

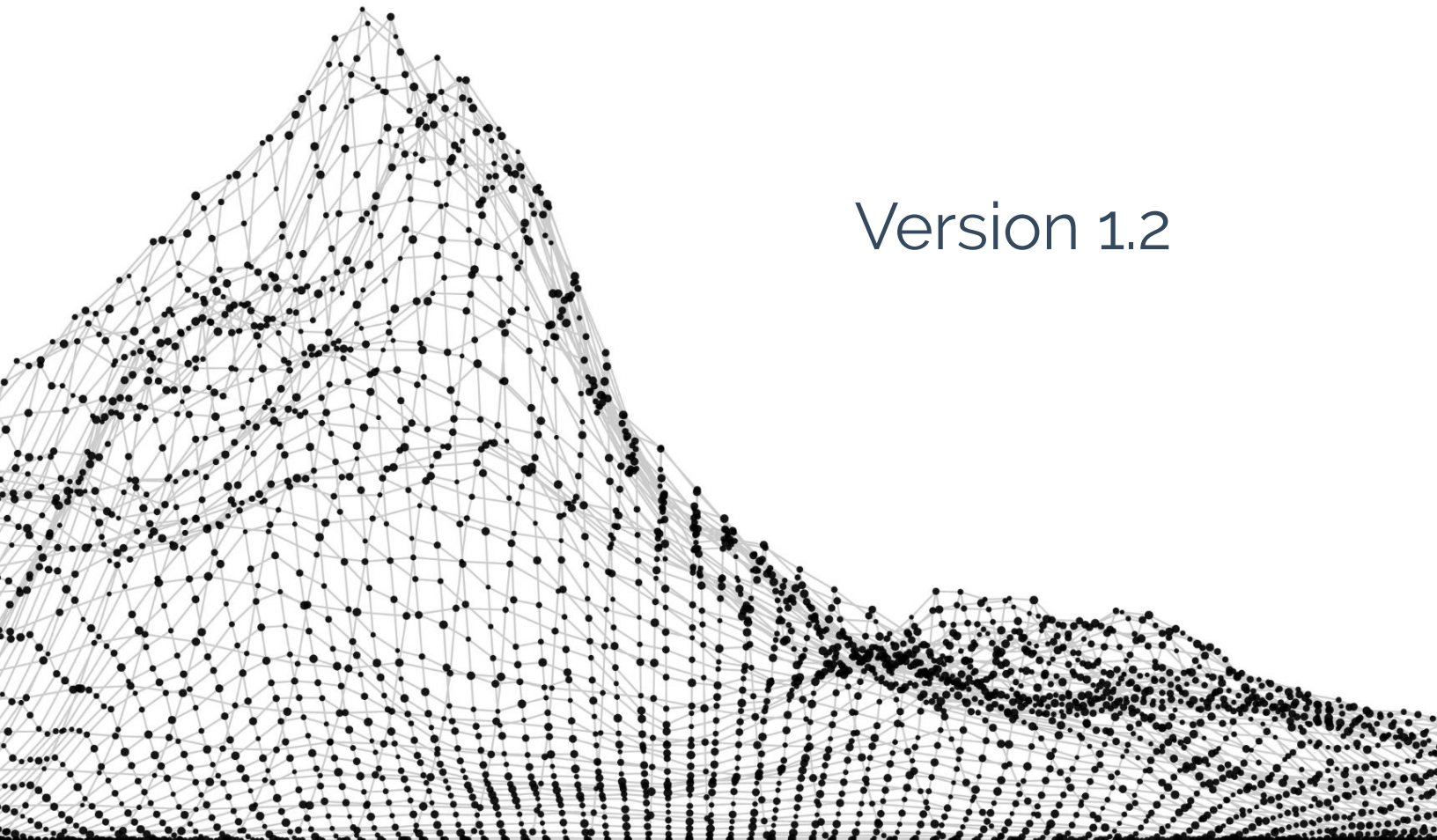
UTAH DATA  
RESEARCH CENTER

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External Researcher

**PEER  
REVIEW  
PROCESS**

Version 1.2



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# INTRODUCTION

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An external researcher that is provided with data from the Utah Data Research Center (UDRC) database must adhere to UDRC's peer review process, which they initially agree to do so as part of their data request.

This process helps external researchers ensure they have a sound methodology, statistical analysis of UDRC's data, and that the data provided by the UDRC is able to sustain the conclusions and answers the thesis of the research project

It also provides the opportunity for the external researcher to receive subject matter expertise from the relevant government agency partner. This process ensures the external researcher will be responsible for their analysis of the data and hold them accountable to their findings.

