

# ONS APPROVED RESEARCHER APPLICATION

Research proposal (Secure Lab access)

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## **UK DATA ARCHIVE**

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WE ARE SUPPORTED BY THE **UNIVERSITY OF ESSEX**, THE **ECONOMIC AND SOCIAL RESEARCH COUNCIL**, AND THE **JOINT INFORMATION SYSTEMS COMMITTEE**

## Introduction

Access to datasets supplied by ONS to the UK Data Service that are too detailed to be made available under the standard End User Licence (EUL), require users to complete an ONS-specific application. These forms require the user to provide both evidence of their suitability to obtain accreditation as an approved researcher and details of their intended use of the data.

The form in this document is very similar to the ONS AR form but will be used for datasets deposited by ONS for use through the Secure Lab.

## Application process

To apply for access to data as an ONS Approved Researcher, the following forms must be completed:

- **Research proposal application form:** This form – which must be completed by the Principle Investigator/Project Lead.
- **Approved Researcher application form:** This must be completed by all researchers who will be analysing the raw data, including
  - the Principle Investigator/Project Lead
  - any project member who requires access to statistical analysis before release from the UK Data Service
  - PhD supervisors and co-authors (even if they will not be analysing the data)
- **Declaration:** This must be physically signed by every applicant as an acceptance of the conditions of access.

The information you provide in this application must be accurate and will form the basis upon which your application will be deemed to receive accreditation as an Approved Researcher under the Statistics and Registration Service Act 2007.

An assessment will only be made in relation to a purpose that, in the opinion of the National Statistician, is statistical research that serves the public good.

Please read the UK Data Service Controlled Access Guidance Notes as they contain important information about completing these forms.

**ALL FIELDS OF THE FOLLOWING FORMS MUST BE COMPLETED.**

**FAILURE TO COMPLETE ANY SECTION WILL DELAY YOUR APPLICATION.**

## 1. Research Proposal application form

To be completed by the Principle Investigator/Project lead

<b>Your Name</b>	Hannah Abbott
<b>Institution or Organisation</b>	Fake University
<b>Address</b>	12 Fake Park, Fakington
<b>Telephone No.</b>	
<b>Institution Email:</b>	<a href="mailto:h.abbott@fake.ac.uk">h.abbott@fake.ac.uk</a>
<b>Date of birth</b>	

**Section 1 – All details need to be completed here.**

## 2. Title of research

Dissertation
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**Section 2 – This title needs to match the registered usage in the user's account, this should also be an actual project title rather than just 'Dissertation'.**

## 3. Describe the research proposal

Don't forget to include:

- the purpose of the research
- what you are trying to find out
- what hypotheses you are testing
- how your findings will benefit society

I need to use Secure data for my PhD research.
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**Section 3 – There would need to be far more detail here, the user would need**

to address each of the points requested in the question and give a clear overview of what the project is about.

#### 4. Data requested

<b>Title of dataset / Study Number (if known)</b>
QLFS data

Section 5 – ‘QLFS data’ could refer to any number of datasets, they would need to state precisely which datasets are required, preferably with the SN reference for clarity. This should match the orders they have placed in their account.

#### 5. Justification

Please provide a justification as to why you are requesting access to these data. You should include:

- An explanation as to why you require these data, including information about specific variables of interest and how you'll use these in your research
- An explanation demonstrating that you have considered alternative sources of data, and reasons why these data are not sufficient for your research

IMPORTANT: when applying for social survey data, we strongly recommend that you consider using less restrictive versions of the data that are available. Please visit [ukdataservice.ac.uk](http://ukdataservice.ac.uk) and use the Discover search function to locate less restrictive sources.

Because it's more detailed than the EUL data.

Section 5 – Although they have said that they need more detail than the EUL data, they need to be more specific about which variables are needed and why other sources aren't sufficient.

#### 6. Required data format:

- STATA
- SPSS
- TAB-DELIMITED

Section 6 – This section is required so that we know which type of datasets to upload to the Secure Lab if the project is approved.

#### 7. Provide the details of any planned data linkage

Please provide the following precise information:

- A description of the data source(s) you intend to have linked to the ONS data

- A summary of the key variables you'll be using from the source(s)
- A summary of the linking methodology: what is the linking variable? Please state whether you will link the data yourself, or whether you require the UK Data Service or the ONS to undertake the linking for you (please contact the Secure Lab Manager for further information)
- Justification for the linking (e.g. how the linked data will help you to undertake your research, and why: explain which variables are needed from your source of data).

I want to link the data to some data I created.

**Section 7 – The user needs to go into more detail in this section, answering the points in the question and making clear what kind of data she is using and confirming she is authorised to use it.**

## 8. Provide the details of any external data used

(i.e. data not described in the UK Data Service Catalogue) that you would like to import into your UK Data Service Secure Lab account. Please include the following information:

- A short description of each external dataset that you will use with ONS data
- A summary of the key variables that you'll use from each external dataset
- Why you require to use external data

My own research data.

**Section 8 – As with section 7, the points in the question need to be answered and clarity is needed about the content of the dataset.**

## 9. How does the project provide a public benefit?

Tick one or more of the **following** AR criteria:

- Supporting the formulation and development of public policy or public service
- Forms part of the programme of research covered by the National Data Strategy or otherwise supported directly or indirectly by the Economic and Social Research Council
- Supports an obligation of public law (e.g. Local Development Plans)
- Explores new statistical methods that can be used to produce statistics that serve the public good.

Explain how the project will benefit the choice(s) ticked above

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**Section 9 – This section needs to be answered to justify the use of the data.**

## 10. Time period

Access will initially be granted for one year from the date permission is granted and an option to request an extension will be automatically sent when the project nears completion. You will receive an automatic email one month before the project expires.

## 11. Research team

Please list the names of all member(s) of your research team and a contact email address:

Name	Email address	Requires access to data*

\*Researchers who require access to the data will be provided with a Secure Lab account, and will be required to attend a face-to-face training seminar. These are held fortnightly in Central London. Researchers who do not require access to the data, but are working on the project, will be asked to attend a shorter webinar training session, and will not be provided with a Secure Lab account.

**Section 11 – The user is a PhD student so needs to apply jointly with her supervisor. She should enter her and the supervisor's details, and may answer 'no' to the supervisor accessing the data if they do not need their own Secure Lab account and will just be working with the applicant.**

## 12. Outputs

Details of the products/outputs that will be produced from your use of the data (e.g. analysis, reports, tables, books)

**Note:** You are agreeing to your outputs being published. On publication of results, links will be requested.

PhD
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Note: If any outputs, such as tables are to be produced, then:

- outputs will only be released subject to Statistical Disclosure Control (SDC) by UK Data Service staff.
- SDC guidelines provided by UK Data Service staff in your Secure Lab training should be followed. Training will be provided if you are a new user and the UK Data Service will contact you to arrange this.

**Section 12 – Details of any presentations and the types of outputs should be given here.**