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Data Archiving Agreement for Graduating Doctoral Degree Program Students

The faculty chair of each student's Department of Epidemiology doctoral dissertation committees is responsible for retention of student data sets, data dictionaries, and software programs used for dissertation research. One of the following two processes can be used to retain this information.

Student Information

First name   Last name

Degree program: PhD   DrPH

Graduation term/year: Fall   Spring   Summer   Year: _____

The committee chair should indicate the process selected for the student identified above:

   Retention of data via departmental server storage space provided by the Epidemiology Data Center (EDC).

   Retention of data through another secure and documented location. Please provide details here:

My dissertation committee chair has copies of the data and software used for my dissertation research. He/she has approved the documentation:

_____   _____
Student signature   Date *(mm-dd-yyyy)*

_____   _____
Committee chair signature   Date *(mm-dd-yyyy)*

This completed and signed form should be forwarded to Lori S. Smith, Epidemiology Student Services Manager and Program Administrator (smithl@pitt.edu).

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DEPARTMENT OF EPIDEMIOLOGY

DOCTORAL STUDENT DISSERTATION DATA ARCHIVING PROCEDURES

<u>**SUMMARY**</u> – Faculty dissertation committee chairs of Doctoral Degree Program students planning to graduate in the near future are responsible for retention/archiving of data sets, data dictionaries, and software programs used by students in their dissertation research. There are two options for meeting this requirement:

- Retention of data via departmental server storage provided by the Epidemiology Data Center (EDC).
- Retention of data through another secure and documented location.

RETENTION ON EDC-PROVIDED DEPARTMENTAL SERVER:

1. Submit an EDC Help Ticket to request creation of a folder on the server.
   o An automated email confirmation will be received.
   o Faculty who don't have an EDC Extranet account with which to access the Help Desk may e-mail Kim Beringer, Director of Computing, EDC beringer@edc.pitt.edu.
   o Folders are generally created within 24 to 48 hours after requests are received.

2. Access the "I" drive (\\136.142.117.70\Studies$).
   o Many faculty members are already mapped to "I."
   o Your Student Archives folder will appear in the list of folders on "I" following either a reboot, or logging out of Windows and logging back in.
   o Instructions for mapping the "I" drive may be requested when the original Ticket for creating your folder is submitted to the Help Desk, or Kim Beringer is contacted (if you don't have an EDC Extranet account).

3. Copy student data files directly to your Student Archives folder, following the same process you may be utilizing to store data in other folders on the server.

4. Complete and sign a **Data Archiving Agreement** form to document the method used to retain your students' data and software programs. Student signature is also required. The form should be submitted to Lori S. Smith, Student Services Manager and Program Administrator, Department of Epidemiology smithl@pitt.edu.

RETENTION OF DATA THROUGH ANOTHER SECURE AND DOCUMENTED LOCATION:

1. Follow the necessary procedure to retain the student's data and software programs in a secure location.

2. Complete and sign a **Data Archiving Agreement** form to document the method used to retain your students' data and software programs. Student signature is also required. The form should be submitted to Lori S. Smith, Student Services Manager and Program Administrator, Department of Epidemiology smithl@pitt.edu.
   o Faculty should provide details about the location of the data on the form.

QUESTIONS:

1. Submit an EDC Help Ticket, or contact Kim Beringer, Director of Computing, EDC beringer@edc.pitt.edu if you do not have Help Desk access.