

Annex 12.4

Research proposal application form

This application form is intended to collect information about the research proposal for which access to confidential data for scientific purposes is required. The information in this application form will be examined by Eurostat and the national statistical authorities that have provided the data to Eurostat.

As a first step, please send the completed application form electronically (as Word file) to ESTAT-Microdata-access@ec.europa.eu.

The research proposal must contain the necessary information on the person requesting access, his or her research entity, the data requested and the mode of access. The criteria require that the research proposal describe the legitimate purpose of the research, i.e. the scientific purpose and that the results of the research are made public. The planned outputs (articles, presentations, books, etc.) have to be specified in the research proposal. The need for the use of microdata for the research project should be justified.

Once requested by Eurostat, the completed application form should be printed, initialled on each page and signed on the last page by the principal researcher and by the contact person in the research entity. The application form must be accompanied by a **confidentiality declaration** signed by each researcher named in the research proposal who will have access to confidential data for scientific purposes.

In case of a joint project (network of research entities) the contact persons of the research entities participating in the project must confirm the participation of the individual researchers in the project (relevant model can be asked to Microdata Access Team).

All initialled and signed documents must be sent to ESTAT-Microdata-access@ec.europa.eu as pdf file. The originals must be duly kept at the research entity and shall be sent to Eurostat only at explicit request.

The research proposal is then consulted with national statistical authorities that have provided the data to Eurostat. If the national statistical authority gives a negative opinion during the consultation period (four weeks), the data provided by the authority concerned will be removed from the data set. Other countries' data will be made available to the researcher.

Processing of personal data is protected in accordance with Regulation (EC) No 45/2001. All information collected will be processed by Eurostat for the sole purpose of verifying the applicant's compliance with the Regulation. All relevant questions must be answered; failure to reply to all relevant questions will result in refusal of the application form. Applicants have the right of access to, and the right to rectify, the data concerned. Applicants have the right to have recourse at any time to the European Data Protection Supervisor.

RESEARCH PROPOSAL APPLICATION FORM

ALL FIELDS IN THE APPLICATION FORM ARE COMPULSORY – PROCESSING OF APPLICATION FORMS NOT DULY COMPLETED MAY BE DELAYED

Research entity identification number:

Name of the contact person in the research entity:

In case of a network contract (more than one research entity participating in the project):

Other research entity identification number:

Name of the contact person in the other research entity:

1. Identification of the researchers (and data manager) who will have access to the data

1.1 Principal researcher:

Name:

Position:

Telephone:

E-mail:

Official full name of the research entity:

English name:

Address

Web address:

1.2 Data manager - the person to whom confidential data will be sent - if different from principal researcher

Name:

Position:

Telephone:

E-mail:

Official full name of the research entity:

English name:

Address

Web address:

1.3 Individual researchers

Individual researcher (1)

Name:

Position:

Telephone:

E-mail:

Official full name of the research entity:

Individual researcher (2)

Name:

Position:

Telephone:

E-mail:

Official full name of the research entity:

Individual researcher (4)

Name:

Position:

Telephone:

E-mail:

Official full name of the research entity:

If more individual researchers, please contact ESTAT-Microdata-access@ec.europa.eu

2. Purpose of the research proposal

In case of an application for several projects, for which multiple datasets are needed, please send one research proposal application form per project.

2.1 Title(s) of the research proposal(s):

2.2 Please describe the research project(s) for which access to confidential data is requested, objectives of the research project(s) and provide details on the underlying contract if the research project is commissioned by another body; maximum 2 pages.

2.3 Please explain why the purpose of the research cannot be fulfilled using publicly available (non-confidential) data (for example data published on Eurostat website). In case of access to EHIS data, please describe the substantial public interest that justifies access to health data.

2.4. Please state the duration for which access to confidential data is requested (maximum five years), please respect the format: dd/mm/yyyy.

From: / / To: / /

3. Datasets to be used

3.1 Please select the dataset(s) to be used:

- European Community Household Panel (ECHP)
- Labour Force Survey (LFS)
- European Union Statistics on Income and Living Conditions (EU-SILC)
- Adult Education Survey (AES)
- Community Innovation Survey (CIS)
- Structure of Earnings Survey (SES)
- European Health Interview Survey (EHIS)
- European Road Freight Transport Survey (ERFT)
- Continuing Vocational Training Survey (CVTS)
- Community Statistics on Information Society (CSIS)

3.2 Please state the type(s) of confidential data for scientific purposes to be used:

- Scientific use files (partially confidentialised data⁵ delivered to researchers)
- Secure use files (confidential data available in Eurostat safe centre in Luxembourg — only Community Innovation Survey (CIS) and Structure of Earnings Survey (SES)
Requested number of days in the safe centre

3.3 For each selected dataset please describe which variable groups, reference years and target population will be used.

3.4 Please state if you require access to the subsequent releases of the selected datasets (available within the duration (item 2.5) of the project(s)).

- YES
- NO

3.5 Please state how the above-mentioned dataset will be used. In case of access to several datasets, please state which data will be used for which part of the research project.

3.6 Please state the methods of statistical analysis to be used.

⁵ Data on which special statistical disclosure control methods have been applied in order to reduce to an appropriate level and in accordance with current best practice the risk of identification of the statistical unit(s).

4. Results of the statistical analysis

- 4.1** Please describe the expected outcomes of the statistical analysis of the data.
- 4.2** Please describe how the results of the research will be published or otherwise disseminated: through which channels (printed publications, online publications, conferences, web, etc.)

5. Safekeeping of confidential data for scientific purposes
(please fill in only if access to scientific use files is requested)

- 5.1** Please describe how the medium containing confidential data (e.g. CD-ROM provided by Eurostat) will be securely stored in the premises of the research entity (see: Terms of use of confidential data for relevant requirements).
- 5.2** Please describe how the intermediate results of analysis of the confidential data will be securely stored.

I hereby certify that the information contained in this questionnaire is complete, accurate and correct and that any future change will be reported immediately to Eurostat. I understand that Eurostat is authorised to check at any time the accuracy of the information given in this questionnaire. I understand that Eurostat may also request more information, if necessary.

I confirm that I submit this request in order to be granted access to confidential data for scientific purposes. The decision of Eurostat and the national statistical authorities providing the data may or may not authorise me to be granted access to confidential data for scientific purposes.

Furthermore, I commit myself to take and maintain all necessary measures in compliance with the requirements stated in the confidentiality declaration.

Principal researcher:

Name:

At: (please state location) Date: / / 20

Signature:

Contact person in the research entity:

The contact person confirms by his/her signature that all persons quoted in the research project proposal are employed by, or formally related to, the research entity. The contact person shall inform researchers named in the research proposal about the obligations described in the terms of use of confidential data.

Name:

At: (please state location) Date: / / 20

Signature:

Eurostat informed the applicant that: