Request for SRS:

Output from ONS LS Project

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| Work Instructions1. Check that the output complies with your project’s permissions and scope. Only elements necessary for the completion of the project should be cleared.
2. You are asked to acknowledge the support of CeLSIUS and ONS and include a disclaimer. We have a suggestion: "The permission of the Office for National Statistics to use the Longitudinal Study is gratefully acknowledged, as is the help provided by staff of the Centre for Longitudinal Study Information & User Support (CeLSIUS). CeLSIUS is funded by the ESRC under project ES/V003488/1. The authors alone are responsible for the interpretation of the data."
3. Please note that all statistical results remain Crown Copyright and should be acknowledged either as such and/or as "Source: ONS". Copyright of the statistical results may not be assigned. Written work intended for publication should include a note to the effect that: "This work contains statistical data from ONS which is Crown Copyright. The use of the ONS statistical data in this work does not imply the endorsement of the ONS in relation to the interpretation or analysis of the statistical data. This work uses research datasets which may not exactly reproduce National Statistics aggregates."
4. Apply appropriate Statistical Disclosure Control (SDC). Your Safe Researcher Training (SRT) will cover how this should be applied.
5. Prepare all underlying, unweighted counts that were used to create the output.
6. Prepare any supplementary material that will aid staff when checking your output.
7. Complete all relevant sections of the output form.
8. For outputs from inside the SRS:
	1. Put the output form, output, underlying counts, and any supplementary material in an appropriately named folder in the ‘Ready for Checking’ folder of your project space.
	2. Email CeLSIUS (celsius@ucl.ac.uk) with the email header containing project number and request type (Code, Pre-publication, or Publication level) e.g., ’Project 1234567 Publication request’
9. For outputs from outside of the SRS:
	1. Email CeLSIUS (celsius@ucl.ac.uk) with:
		1. The email header containing the 7-digit project number and request type (Code, Pre-publication, or Publication level) e.g., ’Project 1234567 Publication request’
		2. The output form attached.
		3. The output, underlying counts, and any supplementary material attached or linked.

NOTE:* Your files will not be cleared unless accompanied by a properly completed copy of this form.
* Clearance is only granted following written confirmation from CeLSIUS or the LS Development Team (ONS).
* Failure to comply with any of the requirements issued with each clearance or with the requirements of your project and dataset may result in your accredited researcher status being revoked.
* See the ‘SRS Researcher Output Clearance Guidance’ for detailed output guidance.
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# Section 1 – Researcher & project details

1.1 Enter your details.

Name:

Email:

Phone number:

Project number:

1.2 Please confirm whether....
[ ]  ‘I (the requester) am a named researcher on the project for which the files are to be cleared’

# Section 2 – Describe output & request

2.1 Please provide a description of your work, including statistical measures used and variables used:

2.2 Please provide the name, description, and location (file path inside the SRS) or link of the output files and any supplementary files to aid the clearance. If files are attached to the request email, then state this. Please state clearly whether each file is “for clearance” or is “supplementary to aid clearance and not for clearance”.

2.3 Which of the following clearance levels are you requesting for the output from your project?

NOTE – only one clearance level is permitted for each output form.

[ ]  Code clearance.
[ ]  Pre-publication clearance. If so, please confirm that:
 [ ]  ‘I understand that I have responsibility for the deletion of this data (in all its forms including a derivation) at the end of my project.’
[ ]  Publication clearance. If so, please confirm that:
 [ ]  ‘I agree to send a copy/link of the final published outputs once published to IDS.impact@ons.gov.uk and CeLSIUS (celsius@ucl.ac.uk) (or report outputs [here](https://docs.google.com/forms/d/e/1FAIpQLSeij7_2AMUPgepJOGW47Sqnc3Iahrk2fOx08MM7Hc-rWubqMg/viewform) [URLs are also listed in Section 6]), as per the agreement set out in my project application.’

[ ]  ‘I agree that any changes to material relating to the Longitudinal Study or analysis conducted in the SRS will be resubmitted for additional clearance.’

