



Arizona Criminal Justice Commission

Dear AYS Research Partner,

Chairperson
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Board of Executive Clemency

VACANT
Former Judge

VACANT
Sheriff

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Non-aggregate Arizona Youth Survey data falls under the protection of the Human Subjects Review Board. **Human Subjects Review Board - Purpose:** The HSRB is formed pursuant to the provisions of Section 474 of the National Research Act (Public Law 93-348) and Regulations (45 CFR 46.101. et. seq.), to review biomedical and behavioral research involving human subjects conducted, funded, sponsored or using data collected and maintained by the ADHS in order to protect the rights of the human subjects of such research.

Release of Human Subjects data, including the Arizona Youth Survey data, must follow the protocols outlined by a Human Subjects Review Board to ensure documentation of the intent and ability of the researcher to maintain the provided or collected data so as not to violate the privacy of human subjects and to demonstrate that the release of the information has clear benefits and scientific merit.

The Arizona Criminal Justice Commission is happy to review your request for raw data upon submission of a written proposal that includes the following items to ensure compliance with the requirements of Human Subjects data and our agreement with the Human Subjects Internal Review Board. Attach additional documentation as needed.

1. A statement of the goals or research questions which the data will address.
2. The methodology and procedures to be used.
3. A list of variables to be included in the raw data set and any other special requests.
Please refer to the survey instruments available for a complete list of survey questions <http://www.azcjc.gov/statistical-analysis-center>.
4. A description of safeguards utilized during the research to safeguard the rights and welfare of human subjects involved in the research.
5. A description of the records and documentation which will be maintained by the research investigator including where such records will be stored and how confidentiality and privacy will be maintained.

6. A list of each research investigator along with a description of the investigator's experience and expertise in the area of research proposed to be conducted.

7. A description of how the research investigator intends to monitor results and to report findings in such a manner that proposes no unwarranted risk for a human subject or disclosure of confidential records.

8. A description and timeline of how data will be disposed of or destroyed.

9. An assurance by the research investigator that the research will be conducted in accordance with applicable law and regulations and, if applicable, Internal Review Board requirements. **NOTE:** *If the researcher intends to formally publish the results or disseminate results to the public, the Arizona Criminal Justice Commission requires the researcher to receive approval from their own agency/institution Internal Review Board and **provide documentation of proposal approval.** The Arizona Criminal Justice Commission reserves the right to request that the researcher receives approval from an Internal Review Board regardless of intent to formally disseminate the results or prior exemptions received from Internal Review Boards.*

The Arizona Criminal Justice Commission reserves the right to decline any request for raw data if staff deems that the intended use of these data will conflict with the requirements of Human Subjects data or our agreement with the Human Subjects Internal Review Board.

Once we receive the appropriate documentation detailing all of the required information stated above, and approve the request for raw data, a formal data sharing agreement document will be created for your specific needs. This agreement will detail the duties and responsibilities of each party and any provisions. Please let us know if you have any more questions.

Sincerely,



Jillian Ware

Director

Statistical Analysis Center

Arizona Criminal Justice Commission

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Our mission is to continuously address, improve, sustain and enhance public safety in the State of Arizona through the coordination, cohesiveness, and effectiveness of the Criminal Justice System

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