

ONS LONGITUDINAL STUDY OUTPUT REQUEST FORM

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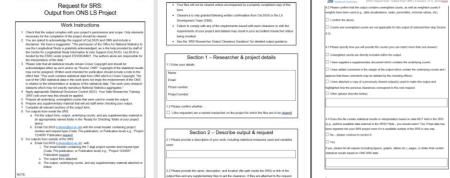
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(Uffice for Humanist Statistics (SPRS request form: Curput from CNS LS project, v1.0; xxxxx/xxxx/xxxx

Section 2 - Describe output & request

2.2 Please provide the name, description, and location (life path inside the SRS) or link of the output files and any supplementary files to aid the clearance. If tiles are attached to the request

Non H HI S

Your files will not be cleared unless accompared by a properly completed copy of this

Office for Numerical Statistics (SPS request form: Output from ONS LS project, v1.0, ex/cologonal



n ingested into your SRS project even if it is available outside of the SRS in any way.

If yes, please list all outputs (including figures, graphs, tables etc.), pages, or slides that contain statistical results based on CNS SRS data.

Code clearance.

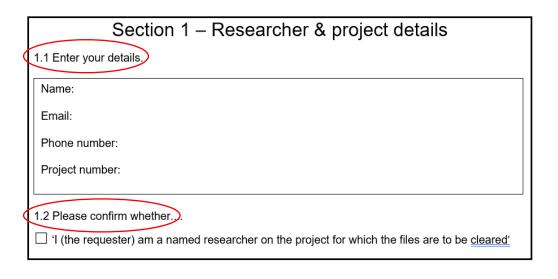




Section 8 - Clearance Data Custodian

To be completed by LS Data Gustodian (Frequired)

1: Researcher and project details



1.1 Your details

Your name.

Your email address.

Project number

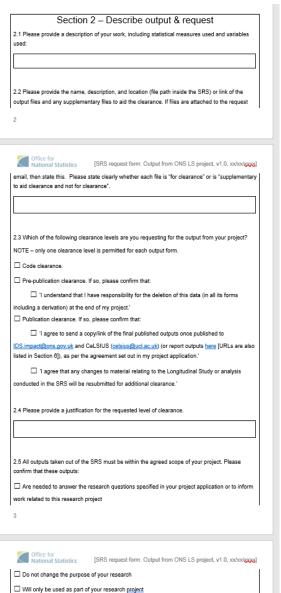
(don't worry about phone number).

1.2

You must be a named researcher on the project in order to request output.

Just click in the box.

2: Describe output and request



- Describe your output.
- Location of your files for clearance (and whether they are for clearance or provide supplementary information).
- Type of clearance you are requesting.
- -Justify level of clearance you are requesting.
- Whether your outputs are relevant to your project.

2.1: Description of the output

Section 2 — Describe output & request 2.1 Please provide a description of your work, including statistical measures used and variables used:

Want a description of the work:

- -Key variables used (outcome, exposure, other key variables).
- Statistical method used and measures included in the output.

NB: If you are requesting a code clearance, describe what is in the code.

2.2: Name, description and location of output

What are the names of the files?

— Are they for clearance or supplementary to aid clearance?

Where are your files?

- Pre-publication clearances will be in the SRS \rightarrow filepath of files.

- <u>Code clearances</u> will be in the SRS → filepath of files.
 - Publication clearances:
 - in the SRS \rightarrow provide the filepath.
 - Not in the SRS \rightarrow attach to request.

For files in the SRS:

Put them in ReadyForChecking in folder with date of request.



2.3: Clearance level

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:
$\hfill\Box$ '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:
\square 'I agree to send a copy/link of the final published outputs once published to
$\underline{\hbox{IDS.impact@ons.gov.uk}} \text{ and CeLSIUS } (\underline{\hbox{celsius@ucl.ac.uk}}) \text{ (or report outputs } \underline{\hbox{here}} \text{ [URLs are also } \underline{\hbox{loss.mpact@ons.gov.uk}})$
listed in Section 6]), as per the agreement set out in my project application.'
\square 'I agree that any changes to material relating to the Longitudinal Study or analysis
conducted in the SRS will be resubmitted for additional clearance.'

Three types of clearance:

- Code clearance
- Pre-publication clearance.
- Publication clearance.

Only request one type of clearance.

Pre-publication

Confirm you will delete at end of project.

Publication

- Confirm you will send copy/ link to published output to ONS and CeLSIUS.
- Confirm that if changes made you will resubmit for clearance.

2.4 and 2.5

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
Work folded to the foodard project



3

[SRS request form: Output from ONS LS project, v1.0, xx/xx/xxxx]

- ☐ Do not change the purpose of your research
- ☐ Will only be used as part of your research project

2.4: Justify clearance type

- Code only syntax files, you may want to share them with other researchers.
- Pre-publication if you want to review findings with other researchers on project.
- Publication if you want to share it with researchers not in project team.

