

QC OIE Data Transfer Agreement Form

Office of Institutional Effectiveness

Submit to qc.oie@qc.cuny.edu



PURPOSE

The transfer of data between organizations is a common need in the research community. This form is intended to document data and other analytical materials previously shared/created by the Queens College Office of Institutional Effectiveness (OIE) with faculty or staff collaborators who are departing the institution and plan to continue the associated research project elsewhere. It ensures appropriate and ethical continued use of OIE-produced data, summaries, or reports.

The form also establishes administrative review procedures for the approval and execution of Data Transfer Agreements regardless of funding when the Office of Institutional Effectiveness at Queens College is the Provider. For the purpose of this guidance, such a contract is referred to as a Data Transfer Agreement; however, this type of contract is also referred to as a License Agreement, Data Use Agreement (DUA), Confidentiality Agreement, Non-Disclosure Agreement, Memorandum of Understanding, Memorandum of Agreement, or other names if these agreements include data sharing or data transfer requirements.

Completed forms should be submitted to qc.oie@qc.cuny.edu prior to the anticipated departure date.

1. Collaborator Information

Name:

Department / Program:

Email:

Date Submitted:

2. Data or Analysis Provided by OIE

Original purpose or project title:

Date(s) of OIE collaboration:

Please describe the data, reports, or analyses previously shared with you by the OIE (check all that apply):

- ☐ Personally Identifiable Information (PII)
- ☐ De-Identified information
- ☐ Raw datasets (e.g., Excel or CSV files with institutional data)
- ☐ Summary reports
- ☐ Survey instruments or customized survey tools
- ☐ Documentation of research methodology developed by OIE (e.g., as survey scales, indices, etc.)
- ☐ Proprietary analytical tools or statistical code (e.g., SQL scripts, Tableau calculations)
- ☐ Data visualizations such as Tableau workbooks or dashboards
- ☐ Benchmarking or comparative data analyses
- ☐ Aggregated data prepared for grant reporting or compliance
- ☐ Internal policy or planning documents based on OIE data
- ☐ Other (please specify):

3a. Planned Use at New Institution

Name of new institution:

Will any collaborators at your new institution access this data?

- ☐ Yes
- ☐ No

Describe your plans for continued use of the data or analysis:

Describe any security measures you will put in place to protect the data:

3b. Acknowledgment of Contributions

If this project results in a presentation or publication, and if the data or analysis provided by the Queens College Office of Institutional Effectiveness (OIE) is materially relied upon, we kindly ask that appropriate acknowledgment be included. Thank you!

4. Certification & Signature

By signing below, I certify that:

- ☐ I will comply with FERPA and other applicable data privacy requirements.
- ☐ The data will be securely stored and accessed only by authorized individuals.
- ☐ I will not share the data beyond the described project team.
- ☐ I understand and accept responsibility for any unauthorized access to, or improper disclosure of information/data.
- ☐ I understand that failure to safeguard Queens College data may result in disciplinary action by the University and/or criminal prosecution.
- ☐ I understand that this request does not substitute for IRB review or approval, which must be obtained separately.

Signature:

Printed Name:

Date:

--- For OIE Use Only ---

☐ Approved ☐ Denied

Reviewed by: _____ Date: _____