Directions for Completing KRDC Letter of Support for Graduate Student Project

1. The graduate student and advisor should fill out the highlighted sections of this letter with the appropriate information. For the first item, either type NOT APPLICABLE for KRDC consortium members or discuss funding sources for non-consortium members.
2. Include a 1-page description of the project on a separate page.
3. The advisor should submit a signed copy of the letter and the 1-page project description as one pdf file to KRDC Executive Director, Dr. James P. Ziliak, for review ([jziliak@uky.edu](mailto:jziliak@uky.edu)).

KRDC LEtter of support for graduate student project

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| --- | --- |
| to: | Dr. James P. ziliak, KRdc executive director |
| from: | [ADVISOR’s NAME, ADvisor’s Affiliation] |
| subject: | Krdc graduate student agreement for student NAME, SCHOOL affiliation |
| date: | [Click to Select Date] |
| cc: | Dr. Charles HOkayem, KRDC Administrator |
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This letter of support affirms our discussion of the following items in conjunction with the Kentucky Research Data Center.

1. If not a KRDC consortium member, the expected sources of funding during the project include: NOT APPLICABLE OR DISCUSS FUNDING SOURCES HERE
2. Timelines for completing RDC projects are affected by many factors including (a) external proposal review; (b) obtaining Special Sworn Status; (c) learning the RDC computing environment; (d) preparing analysis data sets; (e) performing analyses, and (f) disclosing results to be used in publications and presentations. Knowing this we indicate below our good faith estimates of the likely time line for this project.

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| --- | --- |
| Anticipated Date | Stage of Work |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Project Approved |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Special Sworn Status Approved |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Analysis Begins |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Primary Analysis Concludes |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Primary Analysis Results for Disclosure Review |

1. Once a project is approved, it typically is not possible to easily amend the project (e.g. include new data sources, modify the analyses, modify disclosure of results, etc.) significantly beyond the scope outlined in the original proposal. Therefore, it is important that the advisor be satisfied with the following elements of the project: (a) data requested; (b) the measures and methods to be used; (c) the plan of analysis; and (d) the analysis results can be publicly released. Requiring changes in these areas at a later date can easily add 6-12 months to the project. In a worst case scenario, it could jeopardize the project.
2. Both the student and advisor must obtain Special Sworn Status. Additionally, the advisor will serve as a co-PI on the project.
3. All analyses are conducted in the RDC secure lab. Only persons with Special Sworn Status and associated with the project can review detailed data and intermediate results to provide assistance with analysis decisions. Intermediate output can only be viewed in the RDC secure lab and cannot typically be released to the public. The student cannot discuss results with anyone who has not obtained Special Sworn Status as a part of the project.
4. Disclosure of results must follow Census and other relevant guidelines. Accordingly, certain kinds of information may not be available in the detail typically found in analyses based on public data.
5. All drafts of the proposal must first be reviewed by the advisor before sending to the KRDC administrator. The administrator is not to serve as a de facto committee member or advisor and thus is not responsible for conceptual development, grammatical edits, or help writing statistical code during the analysis. The administrator will review the proposal for feasibility and disclosure risk.

We have discussed the issues noted above and have taken them into account when estimating the timeline for completion of this project. Additionally, we understand the potential implications for continuing funding, publications, and presentations.

Attached is a 1-page description of the project.

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Graduate Student Name [Print] Graduate Student Signature and Date

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Faculty Advisor Name [Print] Faculty Advisor Signature and Date