

Data Use Agreement Process

Who should sign a DUA?

Grant staff funded through federal discretionary grants that utilize student level data, either through direct access to a database or downloads provided by DPI staff, are required to complete an on-line Data Use Agreement (DUA) process. The DUA process can be completed at any time and an executed DUA, specific to special education, will be required before allowing access to student level data. The positions required to complete the DUA process are identified under the Grant Project Staff section of the Notification of Funding Availability.

How is the process initiated?

To apply for data access and to sign a DUA go to the DPI website at the Confidential Data Application. Link to the application - <https://dpi.wi.gov/wise/data-requests/confidential-data-application>.

The DUA application is used for all Department of Public Instruction (DPI) requests and the many of questions refer to research projects. Below is an outline of each section with application questions and sample answers:

CONTACT AND ORGANIZATION INFORMATION FOR THE CONFIDENTIAL DATA APPLICATION

Complete the questions with contact and organization information of the person who will sign the DUA.

GENERAL INFORMATION

Question: Comment why public data available on the DPI website cannot be used

Answer: Information requested for the benefit of the discretionary grant, *enter the name of the grant*

Questions: DPI Contact Name

Answer: Enter the name of the DPI Grant Director

RESEARCH INFORMATION

Question: Title of Research Project

Answer: Enter the name of the discretionary grant

Question: Do you have IRB approval?

Answer: No

Question: Desired Research Start Date

Answer: July 1, 20YY

Question: Projected Research End Date

Answer: June 30, 20YY

Question: Executive Summary (Abstract)

Answer: Enter the Project Purpose which can be found on the NOFA

Question: Primary Research Questions

Answer: Information requested for the benefit of the discretionary grant, *enter the name the grant*

Question: Research Benefit

Answer: To improving outcomes of children with disabilities in Wisconsin

Question: Expected Product

Answer: List expected reports and products that will utilize the student level data

INFORMATION ABOUT REQUESTED DATA

Question: Data Request Information

Answer: Student level data

LEVEL OF DETAIL OR SUMMARIZATION NEEDED FOR THE DATA REQUESTED

Identify by clicking the Yes or No button for each category listed

Data Delivery Date

Answer: July 1, 20YY

What happens when I complete the DUA application?

- 1) You will receive an e-mail automatically generated by the system with the subject line *Receipt: You have submitted a DPI Data Use Agreement request to the Wisconsin Dept. of Public Instruction*, confirming the DUA application has been received.
- 2) The DPI Data Governance Coordinator, will contact you if there is follow-up information needed and to obtain a signature for the Data Use Agreement.