

Letter of Agreement Between:
The Inter-university Consortium for Political and Social Research
Institute for Social Research
University of Michigan, Ann Arbor, Michigan
and

I. Purpose

This agreement is to establish a cooperative arrangement between the _____ and the Inter-university Consortium for Political and Social Research (ICPSR), the purpose of which is to make available the resources and services of the latter institution to social scientists and scholars affiliated with the _____ membership.

II. Data Resources, Dissemination and Use

Data Resources. As members of ICPSR, institutions within this membership have access to the resources and services of ICPSR. Those include access to data available on the ICPSR Web site, to restricted data under special use stipulations, to user support, and to membership discounts for the ICPSR Summer Training Program. These resources and services are available to researchers, faculty, students and staff at institutions affiliated with ICPSR.

Dissemination of Data. Under terms of membership, data are for the sole use of researchers, faculty, students, and staff at member institutions for the purposes of scientific study and inquiry and not for commercial profit. ICPSR data cannot be re-disseminated outside your institution's community. Individuals not affiliated with your institution and requests arising from commercial establishments should contact ICPSR directly for access to ICPSR data.

Responsible Use. In preparing data for public release, ICPSR performs a number of procedures to ensure that the identity of research subjects cannot be disclosed. Additionally, individual users must be responsible in their use of data by agreeing to the following:

- To use these datasets solely for statistical analysis and reporting of aggregated information, and not for investigation of specific individuals or organizations, except when identification is authorized in writing by ICPSR
- To make no use of the identity of any person or establishment discovered inadvertently, and to advise ICPSR of any such discovery
- To produce no links among ICPSR datasets or among ICPSR data and other datasets that could identify individuals or organizations
- To comply with the request that downloaded material not be redistributed or sold to other individuals, institutions, or organizations without the written agreement of ICPSR

III. Participation in ICPSR Training Activities

Researchers and scholars from your institution may participate in the annual ICPSR Summer Training Program at discounted rates. Travel stipends are not provided for Associate member institutions.

Scholars from participating institutions will also be eligible for participation in any special workshops, conferences, etc., organized under the auspices of ICPSR, subject to limitations which may be imposed by funding agencies.

IV. Participation in ICPSR Governance

Scholars from participating institutions are eligible for election and/or appointment to the ICPSR Council and advisory committees. Associate membership does not carry voting privileges

V. Local Representatives

Each member institution must designate a person known as the Official Representative (OR) to serve as the primary contact for communication between the member institution and the ICPSR staff. In some instances another individual, known as the Designated Representative (DR), is also designated. Briefly, the role and responsibilities of ORs and DRs include assisting data users on campus, promoting and publicizing ICPSR resources and services, securing funding for ICPSR membership, acting as an intermediary between ICPSR and their institution for all official notices, and attending and participating in the Biennial Meetings of ORs.

An Invoice Recipient must also be designated. This individual will receive the annual invoice and arrange a single payment to ICPSR. Address/contact information must be kept updated at all times. The invoice recipient can be the designated OR/DR or another individual within the membership community.

Any change in the OR, DR, or Invoice Recipient must be made in writing to ICPSR and must be from either the current OR or head of the OR's unit or department. The notice should be sent to membership@icpsr.umich.edu.

VI. Membership Fees

Fees: Fees are based on four levels for Associates. The assignment of the Associate level is based on negotiation between the joining institution and ICPSR.

Payment of Dues. The ICPSR Business Office submits an invoice at the time membership is requested. If the request is made after the start of the fiscal period, membership fees are prorated (monthly) to the end of the current fiscal period. Thereafter, the annual membership period is July 1 through June 30, and invoices are mailed to members in June. Payment is expected within 30 days.

Termination of Membership. An Associate member/institution may withdraw from membership at any point during year. However, dues are payable on a yearly basis and no dues will be reimbursed if membership is cancelled prior to the end of the year.

Terms of Non-Disclosure. During the term of this Agreement and during the terms of any future agreements related to this membership and for three years after the end of the last agreement, the member institution(s) will use reasonable care to prevent the unauthorized access to or dissemination of negotiated fees outlined in Section VI. Reasonable care means at least the same degree of care the member institution(s) uses to protect its own confidential information from unauthorized disclosure.

VII. Implementation

Application Request Form. All institutions affiliated with ICPSR membership must submit an Application Request Form to implement membership in ICPSR. This form, included in this document, provides a brief overview of this agreement and solicits local contact information at your institution. The process of establishing membership will commence upon ICPSR's receipt of the Application Request Form.

The institution need only return the last two pages of this document, the Application Request Form, with signatures to ICPSR to begin the membership in ICPSR.

Inter-university Consortium for Political and Social Research
APPLICATION REQUEST FORM

Institution _____ Date: _____
Complete Address: _____

Official Representative* (OR) Name _____
Dept _____ Address _____
Phone _____ Fax _____
E-mail address _____

Designated Representative (optional)
(DR) Name _____
Dept _____ Address _____
Phone _____ Fax _____
E-mail address _____

Effective Date of Membership: _____
(with the understanding that payment will be received within 30 days of the effective date of membership)

Invoice Recipient (see information on reverse side)
Name _____
Dept _____ Address _____
Phone _____ Fax _____
E-mail address _____

Return Application form to: Membership Director, ICPSR, PO Box 1258, Ann Arbor, MI 48106; or fax to (734) 647-8200.

INDICATE THE ASSOCIATE DESIGNATION OF YOUR INSTITUTION:

Associate I: Annual fees are \$15,000.

Associate II: Annual fees are \$10,000.

Associate III: Annual fees are \$5,000.

Associate IV: Annual fees are \$2,000.

continued

It is understood that the Official signing this "Application Request" has read the various membership stipulations as outlined in the Constitution and Bylaws (see <http://www.icpsr.umich.edu/org/governance/index.html>).

Linda Detterman
Director, Membership and Marketing
ICPSR

SIGNATURE FOR JOINING INSTITUTION

DATE _____

NAME AND TITLE FOR JOINING
INSTITUTION

DATE _____

Invoice instructions: The ICPSR Business Office submits an invoice at the time membership is requested. The annual membership period is July 1 through June 30 and invoices are mailed to members in June. Payment is expected within 30 days.

Redistribution and Responsible Use of Data: Members will not distribute data or other materials supplied by ICPSR to other institutions, organizations, or individuals at other institutions without the written agreement of ICPSR. Each member institution gives assurance that uses of statistical data will conform to widely-accepted standards of practice and legal restrictions that are intended to protect the confidentiality of research subjects.

Notification of change of Official Representative: Any change in the OR, DR, or Invoice Recipient must be made in writing to ICPSR and must be from either the current OR or head of the OR's unit or department. The notice should be sent to membership@icpsr.umich.edu.

Member withdrawal: An Associate member may withdraw from membership at any point during year. However, dues are payable on a yearly basis and no dues will be reimbursed if membership is cancelled prior to the end of the year.

*Definition of the OR: Each member institution, including each national membership and each participant in a federation, will be represented by a locally designated person known as the Official Representative. The Official Representative is the recipient of all ICPSR materials and notices as well as the transmission point for specific data and information requests. The OR is the liaison between ICPSR and the member, and represents the member at meetings of Official Representatives.

**Definition of the DR: The OR may designate another individual (Designated Representative) to act on their behalf with respect to ordering and receiving data, working with data users and handling day-to-day communication with ICPSR staff. The member institution must formally advise ICPSR of this arrangement.