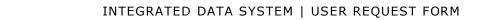Complete this form before accessing the Office of Economic Opportunity (OEO) Integrated Data System (IDS). Answer all questions using simple language. Refer to your sponsor's protocol or other submitted documents for technical explanations using title and page numbers.

Title & Research Team

1. Project Title

2. Please provide a list of all study staff who will require access to the IDS*

Personnel Name	Affiliated Institution	Role (e.g. Principal Investigator, Research Assistant, Analyst)	Email (institutional)	Phone	U.S. Citizen (Y/N)

Add or remove table rows as necessary.

Background

1. Provide the scientific or scholarly background for the proposed research. Discuss relevant prior experience or preliminary data (e.g., existing literature).

2. Describe the purpose, specific aims, objectives, questions to be answered, hypotheses, and/or primary and secondary study endpoints of this study.

3. Discuss why the project requires access to the IDS. Explain in detail why the projects can only be completed using the requested restricted-use microdata.

Methodology

1. Describe the specific statistical techniques you will use to evaluate your proposed hypothesis or research questions.

2. What analytic steps will you employ to ensure rigor and reproducibility of your analysis?

3. What are the potential limitations of your methodology and analytic plan? How will you address or mitigate these limitations?

Data Libraries

1. Select the data sources that will be used in this study. Please note that Addendum A. Data Dictionary Item Selection must also be included in your proposal submission.

☐ Unemployment Insurance Wages	☐ Workforce Development (TAA)
☐ Workforce Development (Adult)	☐ Vocational Rehabilitation Program
☐ Workforce Development (Youth)	☐ Community Colleges (Annual)
☐ Workforce Development (Dislocated Workers)	☐ Community Colleges (Courses)
☐ Workforce Development (Wagner–Peysner Act)	☐ Pima Community College (VFA)
☐ Workforce Development (JVSG)	☐ Adult Education

2. Describe the inclusion and exclusion criteria. Indicate age range, gender, and ethnicity.

3. Explain how the research plan (analysis, reporting, etc.) is equitable and represents the demographic makeup for the population on which the research will be conducted.

4. Describe whether non-English speaking subjects will be included in the study. If yes, please explain how your research team is prepared to meet the needs of the population. If not, please explain why non-English speakers will be excluded from the study population.

Privacy of Subjects and Confidentiality of Data

1. Discuss how study results will be shared both internally and externally. Describe whether study results will be compiled into any deliverables, such as journal articles, conference presentations, government reports, or working papers.

2. Estimate the total duration you will require access to the IDS
   (e.g. January 1 – December 31, 2020)

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Funding Information

Indicate all sources of funding for the project, including gift funds, departmental funds, or other internal funding. For each funder, list the name of the funder, and the institutional proposal number or award number you received from Sponsored Projects.

☐ **No Funding**	
☐ **Federal Funding** (e.g., NIH, NSF, DoD, etc.)	Name of funding source
	Institutional Proposal or Award Number
	eDoc # (for multi-site projects)
☐ **Industry Funding**	Name of funding source
	Institutional Proposal or Award Number
	eDoc #
☐ **Foundation Funding**	Name of funding source
	Institutional Proposal or Award Number
☐ **Department Funding**	Name of funding source
☐ **Gift Funding**	Name of funding source
☐ **Other**	Name of funding source

Resources

1. Describe the resources (staff, facilities, time, etc.) available to conduct study procedures and analyze data.

Impacts to Subjects

1. What are the possible negative impacts on the study population involved? Are there any concerns that the results of this study could be used to harm or marginalize specific groups?

2. Describe any anticipated benefits of this study to society, academic knowledge, or both.

Additional Questions (complete as applicable)

Additional items needed for review:

- Current PI CV or biosketch
- Advisor approval (if the PI is a student)
- Addendum A. Data Dictionary Item Selection

Other items as applicable:

- Multi-site information (for sites engaged in research led by multiple institutions)
  - Appendix for Multi-Site Research for each site
  - Documentation of reliance
  - CV of external site PI
- Sponsor protocol and MOPs that are used in the study (if applicable)