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| Student Data Transfer and Use Agreement (“Agreement”) |
| Provider: **Columbia Business School** | Recipient: |
| Provider Scientist Name: Dean’s OfficeEmail:      | Recipient Scientist Name:     Email:      |
| Agreement TermStart Date: Date of last signature belowEnd Date: Three (3) Years after the Start Date | Project Title: |
| Attachment 2 Type |
| 1. Columbia Business School shall provide the data set described in Attachment 1 (the “Data”) to Recipient for the research purpose set forth in Attachment 1 (the “Project”). Provider shall retain ownership of any rights it may have in the Data, and Recipient does not obtain any rights in the Data other than as set forth herein.
2. If applicable, reimbursement of any costs associated with the preparation, compilation, and transfer of the Data to the Recipient will be addressed in Attachment 1.
3. Recipient shall not use the Data except as authorized under this Agreement. The Data will be used solely to conduct the Project and solely by Recipient Scientist and Recipient’s faculty, employees, fellows, students, and agents (“Recipient Personnel”) and Collaborator Personnel (as defined in Attachment 3) that have a need to use, or provide a service in respect of, the Data in connection with the Project and whose obligations of use are consistent with the terms of this Agreement (collectively, “Authorized Persons”).
4. Except as authorized under this Agreement or otherwise required by law, Recipient agrees to retain control over the Data and shall not disclose, release, sell, rent, lease, loan, or otherwise grant access to the Data to any third party, except Authorized Persons, without the prior written consent of Columbia Business School. Recipient agrees to establish appropriate administrative, technical, and physical safeguards to prevent unauthorized use of or access to the Data and comply with any other special requirements relating to safeguarding of the Data as may be set forth in Attachment 2.
5. Recipient agrees to use the Data in compliance with all applicable laws, rules, and regulations, as well as all professional standards applicable to such research.
6. Before Recipient submits a paper or abstract for publication or otherwise intends to publicly disclose information about the results of the Project, Columbia Business School will have thirty (30) days from receipt to review proposed manuscripts and ten (10) days from receipt to review proposed abstracts to ensure that the Data is appropriately protected. Columbia Business School may request in writing that the proposed publication or other disclosure be delayed as necessary to remove any confidential information.
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1. Unless terminated earlier in accordance with this section, this Agreement shall expire as of the End Date set forth above. Either party may terminate this Agreement with thirty (30) days written notice to the other party’s Authorized Official as set forth below. Upon expiration or early termination of this Agreement, Recipient shall follow the disposition instructions provided in Attachment 1, provided, however, that Recipient may retain one (1) copy of the Data to the extent necessary to comply with the records retention requirements under any law, and for the purposes of research integrity and verification.
2. Except as provided below or prohibited by law, any Data delivered pursuant to this Agreement is understood to be provided “AS IS.” PROVIDER MAKES NO REPRESENTATIONS AND EXTENDS NO WARRANTIES OF ANY KIND, EITHER EXPRESSED OR IMPLIED. THERE ARE NO EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE USE OF THE DATA WILL NOT INFRINGE ANY PATENT, COPYRIGHT, TRADEMARK, OR OTHER PROPRIETARY RIGHTS. Notwithstanding, Columbia Business School, to the best of its knowledge and belief, has the right and authority to provide the Data to Recipient for use in the Project.
3. Except to the extent prohibited by law, the Recipient assumes all liability for damages which may arise from its use, storage, disclosure, or disposal of the Data. The Provider will not be liable to the Recipient for any loss, claim, or demand made by the Recipient, or made against the Recipient by any other party, due to or arising from the use of the Data by the Recipient, except to the extent permitted by law when caused by the gross negligence or willful misconduct of the Provider. No indemnification for any loss, claim, damage, or liability is intended or provided by either party under this Agreement.
4. Neither party shall use the other party’s name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may disclose factual information regarding the existence and purpose of the relationship that is the subject of this Agreement for other purposes without written permission from the other party provided that any such statement shall accurately and appropriately describe the relationship of the parties and shall not in any manner imply endorsement by the other party whose name is being used.
5. Unless otherwise specified, this Agreement and the below listed Attachments embody the entire understanding between Provider and Recipient regarding the transfer of the Data to Recipient for the Project:
	1. Attachment 1: Project Specific Information
	2. Attachment 2: Data-specific Terms and Conditions
	3. Attachment 3: Identification of Permitted Collaborators (if any)
6. No modification or waiver of this Agreement shall be valid unless in writing and executed by duly- authorized representatives of both parties.

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| 1. As a faculty member or affiliate at Columbia Business School, I acknowledge that using student data for research requires deliberate attention to protect against associated risks.