# ROLES & DEFINITIONS

## ROLES



### UDRC Role

Assigns a staff member (the peer review coordinator) to be the point-of-contact to gather requested data and provide it to the external researcher. This person also performs a methodological/statistical review of the research product, coordinates receiving feedback from relevant government agency partners, and communicates updates to the external researcher.



### External Researcher Role

Submits their research product that uses UDRC's data for a peer review. The researcher must incorporate feedback or discuss with UDRC if there are questions about it. They must also include a data disclaimer and final approval from UDRC before publication.

## DEFINITIONS



### Research Product

This may be considered a research report, article, dashboard, visualization or data narrative that is published to external or internal audiences.

# PEER REVIEW STEPS

## **A** Draft Submitted to UDRC

The external researcher provides a draft of the research products (articles, data narratives, dashboards, reports, etc.) that involve UDRC data.

## **B** UDRC Methodological/ Statistical Review

UDRC provides methodological and statistical feedback to the external researcher within a mutually-agreed time frame. The draft publication will be assigned by the lead reviewer to staff on a rotational basis or to internal subject matter expert(s) where appropriate.

UDRC will ask the following questions as it reviews an external researcher's data product:

- Do we receive the same statistical conclusions with the data?
- Are the research methods sound and clearly explained?
- Are limitations of the data explained?
- Are the interpretation/s of the results supported by the data?
- Are there specific places where the interpretation or explanation of results are unclear?
- Are there any major points of interpretation that were overlooked?

## **C** Government Agency Partner Review

The UDRC staff member coordinates sharing the external research product to the relevant government agency for its subject matter expertise feedback.

## **D** Incorporate Feedback

Feedback from the government agency's review is combined with UDRC's feedback and sent to the external researcher. The external researcher then incorporates the feedback into their research product. UDRC and the external researcher may also discuss the feedback if there are any questions.

# PEER REVIEW STEPS

**E**

## Append Disclaimer

The external researcher must append the following disclaimer to their research product:

*“Data for this research was accessible through Utah’s state longitudinal data system database administered by the Utah Data Research Center, which includes data supplied by UDRC members. This research, including the methods, results, and conclusions neither necessarily reflect the views of, nor are endorsed by, the UDRC members. All errors are the responsibility of the author.”*

**F**

## Final UDRC / Agency Partner Review

Prior to publishing the research products, the external researcher sends the final draft of product to UDRC. UDRC will share the final draft with the relevant partner agencies for the opportunity for any final feedback. The UDRC provides approval or final feedback to researcher.

**G**

## Research Product Published

If the research was intended for external audiences, it is published by the external researcher. UDRC will also publish it on their own public website in an external research product section

## Failure to Follow Process



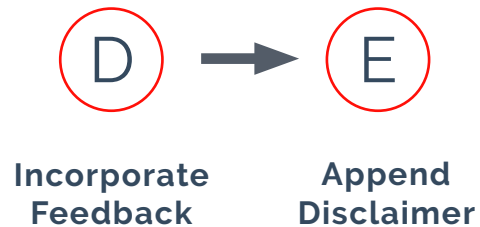
Failure to follow this process may lead to a personal and/or institutional legal risk. The research will be discredited by UDRC, and future access to UDRC’s data will be permanently denied to the external researcher. If the researcher is part of an institution, the institution will receive a warning from UDRC. An accumulation of warnings may ultimately lead to a temporary banning of the data to an entire institution.

# PEER REVIEW FLOWCHART

## First Review



## External Researcher Review



## Final Review & Publish Product



# PROCESS CHECKLIST

## STEP A: Draft submitted to UDRC

- External researcher submits to UDRC a written draft of the research product, including the code used for the statistical analysis

## STEP B: UDRC Methodological/Statistical Review

- UDRC reviews code to ensure the statistical analysis is reproducible.
- UDRC reviews the written methods and interpretation of the statistical analysis

## STEP C: Agency Partner Review

- UDRC sends the research product with its feedback included to the agency partner
- Agency partner reviews and adds their feedback.

## STEP D: Incorporate Feedback

- External researcher incorporates the feedback or provides responses to feedback.
- UDRC and the external researcher may discuss the feedback further.

## STEP E: Append Disclaimer

- External researcher appends the UDRC data disclaimer to its product.

## STEP F: Final UDRC / Agency Partner Review

- External researcher sends revised product to UDRC for final review.
- UDRC reviews and sends to agency partner for final review.
- UDRC sends final feedback and/or approval to external researcher.
- External researcher incorporates final feedback, if any.

## STEP G: Research Product Published

- External researcher publishes the research product with intended audiences.
- UDRC publishes the research product on its own website (if meant for external audiences).





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