2.5 confirm that files are:

- -Needed to answer the research questions.
- –Don't change research purpose/ aims.
- —Only used as part of research project.

3: Output history

Section 3 – Output History 3.1 Please list all the datasets that were used in generating the output. SRS atasets should be as named in the Metadata Catalogue (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.

3.1 Datasets used

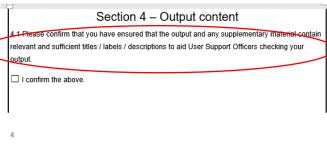
- ONS Longitudinal Study
- Provide the LS doi:

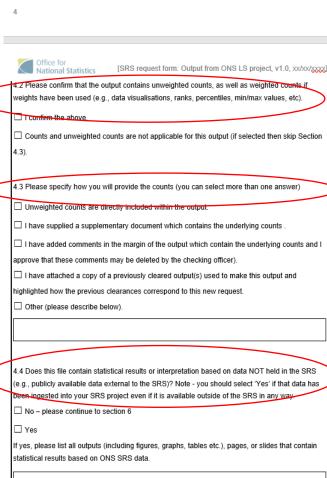
https://doi.org/10.57906/z9xn-ng05

3.2 Is this an update of a previously cleared output?

- Yes/ No.
- If "yes", describe the changes since the previously cleared file.
- Please provide date of previously cleared file that this is an update of.

4: Output content





Tick boxes that require you to confirm statements:

<u>4.1:</u>

 That the files contain adequate information for clearance (i.e. titles / labels / descriptions).

4.2:

- That counts have been provided if the output is a visualisation,
 or contains model outputs or ranks, percentiles, min/max values.
- If counts are not applicable tick the relevant box and go to 4.4.

4.3:

 How have you included counts in your clearance? Tick the relevant box.

4.4:

 Does any of the analysis relate to data that is not in the SRS (for publication requests). If this is the case, please provide page number/ slides/ table and figure numbers that are based on the ONS LS.

5: Notes

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.

- Voluntary.
- Only if you want to provide additional information about your output.

6: Miscellaneous information and links

Section 6 – Miscellaneous & Links

Metadata Catalogue:

- https://www.ons.gov.uk/aboutus/

o www.ons.metadata.works/whatwedo/statistics/requestingstatistics/

Information on using the SRS:

Ctrl+Click to follow link

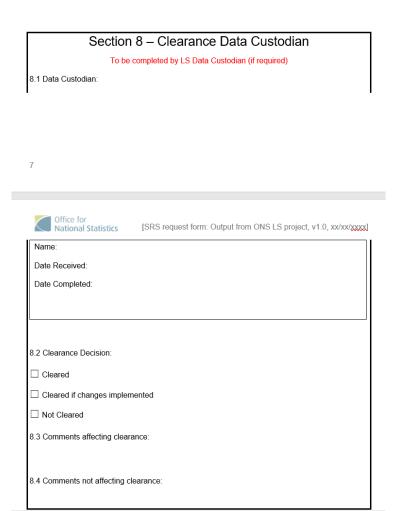
- https://www.ons.gov.uk/aboutus/whatwedo/statistics/requestingstatistics/secureres earchservice
- Contact CeLSIUS or the LS Development Team (ONS) for SDC queries or if you are in any doubt about whether content needs to be cleared or for any other queries: celsius@ucl.ac.uk / longitudinalstudy@ons.gov.uk
- 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.

This information may provide you with further help on:

- completing the form.
- Ensuring that the files you are requesting for clearance are sufficient.

Sections 7 and 8

Section 7 - Clearance USO To be completed by User Support Officers Office for [SRS request form: Output from ONS LS project, v1.0, xx/xx/xxxx] 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) 7.3 Comments affecting clearance: 7.4 Comments not affecting clearance:



These sections are for CeLSIUS and ONS to complete.

WHAT NEXT?

For outputs in the SRS (pre-publication clearances/ code clearances)

- Put the output form, output, underlying counts, and any supplementary files in a folder with the date of the request in the ReadyForChecking folder of your project space in the SRS.
- Email CeLSIUS (celsius@ucl.ac.uk) and your specified CeLSIUS USO (if you have one).
- Put the project number and output type (code, pre-publication or publication clearance) in the subject field e.g. "Project 0300411: pre-publication clearance".
- In the email say where the files are in your project space in the SRS.

For outputs outside the SRS (publication clearances)

- -Email CeLSIUS (celsius@ucl.ac.uk) and your specified CeLSIUS USO (if you have one).
- –Attach the output request form.
- -Attach the output for clearance (e.g. paper, presentation).
- —Put the project number and output type (code, pre-publication or publication clearance) in the subject field.

ANY QUESTIONS

Thank you!

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