The Civil Justice Data Commons (CJDC) is a central repository for researchers to access civil justice data from around the country. We invite proposals and data requests from academic institutions and nonprofit organizations seeking data for their research and work on civil justice issues.

You will have access to a password-protected data workbench through a web-based interface. You will receive a password if your application is approved. You are not permitted to download data onto your computer or a local server nor transfer it to another server.

Please complete this Researcher Proposal Form (RPF) to obtain access to the Civil Justice Data Commons (CJDC). Only one member of the team needs to complete this application in order to obtain individual CJDC access for each member of the team. There will be space for you to add collaborators to the form. We ask that the Research Lead or Principal Investigator complete this application. Additionally, graduate students may apply as Research Leads but are required to have a faculty member sponsor.

If you have any questions about this form, please email CJDC@georgetown.edu.

Terms and conditions
I understand that access to the Civil Justice Data Commons is at the discretion of the CJDC administrative team on behalf of the data controllers who permit access to the court data. Access may be revoked if any actions taken are not in compliance with the below terms. Check each box to confirm agreement and understanding that CJDC data:

- ☐ Is for research use only, not commercial or administrative use.
- ☐ Cannot be downloaded from the CJDC analysis platform.
- ☐ Is not guaranteed to be complete or accurate.

Please note: Once your research proposal is accepted, you will be asked to sign a Researcher Access Agreement (RAA) that contains more details about the terms of use.

Researcher information
First Name
Your answer

Last Name
Your answer

Job/Position Title
Your answer

Institutional or Organizational Affiliation (Include Department)
Your answer

Email Address
Your answer

Phone Number
Your answer

Please choose the option that best describes your role.
Choose: Faculty, student, postdoc, research analyst, other

Depending on your choice:

Student/Postdoc
If you are a student or postdoc, please provide the following:
The name of the faculty member who is supervising your research and their institutional affiliation:
Your answer

The email address of the supervising faculty member:
Your answer

Other
If you chose "Other," please specify your role:
Your answer

Collaborators and co-applicants
Indicate whether you are applying for access to the CJDC data for one or multiple individuals.
Note for graduate student applicants: Please do not repeat the faculty sponsor -- you only need to list additional research collaborators here.

How many CJDC users are you applying for at this moment?
☐ I am applying for access to CJDC data FOR MY INDIVIDUAL USE.
☐ I am applying for access to CJDC data for myself and 1 or more research collaborator(s).

For each collaborator, please provide the following information:
  First Name
  Your answer
  Last Name
  Your answer
  Job/Position Title
  Your answer
  Department, Institution, or Organization
  Your answer
  Email Address
  Your answer
  Phone Number
  Your answer

Research project description
As described in the terms of the CJDC Data Sharing Agreement, researchers are given access to the CJDC data through the virtual data enclave through the duration of their research project as approved by CJDC, contingent upon completion of our annual account renewal procedures. Account renewal happens annually in August.

Please fill out the questions below to provide information about your intended research project.

Project Title
Your answer

Purpose of Project
(100 word recommended limit)
Your answer

Estimated Project Start Date
Date
Estimated Project End Date
Date

Describe the project. Make sure to highlight objectives, research questions, and hypotheses to test, and ongoing scholarly discourse that relate to your proposed study (no more than 2,000 words). Please list which datasets you need for the project.
Your answer

Scientific Benefit of Project: How will your project and its insights contribute to research on civil justice? What do you intend to do with the findings?
Your answer

Describe the proposed methodology. What is the intended analysis and expected results (no more than 2,000 words)?
Your answer

Preferred Statistical Software (e.g., R, Stata)
Please note if you can bring your own license.
Your answer

Funding Source
Please put "n/a" if not applicable.
Your answer

User provided data
Do you intend to bring additional data to the CJDC to complete your project?
- Yes
- No

Description of user provided data
Describe the data you plan to bring (e.g., source, format, volume of data), explain planned linkages to CJDC data, and how was this data obtained.
Your answer

What documentation do you have that attests to your authorized use? Please upload a Data Use Agreement, Memorandum of Understanding, or other here.
Add file
Please indicate the outcome of your IRB application for the project involving this additional data. 
Choose: Approved, exempt, not regulated, pending (i.e., IRB not yet applied for or determination not yet received)

When sending this application, please include a copy of the IRB determination letter from your institution.
Add file

Appendix
Please include any additional information THAT YOU BELIEVE IS RELEVANT TO your application.
Your answer

Thank you for your responses. You can expect to hear from the CJDC administrator in 3-5 business days.