In particular, I understand that there are risks of violating student privacy and there are reputational risks for the School and University.To mitigate these risks I agree to the following:* To adhere to any and all IRB approved protocols to de-identify student data once matching is complete, and to notify Columbia Business School when identifiers have been deleted from the data.
* Avoid storing any identifiable or sensitive student information (e.g. names, test scores, grades, etc.) on a portable computer or storage device or any location not protected by Columbia University.  Data should be stored in a secure campus location, such as non-portable computer in a Columbia Business School faculty office or on a secure Columbia server dedicated to research computing.
* To mask results and avoid identifying Columbia Business School unless agreements to the contrary are reached with the Dean’s Office
* To alert the School’s PR team of the expected posting, release, or publication of any research that uses Columbia Student data even if the data is masked or the result seem non-controversial
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| 14) The undersigned Authorized Officials of Provider and Recipient expressly represent and affirm that the contents of any statements made herein are truthful and accurate and that they are duly authorized to sign this Agreement on behalf of their institution. |
| Vice-Dean for Research of Columbia Business School:DateName:     Contact Information for Formal Notices:Name:     Address     Email:      Phone:      | Recipient: DateName:     Title:     Contact Information for Formal Notices: Name:     Address:     Email:      Phone:      |

**Attachment 1**

Data Transfer and Use Agreement

Project Specific Information

1. Description of Data:

*Instructions to the drafter; delete after completion of this section:*

*This section of this attachment should provide sufficient information such that each party understands the information that will be transmitted under this Agreement. Examples of information that should be provided include:*

* + *A description of the population included in the data.*
	+ *The number of subjects and/or experiments included*
	+ *Name of the study that the data was obtained under*

*If there is a particular study that needs to be acknowledged/cited as the source of the data, this information should be included here.*

1. Description of Project:

*Instructions to the drafter; delete after completion of this section:*

*This section of this attachment should provide sufficient information such that each party understands the project that the Recipient will perform using the Data. Content of this section will be very similar to the Statement of Work used in other types of Agreements. Examples of information that should be provided include:*

* + *Objective or purpose of the Recipient’s work*
	+ *A general description of the actions to be performed by the Recipient using the Data and possibly the anticipated results*
	+ *Include whether or not the Recipient is permitted to link the Data with other data sets (If yes, be sure to include any special disposition requirements related to the linked data sets in Section 6 of this attachment).*
1. Data Transmission:

Provider shall transmit the Data to Recipient: (select one) [ ]  electronically or [ ]  by mail to:

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| --- | --- |
| Name: |       |
| Address: |       |
| Email: |       |
| Phone: |       |

May 2017 FDP Data Transfer and Use Agreement

Agreement ID:

Upon execution of this Agreement, Provider shall send any specific instructions necessary to complete the transfer of the Data to the contact person listed above, if not already included below in this section of Attachment 1.

1. Provider Support

*Instructions to the drafter; delete after completion of this section.*

*This section of this attachment should also provide sufficient information such that each party understands the level of support the Provider will supply to the Recipient. Examples of information that may be appropriate to include in this section are:*

* *Format of Data*
* *Provision of Data dictionary*
* *Availability of Provider to assist Recipient in understanding the Data structure (e.g. variables, code lists, etc.)*
* *If/how Data will be revised and resent if errors are found by the Recipient*
* *Specific instructions necessary to complete the transfer of the Data, if available/appropriate, and any support supplied by the Provider for the transfer.*
1. Reimbursement of Costs:

[ ]  None

[ ]  As governed by a separate written agreement between the parties

 Reimbursement Agreement Reference # (if required):

[ ]  As set forth herein:

1. Disposition Requirements upon the termination or expiration of the Agreement:

The approval to use data will have an expiration date of **3 years** from the approval date, and is predicated on continued Columbia University IRB approval and continued employment as a CBS faculty member. On the expiration date, all data analysis must be stopped, and all student data must be deleted from the device(s) on which it is stored within the next 7 days. Faculty who wish to extend data access must submit a new data request. Within 30 days of expiration, faculty must also submit a brief report (1-2 pages) of how the data were used and describe any research papers, presentations, and publications based on the data; copies of slides, papers and/or publications should be submitted along with the report.

May 2017 FDP Data Transfer and Use Agreement

Agreement ID:

**Attachment 3**

Data Transfer and Use Agreement

Identification of Permitted Collaborators (if any)

For all purposes of this Agreement, the definition of “Collaborator Personnel” checked below will pertain:

[ ]  “Collaborator Personnel” means: None. No collaborators are permitted on the Project.

-OR-

[ ]  “Collaborator Personnel” means as set forth below and agreed upon between the Parties:

Sample definition language for the drafter; delete if the first option is checked or after a final definition has been agreed between the Parties:

“Collaborator Personnel” means: faculty, employees, fellows, or students of an academic institution, which institution (i) has agreed to collaborate in the Project, (ii) has faculty, employees, fellows, or students who have a need to use or provide a service in respect of the Data in connection with its collaboration in the Project, and (iii) has been made aware of the terms of this Agreement and agreed to comply, and to cause its personnel to comply, with such terms.

An alternative option for (iii); “has executed an agreement that is substantially similar to this Agreement”