**Research Project Accreditation Application**

The Research strand (Chapter 5 of Part 5) of the Digital Economy Act (DEA) 2017 broadly enables de-identified information held by a public authority to be disclosed for the purposes of research in the public good. The research framework in the [Digital Economy Act 2017](http://www.legislation.gov.uk/ukpga/2017/30/contents) is underpinned by the [Research Code of Practice and Accreditation Criteria](https://www.gov.uk/government/publications/digital-economy-act-2017-part-5-codes-of-practice/research-code-of-practice-and-accreditation-criteria), which was approved by the UK Parliament in July 2018.

The Research Code sets out the criteria for the accreditation of processors, research projects and researchers. As the statutory accrediting body, the UK Statistics Authority has established a [Research Accreditation Panel](https://uksa.statisticsauthority.gov.uk/digitaleconomyact-research-statistics/research-accreditation-panel/) to oversee the independent accreditation of processors, researchers and research projects.

**You need to complete this form if you wish to apply for access to the ONS Longitudinal Study for your research.** **Guidance on completing this form can be found on the CeLSIUS website.**

NB: to place an ‘x’ into the available check boxes in the application form, please double click on the box and select ‘checked’ under the Default Values heading in the menu that appears. To save your changes and close the menu, click ‘OK’.

**1) ABOUT THE PROJECT**

**1a) Application type**

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| --- | --- | --- | --- |
| *[ ]*  | Research project  | *[ ]*  | Exploratory analysis |

**1b) Project title and duration**

Project title:

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*This title will be published on the ONS website as part of the UK Statistic Authority’s public record, and on the CeLSIUS website to inform potential ONS LS users.*

Estimated project start and end date:

The end date is an estimate of the date you will finish writing up your final, cleared research – be as accurate as possible.

|  |  |
| --- | --- |
| **Start Date:** Click here to enter a date. | **End Date:** Click here to enter a date. |

**1c) Research theme**

Select the theme below which best describes your research project.

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| --- |
| Click here to choose a theme. |

If asked to specify additional theme information, add it in this box

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**1d) Abstract of the research project (100 words max)**

Provide a short description of your research project (e.g. a summary of the purpose, methodology, public good and predicted publication).

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*Please note that as part of the Digital Economy Act 2017 (DEA), this may be published on the* *UK Statistics Authority's website as part of the public record and will be published on the CeLSIUS website to inform potential LS users. Keep in mind that this abstract will help other researchers quickly identify your project.*

**1e) Research purpose (1,500 words max)**

Provide a detailed description of your project’s aims and whether it is part of a larger body or programme of work. This information will help CeLSIUS and ONS to assess whether your proposal will be feasible, appropriate and clearly beneficial to the public.

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*Your research purpose may be published on the CeLSIUS website, and on the ONS website as part of the UK Statistics Authority's public record of Accredited Researchers.*

**1f) Research methodology (1,500 words max)**

Provide details of the research protocol or methodology you will follow, as well as how you intend to use the data.(e.g. data linkage or matching, web scraping, etc) and how you intend to use the data.

The level of detail provided should help an experienced researcher to understand what type of model is going to be constructed, how bias will be addressed and what is likely to be considered an important effect.

*Therefore, ensure you include the following in your response:*

* *The hypothesis/hypotheses you intend to test and/or the research question(s) you will answer*
* *Any expected outcomes or dependent variables – these could be binary, categorical (with levels), time to event, continuous, changes over time, etc.*
* *The method(s) of analysis you plan to use (such as regression)*
* *The starting point for the modelling process, as well as any understanding that may evolve*
* *Statistical tests you aim to use (for example, T-tests or Chi-Square)*
* *How any potential selection/causal biases will be addressed*
* *Methodological references (if a non-standard methodology is proposed)*
* *Details around how your project and results will contribute to the field of research*
* *An explanation of how your methodological approach will answer the research questions set out*

*NB: Previous Longitudinal Study users should mention here if they intend to use syntax files from their previous project and provide a justification for this use. The requested file/s will then be transferred from the previous project area on the SRS platform, to the new project area.*

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**1g) Research sponsor**

Have you been commissioned to perform this research for another organisation?

*Select ‘yes’ if you are carrying out the research project for an organisation that is not your employer, for example as a consultant under contract to another organisation.*

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| --- | --- | --- | --- |
| **[ ]**  | Yes | **[ ]**  | No |

*If you answered ‘Yes’, please provide the details of this organisation below and the work details of your contact there.*

|  |  |
| --- | --- |
| Sponsor Organisation name\* |  |
| Address [Building, street, town/city, county, postcode]\* |  |
| Contact name |  |
| Contact phone |  |
| Contact email |  |

**2) PROJECT TEAM**

Add all the accredited researchers and peer reviewers who will be working on the project with you (don’t forget to include yourself).

*The first and last name and organisation of all accredited researchers named on the project will be published on the CeLSIUS website and in a public record of accredited researchers on the UK Statistics Authority website.*

**2a) Project lead**

Personal details and contact information of project lead.

