

Guttmacher Center for Population Research Innovation and Dissemination
Instructions for requesting Guttmacher public-use datasets

A high priority for the Guttmacher Center for Population Research Innovation and Dissemination is to make available to the research community datasets created by Guttmacher Institute researchers. These datasets span the range of topics in the area of sexual and reproductive health.

Available datasets are listed on the Center's web site at <http://www.guttmacher.org/popcenter>. Datasets are available in a variety of formats, including Stata, SPSS and SAS, as well as raw data files for those who would like to use other packages. If the available formats are not sufficient for your use, please contact us at popcenter@guttmacher.org.

The Guttmacher Institute takes the promise of respondent anonymity very seriously. Study participants voluntarily provide significant amounts of detailed information about their lives. To minimize the risk of a breach of respondent anonymity, all identifying information has been removed from public-use datasets. The form below requires you to agree not to make any attempt to discover the identity of any respondent or to share data with unauthorized users.

To request a dataset, please complete and sign the form below. Scan the signed version, and submit it by email to popcenter@guttmacher.org.

For more information about a particular dataset, email or call the contact person listed in the user guide associated with the dataset of interest, or visit <http://www.guttmacher.org/popcenter>. For more information about the logistics of obtaining datasets, contact popcenter@guttmacher.org.

The request form follows on the next two pages.

Guttmacher Center for Population Research Innovation and Dissemination
Public-use dataset request form

Name of requester	
Professional title	
Organization	
Mailing address, city, state, zip	
Telephone	
Email address	
Date of request	
Dataset requested	
Format requested (Stata, SPSS, SAS, plain text)	
Please share a brief summary of your research questions / analysis plans	

Additional research staff who will use the data, if any

Name	Email address	Signature	Date

The undersigned gives the following assurances with respect to the data requested.

1. Confidentiality: You will not attempt to use nor permit others to use the data to learn the identity of any individual, household, organization or community included in this dataset. You will also not use nor permit others to use the data to report information that could identify, directly or by inference, individuals, households, organizations or communities.

2. Acknowledgment: You will include appropriate acknowledgment of the source of data in all reports based on these data. Suggested acknowledgment:

This research uses data from [dataset name], which was collected by the Guttmacher Institute. Funding for this project was provided by [see user guide associated with the dataset of interest].

3. Publications: At the conclusion of the proposed research, or at any other time as may be requested by the Guttmacher Institute, you will submit at least one copy of any published work or report based in whole or in part on the data to the contact person listed for the dataset or to popcenter@guttmacher.org.

4. Access to others: You will not release nor permit others to release the dataset or any part of it to any person who is not a member of your research team listed above. If new individuals join your research team, **you will require them to read the conditions of use and sign and submit an additional copy of this agreement.**

5. Security: You will ensure that the data are used in a secure environment where (a) the data and work area are located within a restricted area on a network or on your personal computer and (b) access to the network or personal computer is via a personal account and password.

6. Errors: We would appreciate it if you would promptly notify the Guttmacher Institute (via popcenter@guttmacher.org) of any errors discovered in the data.

7. Loss of privilege to use data: In the event that the Guttmacher Institute determines that you are in violation of the conditions for using the data, you agree to destroy the data files upon request.

Signature

Date

Complete, sign and date this two-paged form.

Scan the signed copy to a PDF and email it to: popcenter@guttmacher.org

Or mail the PDF to:

Center for Population Research Innovation and Dissemination

Guttmacher Institute

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