

ONS LONGITUDINAL STUDY OUTPUT REQUEST FORM

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Request for SRS: Output from ONS LS Project

Work Instructions

- Check that the output complies with your project's permissions and scope. Only elements necessary for the completion of the project should be cleared.
- You are asked to acknowledge the support of Cal SURS 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 (Cal SURS). Cal SURS is funded by the ESRC under project ES/S010485/1. The authors above are responsible for the interpretation of the data."
- 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. Where 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 the 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."
- Apply appropriate Statistical Disclosure Control (SDC). Your SRS Researcher Training (SRT) will cover how this should be applied.
- Prepare all underlying, unweighted counts that were used to create the output.
- Prepare any supplementary material that will sit alongside your output.
- Complete all relevant sections of the output form.
- For outputs from inside the SRS:
 - 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.
 - Email Cal SURS (cal.surs@ons.gov.uk) with the email header containing project name and request type Code. Pre-publication or Publication level = e.g., Project (2020) Publication request.
- For outputs from outside of the SRS:
 - Email Cal SURS (cal.surs@ons.gov.uk) with:
 - The email header containing the 7 digit project number and request type Code. Pre-publication or Publication level = e.g., Project (2020) Publication request.
 - The output form attached.
 - The output, underlying counts, and any supplementary material attached or linked.

NOTE:

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You files will not be cleared unless accompanied by a properly completed copy of this form.

Clearance is only granted following written confirmation from Cal SURS or the LS Development Team (LSDT).

Failure to comply with any of the requirements listed with each clearance or with the requirements of your project and dataset may result in your accredited researcher status being revoked.

See the [SRS Newswatch Output Clearance Guidance](#) for detailed output guidance.

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

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2.3 Please confirm that the output contains unweighted counts, as well as weighted counts if weights have been used (e.g., data visualisations, maps, percentages, mosaic values, etc)

I confirm the above.

Counts and unweighted counts are not applicable for this output (if selected then skip Section 2.3).

2.3 Please specify how you will provide the counts (you can select more than one option)

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 agree that these comments may be deleted by the checking officer.

I have attached a copy of a previously cleared output used to create this output and highlighted how the previous clearance corresponded to this new request.

Other (please describe below): _____

2.4 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 requested in 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 file outputs (including figures, graphs, tables etc.), pages, or tables that contain statistical results based on ONS SRS data.

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Section 5 – Notes

THIS SECTION IS VOLUNTARY

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

Section 6 – Miscellaneous & Links

- Website Catalogue:
 - <https://doi.org/10.1080/23745718.2020.1803292>
- Information on using the SRS:
 - <https://ons.gov.uk/about-us/what-we-do/our-services/srs>
- Contact Cal SURS or the LS Development Team (LSDT) for SRS queries or if you are in any doubt about whether content needs to be cleared or for any other queries:
 - info@ons.gov.uk / longitudinalstudy@ons.gov.uk
- The ONS Handbook produced by the Safe Data Access Professionals network:
 - <https://ons.gov.uk/about-us/what-we-do/our-services/srs-handbook>

Every output will be considered in isolation. This means for each output we must be considered with the underlying counts for all unweighted 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 results.

Section 7 – Clearance USO

To be completed by User Support Officers

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2.3 Please clearly state whether each file is "for clearance" or is "supplementary material" (clearance and not for clearance)

2.3 I think of the following clearance levels as you requesting for the output from your project?

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

Clear clearance.

Pre-publication clearance. If so, please confirm that:

- I understand that I have responsibility for the deletion of the data (or all its files) including a derogation 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 cal.surs@ons.gov.uk and Cal SURS (cal.surs@ons.gov.uk) or request outside cal.surs@ons.gov.uk in order to be added to the Metadata Catalogue. Imputed data and datasets used external to the SRS should be linked with their origin.
- 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.

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Do not change the purpose of your research.

Will only be used as part of your research (SRS).

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 (<https://ons.gov.uk/metadata>). If possible, please also include the dataset Digital Object Identifier (DOI), e.g. 10.1080/23745718.2020.1803292, as listed on the Metadata Catalogue. Imputed data and datasets used external to the SRS should be linked with their origin.

3.2 Is this an update to a previously submitted clearance?

No.

Yes.

If yes, please describe / highlight changes since the last submission.

Section 4 – Output content

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

I confirm the above.

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Section 5 – Clearance Persons

Name: _____
 Team: Cal SURS / LSDT
 Name: _____
 Team: Cal SURS / LSDT

Date Received: _____
 Date Completed: _____

5.2 Clearance Decision:

Cleared

Cleared if changes implemented

Not Cleared

5.3 Comments affecting clearance:

5.4 Comments not affecting clearance:

Section 6 – Clearance Data Custodian

To be completed by LS Data Custodian (if required)

6.1 Data Custodian:

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Name: _____
 Date Received: _____
 Date Completed: _____

6.2 Clearance Decision:

Cleared

Cleared if changes implemented

Not Cleared

6.3 Comments affecting clearance:

6.4 Comments not affecting clearance:

1: Researcher and project details

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](#)'

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

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

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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](#) [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

3

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Do not change the purpose of your research

Will only be used as part of your research [project](#)

- 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 → filepath of files.
- Code clearances will be in the SRS → filepath of files.
- Publication clearances:
 - in the SRS → provide the filepath.
 - Not in the SRS → attach to request.

For files in the SRS:

Put them in ReadyForChecking in folder with date of request.

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

2



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

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: 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:

'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](#) [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.'

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

3

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 datasets 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

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

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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.

Tick boxes that require you to confirm statements:

4.1:

- 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:
 - [www.ons.metadata.works](https://www.ons.gov.uk/aboutus/whatwedo/statistics/requestingstatistics/secureresearchservice)
- 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.

<https://www.ons.gov.uk/aboutus/whatwedo/statistics/requestingstatistics/secureresearchservice>
Ctrl+Click to follow link

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

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Section 8 – Clearance Data Custodian
To be completed by LS Data Custodian (if required)

8.1 Data Custodian:

 [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:

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

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:

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!

Email:

Aly.Sizer@ext.ons.gov.uk

a.sizer.11@ucl.ac.uk

celsius@ucl.ac.uk

