

## NC Hospital Discharge Data Use Acknowledgment for UNC Researchers

### How does the data request process work?

Researchers initiate the approval process by submitting a completed data request. A UNC Oversight Committee reviews all requests for NC Hospital Discharge Data. The full approval process can take several weeks, depending on whether revisions are required. Once approved by the Oversight Committee, Sheps Center programming staff will work with you to prepare your dataset. Please note that data preparation may take several weeks, depending on the number of pending requests.

### Where do the data reside?

All NC Hospital Discharge data used by UNC researchers, including extracts, must remain on Sheps Center servers. Data users must conduct all analyses on Sheps Center servers. The Sheps Center's IT team will help approved users with setup and operation within the Sheps computing environment. Research Computing fees will apply.

### Who owns these data?

The data are not owned by the University of North Carolina, Sheps, or its researchers. The original data owners remain the only entities with ownership rights. As such, they may choose to terminate their data-sharing agreements with Sheps at any time, at which point all research using that data must cease.

### Who can access these data?

NC Hospital Discharge data are only available to permanent UNC employees and UNC students under this internal DUA. This does not include affiliates or adjunct faculty. If an approved researcher's status as permanent employee or student changes, they will no longer have access to NC Hospital Discharge data via this DUA.\*

### What are the permitted uses of these data?

Data are to be used only for the aims outlined in the NC Hospital Discharge Data request associated with this internal DUA. Additional projects/aims must be approved via a separate data request or a modification of the existing request.

### What are my responsibilities as a researcher using this data?

Sheps leadership and staff devote considerable time to maintaining our partnerships with data owners so that they continue to see the value in sharing their data. Researchers can help ensure that this partnership continues by adhering to the following requirements:

- Follow the terms outlined in your data use acknowledgement.
- Include the following acknowledgement in all journal articles and abstracts using NC Hospital Discharge data:  
*"This project was supported by the Cecil G. Sheps Center for Health Services Research."*
- Provide the following information by June 30 each year the DUA is active to the NC Hospital Discharge project manager:
  - Status of the research project (e.g., milestones met)
  - External awards supporting the work, including amount and funder
  - Dissemination efforts (e.g., presentations, publications, media coverage)
  - Graduate students supported (e.g., related dissertations, students funded through grants received for this project)
  - Preliminary findings
- At the completion of the project, prepare a 1-2 page brief for public dissemination. The brief should highlight a finding of interest, focusing on the impact on the data owner and/or the public. Sheps staff will provide a template for the format of the brief and are available to consult on which findings to highlight. Findings should be presented visually such as in the form of bar charts or cross-tabulations, rather than a regression, and therefore should not overlap with academic publications. The specific form and content will vary; researchers are encouraged to discuss with the project manager well in advance.

I acknowledge the terms and conditions outlined above:

\_\_\_\_\_  
(PI signature)

\_\_\_\_\_  
(date)

\* Non-UNC researchers may request NC Hospital Discharge data for use but must complete a DUA via the UNC Office of Sponsored Programs.