


# The RRC Process

## 1. Attend Research Review Forum (see schedule here <http://bit.ly/rrcforumsdeadlines>)

- This information session outlines the entire RRC process.
- Attendance required within 1 year prior to submitting a proposal; helps to ensure awareness of current protocols
- Student researchers must also have a dissertation consult; contact [researchreview@philasd.org](mailto:researchreview@philasd.org) to schedule.

## 2. Submit a Proposal by the Monthly Deadline (see schedule <http://bit.ly/rrcforumsdeadlines>)

- All requirements (forum, electronic copy, money order) must be satisfied for RRC to review proposal (amendments require electronic copy only).




 RRC sends email to researcher confirming receipt and providing assigned proposal number.

## 3. RRC Reviews Proposals and Amendments

If Necessary

### 4a. Additional Follow-Up is Needed:

This happens when:

- Additional information, clarification, or revisions are needed
  -  RRC sends an email to researcher with follow-up items to be addressed.
- District program office support has not yet been confirmed
  - RRC contacts appropriate SDP program office for awareness and support of study.
  -  RRC sends an email to researcher to inform them that proposal is on hold while additional information is gathered.
- Requested data exist may not exist
  - RRC contacts appropriate SDP program office regarding existence and availability of requested data.
  -  RRC sends an email to researcher to inform them that proposal is on hold while additional information is gathered.

When Follow-Up Items are Resolved

### 4b. A Decision is Made:

- Approved
  - No outstanding questions/revision requests, study had adequate support, and data requested (where applicable) exists, is accessible, and can be provided.
- Conditionally approved
  - One or more conditions must be satisfied before receiving full approval (e.g. IRB).
- Denied
  - Element(s) of study are too problematic to be solved by requesting additional information or revisions.

## 5. RRC Sends Signed Decision Letter to Researcher by Email


If the proposal includes a request for data, the next step is to begin the Data Agreement (DA) process (see page 2).

### What if there is a change to my study?

If the study approval was within 3 years, submit an amendment by the monthly review deadline, and repeat steps 2-5.

If additional information is not required

# The Data Agreement and Request Process for RRC Approved Projects

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1. Submit a proposal for review by the Research Review Committee (RRC) - see “The RRC Process” on page 1.
    - Use the Data Request List ([bit.ly/SDPDataRequestList](http://bit.ly/SDPDataRequestList)) to determine which variables align with your research questions.
  2. Upon RRC approval, RRC will create a first draft of the data agreement (DA) and send it via email; this draft will include SDP’s [Standard Terms for Researchers](#) and information to set up a secure file transfer portal (SFTP).

## 3. Review the Agreement Very Carefully! Do You Have Any Questions?

Yes


- Reply to RRC explaining your questions\* (attach original DA with tracked changes, if applicable).
  - If needed, RRC will send a revised version of the DA for your review.
- \*Any changes to the standard terms will extend your timeline

No, looks great

- Print the DA, and complete and hand-sign sections III and IV
- Scan all sections and send as a single PDF to [researchreview@philasd.org](mailto:researchreview@philasd.org)

This process should take no more than 2 weeks. Your timely responses are required or the offer of a data agreement expires.

### What to Expect Next:




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4. RRC will send a confirmation email when we have received the signed, original DA.
  5. **Fill out the Data Request Form** here ([bit.ly/sdpdatarequests](http://bit.ly/sdpdatarequests)). This will put your request into the queue to be filled by our Data Team.
  6. You will receive an email with login credentials to the SFTP folder where you can retrieve data when filled. This email will come from SDP’s IT department, and will be a “philasd.org” email address.
  7. RRC will email you a copy of the fully executed data agreement.

#### Notes:

- We cannot provide data that is not in your DA. See “Amending Your DA” below.
- To receive additional variables or future years of data covered by your DA, please submit a request again via the Data Request Form.



Due to the volume of requests we receive, it will take **at least 60 business days** for your data request to be filled.

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8. You will receive a notification email when the data is available in the SFTP folder.
  9. If applicable, you will receive an invoice for the staff time spent filling your request.
  10. As the expiration date of your DA approaches, RRC will send you a notification email with a Data Deletion Form attached. You must sign and email the Data Deletion Form to RRC, verifying destruction of the data.

#### Notes:

- All data received from SDP must be destroyed by the DA’s expiration date (per the DA terms).
- If you need to extend your use of the data, you must amend the expiration date of your agreement.

### Amending Your DA: How to extend your agreement, add an authorized user, or other changes

Fill out this amendment form (<http://bit.ly/rrcamendment>), and send to [researchreview@philasd.org](mailto:researchreview@philasd.org) for RRC review.