



Data Repository: Rules and Regulations

Center for the Study of Economic Mobility

Winston-Salem State University

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PURPOSE OF DATA REPOSITORY

Since the Center for the Study of Economic Mobility's (CSEM) inception, numerous research studies and projects have been completed, many of which have produced valuable datasets. The resulting datasets come from a variety of sources and cover a multitude of themes, such as education, transportation, and technology. Some of the datasets were created from local survey responses, while others were created from existing public datasets (i.e. Census). These datasets are indispensable to the overall goals of CSEM, which are to empirically investigate the causes and consequences of low mobility rates in Forsyth County, NC. The center seeks to conduct empirical and analytical research regarding economic mobility, but it also strives to facilitate and assist the research of others that may align with the center's objectives. By housing datasets in a central and secure location, CSEM can safely share the data with CSEM-affiliated researchers in the hopes that innovative and useful findings are produced. Additionally, CSEM will be a valuable community source for information and data concerning the local community.

Introduction

This manuscript describes and defines the rules and regulations surrounding CSEM's data repository. Rules are explicitly described regarding who can access the data, how data can be accessed, and what permissions are needed. The repository is located on ArcGIS's secure cloud platform. Therefore, to access it, approved users must have an account created, with a username and password.

Authorities

CSEM's data repository houses various datasets that were created for CSEM-related research. The repository is explicitly managed by both CSEM's Executive Director and Research Manager. Hence, any use of data from the repository must be explicitly approved by one or both of these individuals, including the Associate Director.

Access

All CSEM employees (not including student interns) will have access to CSEM's data repository. However, only the Executive Director and Research Manager have administrative rights. This means that they can 1) edit base tables in the repository and 2) add and remove datasets from the database. All others who can access the database will be able to download copies of datasets. In addition to CSEM employees, Faculty Research Fellows will have access to the data repository for the period in which they are affiliated with CSEM. Individuals outside of CSEM can apply to access CSEM's data, but they have to apply and be approved. All those who are approved to access the data (CSEM employees, Faculty Fellows, etc.) will be given an individual and unique username to sign into the ArcGIS website, which houses the data repository. During the application phase, applicants will explicitly list the dataset that they want to access. Hence, an approved applicant should only access datasets that he/she is explicitly approved to use.

Rules

All those who have access to CSEM's repository (employees, faculty fellows, research analysts), may not share the data with any other person not approved by CSEM. For example, it is explicitly prohibited to download a copy of a CSEM dataset from the repository, and then share it with another person who has not been expressly approved by CSEM's Executive Director or Research Manager. Additionally, once the research project is completed, in which it relied on CSEM data, the downloaded CSEM data set should then

be deleted from the user's computer. All published works and presentations that rely on CSEM data should visibly cite CSEM in the work.

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