manager for these Privacy Act systems of records covering this statistical data.²

NCSES has taken every effort to assure that the confidentiality of the data is carefully protected. Considerable harm could ensue if there were unauthorized access to or disclosure by any user of the data, of identifiable information concerning a respondent to the survey. The organization using these data accepts an obligation equivalent to that of the releasing organization (NCSES) to protect the file against unauthorized access and disclosure of data. Therefore, the receiving organization agrees to:

1. Use the files only for statistical and research purposes as authorized by NCSES; no attempt will be made to identify or contact individual survey respondents unless such identification is directly related to survey administrative tasks authorized by NCSES.

¹ NCSES collects data through the following surveys: Early Career Doctorates Survey, Survey of Earned Doctorates, Survey of Doctorate Recipients, National Survey of College Graduate, National Survey of Recent College Graduates, Survey of Graduate Students and Postdoctorates in Science and Engineering, National Training, Education, and Workforce Survey, Survey of Postdocs at FFRDCs, Annual Business Survey, Business Enterprise Research and Development Survey, Business R&D Innovation Survey- Microbusiness, FFRDC Research and Development Survey, Higher Education Research and Development Survey, Nonprofit Research Activities Survey, Survey of Federal Funds for R&D, Survey of Federal Science and Engineering Support to Universities, Colleges, and Nonprofit Institutions, and the Survey of State Government Research and Development.

² The U.S. Census Bureau is the designated manager for the system of records for the NSCG and NTEWS.

2. Release information from the data only in statistical summaries that do not disclose information about any individual survey respondent.
3. Not release the data or any data product to any other organization or person without prior approval from NCSES.
4. Have all subcontractor organizations sign the Organizational Data Use Agreements and return the originals to NCSES.
5. Have all employees (including subcontractor employees) who have the potential to interact with the data, sign the Individual Data Use Agreement and return the original to NCSES.
6. Not link the data with any other system of records unless such a task is formally approved by NCSES.
7. Inform the NCSES Chief Statistician and NCSES Confidentiality Officer of any data violations within one hour of discovery.
8. Return any copies of the data to NCSES at the completion of the contract or license agreement. No copies of the file or confidential data will be retained by the receiving organization.

As the authorized representative of this organization, I hereby agree that this organization and its employees will comply with the provisions specified above and the confidentiality laws cited above.

Name: _____

Signature: _____

Position Title: _____

Organization: _____

Date: _____

NOTE: Data Use Agreements must be renewed annually to continue access to confidential data.

OMB requires that all individuals (e.g., NCSSES staff, contractors, researchers) who work with confidential data must undergo annual training on confidentiality laws and best practices to keep respondent information confidential. As noted in the [Confidential Information Protection and Statistical Efficiency Act of 2018](#), NCSSES is responsible for “training their officers, employees, and agents in their legal obligations to protect the confidentiality of individually identifiable information.”

All NCSSES employees, onboarded contractors, and external contractors are required to complete the 2022 NCSSES Data Confidentiality Training by March 31, 2022.

For your convenience, we are offering the training via LearnNSF. Training on LearnNSF is best taken when on the NSF network and/or when using VPN. The use of VDI is discouraged because it doesn’t always recognize some fonts in LearnNSF courses and it omits letters out of some words. NCSSES employees and onboarded contractors should complete the training through LearnNSF.

Please access LearnNSF >> [LearnNSF Data Confidentiality Training for Internal Users](#)

From LearnNSF, in the “Find Learning” window, type “Data Confidentiality Training” then Go.

NCSSES Data Confidentiality Training 2022

The training ensures that all individuals who may come in contact with confidential respondent-level survey information are aware of the laws and regulations governing how NCSSES handles information and the penalties associated with violating any of these laws.

Individuals must complete this training before being granted access to confidential respondent-level survey information, then annually thereafter.

[more](#)

1 HOUR(S) **1** HOUR(S) **0.25** HOUR(S)
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COURSE NSF NCSSES_CT
(rev.4 1/6/2022)

Online Course

Questions? Contact
amcqueen@nsf.gov

Select the course title: NCSSES Data Confidentiality Training 2022 and Start the Course.

Your LearnNSF Learning History will include a confirmation that you completed the course. The confirmation appears immediately if you complete the online course.

External Contractors who do not have internal access to NSF systems or staff that use VDI, please use the link below. For those accessing the course from the link below, they have to print the certificate to certify that they've completed the course.

[NCSES Data Confidentiality Training 2022 | Review 360 \(articulate.com\)](#)

To complete the NCSES Data Confidentiality Training 2022 online:

1. Complete the course (note: the course runs best in Internet Explorer).
2. Download a copy of your quiz score available near the end of the course.
3. Download and sign the Completion Certificate at the end of the course.
4. Upon completion of the course, please return the quiz score printout from the training and signed completion certificate to me (amcqueen@nsf.gov) as soon as possible.

If you have any questions or concerns, please do not hesitate to let me know.

Sincerely,

Brian McQueen

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