



## Institutional Doctorate Records File

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To obtain the dataset for the past five years of your institution's research doctorate recipients, please complete and return the form below. Upon receipt of the completed form, your institution will be provided with instructions to download a self-extracting executable dataset in Excel format and full documentation of the data set via a secure FTP website.

SED DATA ARE CONFIDENTIAL. These data are Federal government data protected from disclosure by the National Science Foundation (NSF) Act of 1950, as amended, section 14(i), 42 USC 1873(i). Your institution is granted access to data from your own graduates, provided that **you use these data internally for statistical and institutional research purposes only, as authorized by the National Science Foundation Act, as amended.**

Your institution shall not release, distribute, or share any of these micro-data records, in any format, with individuals or agencies outside of your institution. The NSF Act includes serious penalties for breach of confidentiality and for unauthorized use. **The signature of your institution's graduate dean (or other appropriate official empowered to enter into this legal agreement) on this form is required affirming your institution's commitment to safeguard the confidentiality of these data.**

If you wish to use statistical research results in presentations or reports outside your institution, you must forward the results to NSF prior to the use to assure that they do not disclose individually identifiable data; you may also need to consult with your institution's IRB. The data you receive may also be protected by the FERPA and should be handled with appropriate security measures.

The following statement shall appear in all reports or presentations that use these data: "The use of NSF data does not imply NSF endorsement of the research methods or conclusions."

### **Data Product:** Institutional Doctorate Records

By signing your name, you are affirming that your institution will use the data for statistical and institutional research purposes only and will not share the data outside of your institution.

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Institution Name

\_\_\_\_\_  
Office/Department

\_\_\_\_\_  
Requestor Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Zip Code

\_\_\_\_\_  
Graduate Dean/Official Name

\_\_\_\_\_  
Telephone

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Email

\_\_\_\_\_  
Graduate Dean/Official Signature

\_\_\_\_\_  
Date