

Letter Sent to Student After Graduating

Date

Dear [Student],

Congratulations on approaching an important milestone in your career, successfully completing your dissertation!

Now that you are in the final stages of your dissertation and will no longer be enrolled as a student, your research files need to be archived in your mentor's digital files and maintained by the School of Nursing for 7 years. This means that you will need to work with your mentor to store all digital files from your research in your mentor's R drive before you leave. Our IT staff can do this for you if you do not have access. Please see below for guidelines in how your files should be set up in the archives.

If you are continuing to work on your research and will need access to your data after leaving UW Madison, there are two ways to do this. First, you could apply for a non-budgeted position in the School of Nursing, which would allow you continuing access to your data. You can work with your advisor and the School of Nursing Associate Dean for Research to apply for a non-budgeted appointment. Second, you could copy your research files and take them with you to your new location, pending requisite IRB approvals and the execution of any data transfer agreements (if needed).

If the data you will continue to work on are directly or indirectly identifiable, you will need to have IRB oversight. Please consult with your new institution's IRB about what type of approval is needed and make sure that gets coordinated with the UW-Madison IRB. You will need to have IRB approval from your new institution before moving any of your data. SoN IT can assist with the transfer of electronic data, if needed. Your new IRB will be responsible for overseeing the security of your research data.

As required by the university and federal auditors, the items listed below must be archived at UW Madison. We have created a set of files (the Research Folder Template) to assist you with archiving your data. The files can be obtained through our IT unit (uwsonit@son.wisc.edu) and are also available on the local net at <https://localnet.nursing.wisc.edu/resources/document-library/> (see the document in the resources>document library titled "NRSP Data Storage Process – PhD Students", which applies to post-docs as well). If you do not have access to localnet, your advisor can help access and download the files. Note: If any of your materials are not digitized (e.g., completed surveys only in paper form), NRSP can assist with storing your documents in a secure location for 7 years.

File Name: Your name/ date/ and IRB protocol number

Subfiles (labeled as indicated below – most documents can be

downloaded from ARROW)

I. Communication: (any communication from IRB about noncompliance)

II. Recruiting: (unless specified in IRB protocol that documents below will be destroyed)

- i. Lists of participants contacted (if saved per IRB protocol)
- ii. Other participant contact information (if saved per IRB protocol)
- iii. Recruiting materials (recruiting letters/emails sent, recruiting scripts)

III. Consents/Assents

- i. Initial consent form approved by IRB (with date stamp)
- ii. Subsequent consent forms adapted after initial approval (with date stamps)
- iii. Waiver of written consent approval (where appropriate)
- iv. Signed consent forms (electronic or paper: indicate if kept in different file/paper file)

IV. Data (if not included, please specify location of materials) Be sure to check your IRB protocol and retain or destroy files as designated in your approved protocol. These include, the following. Again, please contact NRSP if any of these are not digitized.

- i. Completed surveys
- ii. Audio recordings
- iii. Video recordings
- iv. Transcripts
- v. Other original data

VI. Agreements

- i. Subcontracts
- ii. Data use agreements
- iii. Business Associate agreements

If you need assistance, please contact NRSP staff (research@son.wisc.edu).

CC: student advisor, IT, NRSP