



Dear Contributor,

Thank you for contacting our office – we are very excited to learn more about your work and how we may be able to help. We would like to invite you to apply to our pilot Developer Engagement Program by submitting a research proposal. When accepted, program participants enter into a collaborative relationship with the CCAO: we provide data and specialized knowledge relating to assessments, and participants help expand the CCAO's technical knowledge and capabilities.

While we would love to help all researchers advance their research agendas, our office staff has limited time resources. Admittance into this program will be contingent on the value of the applicant's research agenda to the CCAO. Researchers who are not accepted into this program may still request data via Freedom of Information Requests through the usual channels.

The attached diagram outlines the Developer Engagement process. During the 'proposal phase', prospective program participants work with CCAO staff to develop a research agenda that creates value for both parties. If we are unable to develop such a project, or if the applicant is inadmissible for other reasons, the project does not move forward. If we are able to agree upon a project, the program participant must provide the CCAO with a written Statement of Not-For-Profit Purpose and Work, stating with specificity the project's not-for-profit purpose and briefly summarizing the project's deliverables. The proposal phase is complete when the CCAO approves the Statement of Not-For Profit Purpose and Work.

During the 'review phase,' CCAO staff review the code, data, and results submitted for completeness, accuracy, and fidelity to the Statement of Not-For-Profit Purpose and Work. If the CCAO rejects the work at this point, it will provide a written reason for the rejection.

During the 'Implementation Phase,' the CCAO staff works with the collaborators to implement the results of the projects in the relevant systems and workflows. This may be an iterative process, where CCAO staff works with the program participants to overcome any unforeseen obstacles. Once the implementation is complete, program participants may be asked to present the project to the Assessor and CCAO staff.

In order to move forward with your application, please submit the following documents

☐ **Statement of Interest**

The first section of this form is where you tell us about your project: the problem you're looking to tackle, your proposed solution for this problem, and how you're going to get there. This form will help the CCAO to determine if your project is a good fit for our office and what resources we will need to allocate for its completion. The second section of the form is to be filled out by CCAO staff as a method of giving you feedback on your project proposal, and the final section of the form will be completed by CCAO staff at the end of the project to offer feedback on the completed project.

☐ **Data Subscription Agreement**

This agreement lays out what you can and cannot do with the Data we share with you for your project. This is also where you let us know if anyone will be working on the project with you who will also need access to the Data. (These people will be called Authorized Users.)

☐ **Non-Disclosure Agreement**

This agreement says that you will not publicly discuss your project until it has been completed and approved by our office. Any Authorized Users you designate will also need to sign this agreement. This agreement will expire at the conclusion of your project.

☐ **Code of Conduct**

All CCAO employees, officers, and officials are required to uphold the Ethics Executive Order put into place by Assessor Fritz Kaegi. As you will be working with CCAO staff and utilizing CCAO resources for your project, we will hold you to the same ethical standard as the employees, officers, and officials. We have adapted this Ethics Order into a Code of Conduct Agreement that you will need to agree to in order to work with our office.

☐ **Statement of Not-For-Profit Purpose and Work**

Once the details of your project are agreed upon, before beginning the work you will need to produce a statement of your not-for-profit purpose and a brief description of the work product or deliverables the CCAO can expect from your project. For example, the deliverable might be a new method of data analysis or acknowledgment that the data used in your research paper was provided by the CCAO.

We look forward to learning more about your research, and working with you to build a mutually beneficial project plan. If you have any questions, please do not hesitate to contact me.

Sincerely,

[Rob Ross](#)

Deputy Assessor, Chief Data Officer
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