

**Hawaii State Department of Education (DOE) & Department of Health (DOH) Proposal Approval Form  
for Youth Tobacco Survey (YTS) Data Requests**

Project title:

Principal Investigator (PI) or Project Manager (PM):

Required attachments:

1. Full proposal<sup>1</sup>
2. If a limited dataset is being requested, a signed DOE/DOH Data Use Agreement must be attached
3. If the data request includes Protected Health Information (PHI), documentation that demonstrates compliance with HIPAA must be attached (IRB Waiver of Authorization, Business Associate agreement, or patient informed consent)

Signature of PI or PM: \_\_\_\_\_ Date: \_\_\_\_\_

**Department of Education DC/OC/D<sup>2</sup> approval to proceed with project**

DC/OC/D Name:

DOE Division or Office:

DC/OC/D Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department of Health DC/OC/D<sup>3</sup> approval to proceed with project**

DC/OC/D Name:

DOH Division or Office:

DC/OC/D Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Full proposal should include: title, complete list of investigators and organizational affiliation, contact information for principal investigator/project manager, DOE/DOH liaison, project timeline, purpose, background information, methods including explanation of DOE/DOH data to be used, planned uses of research outcomes, consent forms (if applicable), measures to ensure confidentiality, and requested variables.

<sup>2</sup> Division Chief, Office Chief, or Designee.

<sup>3</sup> Division Chief, Office Chief, or Designee.

**Please attach a full proposal in a separate Word or PDF document with the following components:**

1. **TITLE:** The proposal title should be succinct and specific to the research in question.
2. **INVESTIGATORS:** List the names, academic degrees, and organizational affiliation of the researchers and all individuals who will be working with the data.

*Note: All investigators and anyone who will have access to the data must be listed here and on the DOH Data Use Agreement where their signature is required.*

3. **CONTACT INFORMATION:** Include the name, title, telephone, and email address of the corresponding researcher for this data request.
4. **PROJECT TIMELINE:** Provide an outline of the anticipated timeline. It can be in bulleted form or in a table as shown below.

Project Timeline – Key Activities	Oct 2021	Nov 2021 – Jan 2022	Jan – Mar 2022	Apr – Jun 2022
Data Request Process and Approval	<input checked="" type="checkbox"/>			
Conduct Analysis		<input checked="" type="checkbox"/>		
Write Manuscript			<input checked="" type="checkbox"/>	
Submit for DOH/HHDW Review and Approval				<input checked="" type="checkbox"/>
Submit for Publication				<input checked="" type="checkbox"/>

5. **PURPOSE** (1-2 sentences): Provide a brief synopsis of the proposed research.
6. **RESEARCH QUESTIONS:** State the main research questions that will be examined in the analysis.
7. **BACKGROUND** (1-2 paragraphs): Provide a brief overview (with references) of what is currently known about the topic area and how the proposed analysis of record-level data will shed new light on unexplained issues.
8. **METHODS** (2-3 paragraphs): Specify the years of data being requested and the demographic or outcome variables to be used in the analysis. This will help our team to identify any important variables that may be missing or misidentified from the analysis and suggest additional or alternative variables.  
Provide an overview of the proposed analysis (e.g., statistical tests) and the software that will be used. Mock-ups of the anticipated result tables are helpful.
9. **PLANNED USES OF RESEARCH OUTCOMES** (1 paragraph): Briefly describe the intended uses of the research; for example, to generate an abstract for a conference, publication in a scientific journal, to create a factsheet, etc.

10. **VARIABLES REQUESTED:** The variables can be included in the proposal or in an attached spreadsheet. Please specify the variable name, the definition, the year(s), and school level for each variable you are requesting (see example below). The requested variables must be pertinent to the proposed analysis described in the background and methods. For more information about how the questions are asked, copies of the YTS survey instruments used each year can be found on the data source page. YTS raw variables are labeled CORE (calculated by the CDC), HIR (state-added questions), CR (standard questions) and named variables such as ESMOKE which are also calculated variables. The underlying question (CR or HIR) associated with the label varies from year to year. Use the YTS Data Request Codebook to select the variables for your analysis.

The YTS Data Request Codebook contains two tabs.

- i. YTS Survey Variables Tab - Contains a complete listing of the questions asked and CDC variables created for each year since 2000. While you can look up a question in the survey instruments, you need to specify the CDC assigned Survey Variable Name and Survey Year. If using data from this tab, for multiple years, the researcher must ensure that the proper variable name is used for each year. The same survey is administered to middle and high school students. Variables that begin with CR and HIR are the raw questions and variables that begin with CORE or are named variables are calculated variables.
- ii. HHDW Health Indicators Tab - Contains variables that have been mapped across years. These variables have been created by HHDW to make it easier to look at health indicators across years. It is organized by categories and contains full and short titles and the years available for each indicator.

EXAMPLE: Request for ever tried cigarettes data from 2015-2019 for middle school (MS) and High School (HS) from the YTS Survey Variables tab (in yellow) and HHDW Health Indicators tab in green. Please choose either the Raw Survey Item or the HHDW Health Indicator for each area of interest.

VARIABLE NAME	DEFINITION	YEARS and School Type
STRATUM	Stratum	<i>These are the weighting variables required for analysis and must be included.</i>
PSU	Primary sampling unit	
FINAL_WEIGHT	Landline/Cell phone weight	
SURVEY_YEAR	Survey year	2015, 2017, 2019
CR7	Have you ever tried cigarette smoking, even one or two puffs?	2015 MS HS
CR8	Have you ever tried cigarette smoking, even one or two puffs?	2017 MS HS
CR8	Have you ever tried cigarette smoking, even one or two puffs?	2019 MS HS

	OR	
†ESMOKE	Students who have ever smoked cigarettes, even one or two puffs	2015, 2017, 2019 MS HS
Etc.		

\*Raw variables

†Health indicator