*[NB: while the Lead Researcher need not be accredited when the application is first submitted, they must have completed the accreditation process by the time the project accreditation application is reviewed by the RAP.]*

|  |  |
| --- | --- |
| Last name\* |  |
| First name\* |  |
| Middle names (if any/relevant) |  |
| What is your role on the project?\* | [ ]  Accredited Researcher[[1]](#footnote-1)[ ]  Peer Reviewer with access to secure data[[2]](#footnote-2)[ ]  Peer Reviewer with access to cleared outputs only[[3]](#footnote-3) |
| Do you have an Accredited Researcher (AR) Number? | Yes [ ]  | No *[ ]*  | AR Number:  |

If you do not yet have an Accredited Researcher number, please complete the following table about yourself.

|  |  |
| --- | --- |
| Organisation name |  |
| Organisation address |  |
| Organisation postcode |  |
| Work telephone no. |  |
| Work email |  |
| Date of birth |  |

**2b) Project deputy lead**

The Deputy lead is the person who you authorise to deputise for you. They will receive emails from ONS during the application approvals process and will be able to respond to the emails. They will also be able to request amendments to the research.

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| --- | --- |
| Last Name\* |  |
| First Name\* |  |
| Middle names (if any/relevant) |  |
| What is their role on the project? | *[ ]*  Accredited Researcher1*[ ]*  Peer Reviewer with access to secure data2[ ]  Peer Reviewer with access to cleared outputs only3  |
| Do they have an AR Number? | Yes *[ ]*  | No *[ ]*  | AR Number:  |

**2c) Additional team members**

Please provide the names and details of all members of the team (add more tables if required).

|  |  |
| --- | --- |
| Last Name\* |  |
| First Name\* |  |
| Middle names (if any/relevant) |  |
| What is their role on the project? | *[ ]*  Accredited Researcher1*[ ]*  Peer Reviewer with access to secure data2[ ]  Peer Reviewer with access to cleared outputs only3  |
| Do they have an AR Number? | Yes *[ ]*  | No *[ ]*  | AR Number:  |

*If the person named does not have an Accredited Researcher number, please complete the following section with their details.*

|  |  |
| --- | --- |
| Organisation name |  |
| Organisation address |  |
| Organisation postcode |  |
| Work telephone no. |  |
| Work email |  |

**3) DATA REQUIREMENTS**

**3a) Data required**

List the title(s) and years/releases of the dataset(s) you will use (e.g. ONS Longitudianal Study, 1981, 1991 and 2001).

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**3b) External data**

Do you intend to bring in any data for your project?

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| --- | --- | --- | --- |
| **[ ]**  | Yes | **[ ]**  | No |

If **‘yes’:**

Describe the data and its source, who the owner is, and provide evidence that the owner has given permission for their data to be used by you for this research (i.e. that you have permission to link it to another dataset. Please send us the evidence as we will need to submit it with your application).

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**3c) Use of unpublished data (2,500 characters max)**

In order to give you access to the ONS Longitudinal Study, the ONS needs to understand why you need to use the ONS Longitudinal Study specifically.

Please state what other data sources you considered and why they were not sufficient for your purposes.

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**3d) Data linking**

Does your project include any linking of data sources?

*Data linking is the process of trying to establish if two records from two different databases relate to the same entity (e.g. person, geographic area). The pairs of records that you think are matches are called links. If the pair truthfully relate to the same entity, the pair are a match.*

|  |  |  |  |
| --- | --- | --- | --- |
| **[ ]**  | Yes | **[ ]**  | No |

If yes, provide the following details below:

* description of the data sources(s) to be linked;
* summary of the key variables;
* summary of the linking methodology; and
* the justification for the linking.

*This information will help the ONS to understand the confidentiality risks involved.*

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**3e) Access to data sources**

Which Accredited Processor service do you want to use to securely access the data during the research project?

*In this case it will be the Office for National Statistics Secure Research Service.*

Office for National Statistics Secure Research Service

**3f) Data access duration: end of data access**

You will need to provide an estimate of how long you are likely to require your requested data for this research project. This should be a realistic estimate of the last time you will need to access data in a safe setting.

NB It needs to be before the End date that you gave in Section 1.

You will be able to request an extension at a later date if needed. The extension will be subject to the approval of the RAP.

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| **End of data access:** Click here to enter a date. |

**3g) Software required**

Select the software that you will require for your research project.

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| --- | --- | --- | --- | --- | --- | --- |
| [ ]  | 7Zip | [ ]  | Notepad++ | [ ]  | Spyder |  |
| [ ]  | Adobe Acrobat Reader DC | [ ]  | QGis | [ ]  | STATA |  |
| [ ]  | Anaconda 3 | [ ]  | Qtconsole | [ ]  | Winzip |  |
| [ ]  | ArcGIS | [ ]  | R for Windows |  |  |  |
| [ ]  | Jupyter Notebook | [ ]  | R Studio |  |  |  |
| [ ]  | Microsoft Office Professional Plus | [ ]  | SAS | [ ]  | Other (please specify) |  |
| [ ]  | ML-WIN | [ ]  | SPSS |  |  |  |

**4) ETHICS**

*[Under the Digital Economy Act 2017 (DEA), all project applications must undergo ethical scrutiny before they can be accredited.]*