2.4 Please provide a justification for the requested level of clearance.

2.5 All outputs taken out of the SRS must be within the agreed scope of your project. Please confirm that these outputs:

[ ]  Are needed to answer the research questions specified in your project application or to inform work related to this research project
[ ]  Do not change the purpose of your research
[ ]  Will only be used as part of your research project

# Section 3 – Output History

3.1 Please list all the datasets that were used in generating the output. SRS datasets should be as named in the Metadata Catalogue ([www.ons.metadata.works](http://www.ons.metadata.works)). If possible, please also supply the dataset Digital Object Identifier (DOI), e.g. LS DOI - <https://doi.org/10.57906/z9xn-ng05>, as listed on the Metadata Catalogue. Ingested data and datasets used external to the SRS should be listed with their origin.

3.2 Is this an update to a previously submitted clearance file?
[ ]  No
[ ]  Yes
If yes, please describe / highlight changes since the last submission.

# Section 4 – Output content

4.1 Please confirm that you have ensured that the output and any supplementary material contain relevant and sufficient titles / labels / descriptions to aid User Support Officers checking your output.

[ ]  I confirm the above.

4.2 Please confirm that the output contains unweighted counts, as well as weighted counts if weights have been used (e.g., data visualisations, ranks, percentiles, min/max values, etc).

[ ]  I confirm the above.
[ ]  Counts and unweighted counts are not applicable for this output (if selected then skip Section 4.3).

4.3 Please specify how you will provide the counts (you can select more than one answer)

[ ]  Unweighted counts are directly included within the output.
[ ]  I have supplied a supplementary document which contains the underlying counts .
[ ]  I have added comments in the margin of the output which contain the underlying counts and I approve that these comments may be deleted by the checking officer).
[ ]  I have attached a copy of a previously cleared output(s) used to make this output and highlighted how the previous clearances correspond to this new request.
[ ]  Other (please describe below).

4.4 Does this file contain statistical results or interpretation based on data NOT held in the SRS (e.g., publicly available data external to the SRS)? Note - you should select ‘Yes’ if that data has been ingested into your SRS project even if it is available outside of the SRS in any way.
[ ]  No – please continue to section 6
[ ]  Yes
If yes, please list all outputs (including figures, graphs, tables etc.), pages, or slides that contain statistical results based on ONS SRS data.

# Section 5 – Notes

THIS SECTION IS VOLUNTARY

5.1 If you have additional notes that would be helpful for us to process your request then please add them below.

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| Section 6 – Miscellaneous & Links* Metadata Catalogue:
	+ [www.ons.metadata.works](http://www.ons.metadata.works)
* Information on using the SRS:
	+ <https://www.ons.gov.uk/aboutus/whatwedo/statistics/requestingstatistics/secureresearchservice>
* Contact CeLSIUS or the LS Development Team (ONS) for SDC queries or if you are in any doubt about whether content needs to be cleared or for any other queries: celsius@ucl.ac.uk / longitudinalstudy@ons.gov.uk
* The SDC Handbook produced by the Safe Data Access Professionals network:
	+ <https://securedatagroup.org/sdc-handbook/>).
* Every output will be considered in isolation. This means for each output we must be provided with the underlying counts for all contained SRS data even if the output has previously been cleared.
* Do not assume that checking officers have any prior knowledge of your project, output, or data format.
* It is the responsibility of the researcher to ensure compliance with clearance levels and appropriate use of their outputs.
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# Section 7 – Clearance USO

To be completed by User Support Officers

7.1 Clearance Persons:

Name:

Team: CeLSIUS / LSDT

Name:

Team: CeLSIUS / LSDT

Date Received:

Date Completed:

7.2 List any special provisions (see [special provisions spreadsheet](https://officenationalstatistics.sharepoint.com/%3Ax%3A/s/rsdars/EQMzjbeo3ndLp-KhyRrma1MBb90IB8h4j1UG3VdjMmexag?e=0L1U8K))

7.3 Comments affecting clearance:

7.4 Comments not affecting clearance:

# Section 8 – Clearance Data Custodian

To be completed by LS Data Custodian (if required)

8.1 Data Custodian:

Name:

Date Received:

Date Completed:

8.2 Clearance Decision:

[ ]  Cleared
[ ]  Cleared if changes implemented
[ ]  Not Cleared

8.3 Comments affecting clearance:

8.4 Comments not affecting clearance: