

Simplified Form A- Supersedes Sect. IV of Job Content questionnaire User's Guide v 1.1 1985
Sign this form and return it immediately to the JCQ Center -

Contract for Use of the Job Content Questionnaire for Research Use

The JCQ instrument, now translated into more than ten languages, is one of the most frequently used instruments in the world for psycho-social job analysis. Return of a copy of the JCQ data is required of medium and larger sized projects (over 100 subjects [see note below*]). This insures for the JCQ instrument adequate treatment of scale validation issues and attention to scale strengths and weaknesses: specifically: (a) consistency of JCQ scale use; (b) revalidation of the questionnaire scales - including revalidation for important sub-populations; (c) performance of inter-group comparisons between non-representative sub-population; (d) facilitation of understanding of sources of scale covariance variance from demographics, industry, occupational, organizational and community factors; and (e) development of new JCQ scales. Your cooperation can help insure that the JCQ instrument has a long-term future.

User/Study Director:

Study Name:

Research Institution:

Address:

Permission for use of the Job Content Questionnaire is granted to the Study Director for the above study with the following requirements relating to providing a copy of the data, and payment (for large projects only, as noted).

Section A. Data File- A copy of the JCQ job data and selected ancillary data (not all data) is to be provided to the JCQ Center (see address below) after the data has been collected, cleaned, and used for your preliminary analyses. The file should include the following variable scores:

- a. Subject ID (and location ID if relevant)
- b. All JCQ job content question scores (raw data)
- c. Demographic question scores:
 - Age; Sex; Education; Marital Status; Occupation-usual occupation (the JCQ User's Guide occupation lists [3 digit] give examples of the detailed occupation coding that should be followed); Industry,
 - If collected, the additional information should be included;
 - Children (#at home/ ages); Hours of work per week; Income; Race; Previous occupation.
- d. JCQ psychological strain scales, if used (and not the dependent variable of the study)

1. Data File Labels:

The data file should have the variables labeled with JCQ Questions numbers for the raw data (ex. q23), and scale labels in Section III of the JCQ Users Guide for demographic variables and any scales constructed.

2. Data Format:

The data should be written on standard 3 1/2" floppy disks under IBM MS-DOS/Windows (state software version), on IBM tape (state machine and operating system version), or Apple Macintosh OS (state operating system, application program name, file type, and version number).

3. Codebook:

A codebook giving appropriate variable label information and information on each variable (including missing value codes) is to be provided to the JCQ Center with the data file. Enclose a printout of the first three subject records.

4. Translations:

Translations of the JCQ questions into the languages of the site countries, and back translation of the questions into English (approved by R. Karasek) are to be provided to the JCQ Center. These may be distributed by the JCQ Center in the future to other users under the same conditions as the English version.

* Study sizes with data copy requirements:

1. U.S. Canada: 100 subjects or over.
2. Europe, Asia, Other Countries: 250 subjects or over; or studies of single occupations of over 100 subjects.
3. Commercial use, health service (other service use): Contact JCQ Center.

Section B: Payment Obligations for Large Studies (only)

Payment for JCQ use is made for usage of a psychosocial work characteristic assessment procedure. Payments support standardization, methodological improvements, distribution of information related to methodological effectiveness, and development of an international research project on reliability and standardization of psychosocial job characteristics assessments.

Services and user's obligations are detailed in the JCQ User's Policy.

For projects which are supported by current funding, payment for use of the JCQ is due and payable to the JCQ Center 30 days after receipt of a bill.

Projects which are seeking funding via competitive grant application, will receive permission and the JCQ packet, as in the case of non-paying users (Initial Mailing).

Study directors agree that they will take all necessary steps to see that the financial institution responsible for administering the project: (a) consider the fees as payable as a part of research expense, and (b) agree to pay them upon receipt of project funding (fee schedule from JCQ Usage Fees, from the JCQ Center).

Funding Organization _____ Award date _____

JCQ usage fees are due and payable to the JCQ Center the beginning of the award of project funding. New project funding requests require new permissions.

Agreement for JCQ, by Robert Karasek _____ Date _____

Agreement by Study Director _____ Date _____

(print) _____ Title _____