

## CHL DATA REQUEST INSTRUCTIONS FOR STUDENTS

### PREPARING YOUR DATA REQUEST

1. Abstracts or Research Proposal. A mentor-approved abstract/research proposal is required with submission.
  - The document must include:
    1. A tentative title
    2. Possible author list (if publishing)
    3. Research question(s)/needs being addressed with rationale
    4. Analytical Plan
2. Acquire valid CITI training certificates. The CHL program requires requestors to complete the Human Research Protection education through the [Collaborative Institutional Training Initiative](#) (CITI) online. The training must be completed prior to data request submission. Student and mentor(s) CITI training certificates must be included with submission.
  - Required CITI training certificates:
    1. Human Subjects Research (HSR) - Non-exempt Social & Behavioral Sciences Researchers and Key Personnel
    2. Information Privacy Security (IPS) - Non-exempt Social & Behavioral Sciences Researchers and Key Personnel IPS
    3. Responsible Conduct of Research (RCR) course - Social and Behavioral Responsible Conduct of Research
  - NOTE: If you're country is not affiliated with CITI training, please contact the [CHL Data Center](#).
3. Review and sign the [CHL Data Use Guidelines](#)
  - Plans for publication: review the [CHL Publication Guidelines](#) and include a list of proposed authors or request for suggested CHL-affiliated authors in abstract/research proposal.
4. [Download](#) and complete the Data Request Form, whether you are requesting preliminary data or a dataset file. Include a CHL-affiliated mentor in Section B (affiliation may be established for new mentors).
  - Preliminary Data Request: data such as counts, frequencies, aggregate numbers, or distribution not intended for publication but to further explore possible research ideas. This type of request is not submitted to the PSC for review. Students considering research topics but need a general "feel" of the data are encouraged to submit a preliminary data request.
  - *General Tip: review your data request form with your mentor and [CHL Data Center](#) with any inquiries prior to submission.*

For more information or inquiries contact the CHL Data Center at [chldata@hawaii.edu](mailto:chldata@hawaii.edu)

## CHILDREN'S HEALTHY LIVING PROGRAM

### CHECKLIST

- CHL-affiliated mentor
- Mentor-approved abstract or research proposal
- Valid CITI training certificates
- Mentor's valid CITI training certificates
- Signed Data Use Guidelines Form
- Completed Data Request Form

### SUBMITTING YOUR DATA REQUEST:

1. Review checklist.
2. Complete Data Requestor's Information on the CHL data request [site](#).
3. Attach your abstract/research proposal, data request form, valid CITI training certificates, and scanned/electronically signed completed Data Use Guidelines agreement.
4. Acknowledge data use statement by entering your name in the respective field.
5. Click submit.
6. An automated email notification will be sent to your provided email confirming your submission. If you did not receive an automated message within an hour of submission, please contact the [CHL Data Center](#)

### PROCESS AFTER SUBMISSION

1. Expected timeline for submissions:
  - Preliminary Data Request: 2 – 4 weeks
  - Dataset File Request: 8 weeks
    1. PSC approval: 2 weeks
    2. CHL Data center: 6 weeks to generate dataset
2. The CHL Data Center will contact you via email about the status of your data request. If approved, instructions on how to obtain dataset file will be included in the message.
  - NOTE: Identifiable participant information cannot be shared via email, file drop, or flash drives.

### APPROVED DATA REQUESTS (excluding preliminary data requests)

1. Approved data requests are valid for 2 years. Extensions can be made by contacting the [CHL Data Center](#).
2. Update the CHL Data Center on any changes or modifications made to research plan or topic. A modified data request submission may be required.
3. Submit a copy of published manuscripts, abstracts, or presentations to the [CHL Data Center](#) via email. The publications or media will be made available on the CHL site.

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