Have you received ethical approval for this project from your organisation, sponsor or elsewhere?

|  |  |  |  |
| --- | --- | --- | --- |
| *[ ]*  | Yes | *[ ]*  | No |

*If* ***no****, please use and submit a completed UK Statistics Authority Data Ethics self-assessment form available on* [*UK Statistics Authority website*](https://www.statisticsauthority.gov.uk/about-the-authority/committees/nsdec/data-ethics/self-assessment-2/)*.*

*If* ***yes****, please give details of the ethical approval body and any caveats from their findings. Please attach the relevant documentation (e.g. email from the approval body) as we will need to submit it with your application.*

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**5) Public Benefits**

**5a) Public good**

To attain approval for your project application, you must demonstrate that it will deliver a clear public good to the UK. Your project should deliver one or more of the public benefits listed below. Please be sure to reference all that apply and provide as much detail as possible. If you are based overseas the same UK public benefit rules apply.

|  |  |
| --- | --- |
| **Public Good** | **Describe how this research project will provide this public good** |
| Provide an evidence base for public policy decision-making |  |
| Provide an evidence base for public service delivery |  |
| Provide an evidence base for decisions which are likely to significantly benefit the UK economy, society or quality of life of people in the UK |  |
| To replicate, validate or challenge Official Statistics |  |
| To replicate, validate or challenge existing research |  |
| To significantly extend understanding of social or economic trends or events by improving knowledge or challenging widely accepted analyses |  |
| To improve the quality, coverage or presentation of existing statistical information |  |

**5b) Risk to public good**

Have any risks to public benefit been identified?

|  |  |  |  |
| --- | --- | --- | --- |
| *[ ]*  | Yes, the project does have risks to public benefit | *[ ]*  | No, the project does not have any risks to public benefit |

If you have identified any risks to delivering public benefit, or any other adver se effects, give details of them below. Also include what you have done or plan to do to reduce or eliminate them.

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**6) PUBLICATIONS**

In order to access unpublished data, you must agree that your findings will be made publicly available. You should notify ONS SRS Customer Support and CeLSIUS about when and where your research publication can be found.

*You can apply for an exemption if working within exceptional circumstances, for example, if you need to maintain confidentiality during sensitive policy development within government. Your request will be considered by the Research Accreditation Panel. However, even if granted, this exemption may not be permanent.

NB: publications are only permitted for fully accredited projects, they are not permitted for any exploratory analysis.*

**6a) Do you intend to publish your findings?**

|  |  |  |  |
| --- | --- | --- | --- |
| *[ ]*  | Yes, we intend to publish our findings | *[ ]*  | No, we require an exemption from publication findings (go to section 6e) below) |

**6b) Describe how you intend to make your research available to the public.**

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**6c) Which specific journals, websites or reports do you intend to use to publish this research?**

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**6d) What is your best estimate of when you expect to publish your results?**

*Why do we need to know this?*

*ONS will use this estimate to guide it on when to contact you about putting the publication information on the ONS website. ONS understands that publication of research results may be dependent on other factors (e.g. the publication of policy decisions). If this applies to your project, just give the best estimate you can.*

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| Click here to enter a date. |

**6e) What, if any, are the circumstances that mean you need an exemption from making your results publicly available?**

Describe the circumstances that mean you need an exemption from making your results available to the public.

The request for exemption will be considered by the Research Accreditation Panel.

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**6f) Would you be willing to work with ONS to showcase the impact of your research findings?**

This could be in case studies or other media. Your response to this question will not affect whether your project is accredited.

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| --- | --- | --- | --- |
| *[ ]*  | Yes, I would be willing to showcase the impact of my research findings. | *[ ]*  | No, I would not be willing to showcase the impact of my research findings. |

**Once completed, please return this application form with the** [**Longitudinal Study Supplementary Form**](https://www.ucl.ac.uk/epidemiology-health-care/sites/epidemiology-health-care/files/ONS_Longitudinal_Study_Supplementary_Form_as_of_Nov_2018.docx) **and the** [**UK Statistics Authority Data Ethics self-assessment form**](https://uksa.statisticsauthority.gov.uk/about-the-authority/committees/national-statisticians-data-ethics-advisory-committee/ethics-self-assessment-tool/) **(if needed) by email to:** **celsius@ucl.ac.uk**

1. ***Accredited Researchers*** *will access, analyse and interrogate unpublished data in a safe researcher setting, provided by a Digital Economy Act (DEA) Accredited Processor.If you are not an Accredited Researcher and need to be one, you will need to apply to be one.* [↑](#footnote-ref-1)
2. A ***Peer Reviewer with access to secure data*** *will access secure data in a safe setting provided by a DEA Accredited Processor to validate or replicate previous research. You need to be an Accredited Researcher to perform this role.* [↑](#footnote-ref-2)
3. A ***Peer Reviewer with access to cleared outputs only****will view cleared research outputs only, have no access to the secure data in a safe setting provided by an Accredited DEA Processor and do not need be an Accredited Researcher to perform this role.* [↑](#footnote-ref-3)