**Research proposal application form**

|  |
| --- |
| **How to use this form?**This form can help you prepare the application for access to European microdata. It may also be useful to collect information from other organisations involved in the project (in case of a network project). This form cannot be used to make a request for microdata access. Submit your requests for access to microdata using the submission portal. For more details, please consult Eurostat website: https://ec.europa.eu/eurostat/web/microdata/accessThe printable version of the application form is generated by the submission system when Eurostat initially accepts your application.  |

|  |
| --- |
| **RESEARCH PROPOSAL APPLICATION FORM** **ALL FIELDS IN THE APPLICATION FORM ARE COMPULSORY** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.1 Research entity identification number[[1]](#footnote-1):** **1.2 Research Entity Name****1.3 Research entity contact person[[2]](#footnote-2):**

|  |
| --- |
| **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:  |
| *Copy rows if needed* |

 |  |
| **2. Identification of the researchers (and data manager) who will have access to the data** |

|  |  |
| --- | --- |
| **2.1 Principal researcher:** |  |
| Name: |  |
| Position: |  |
| Telephone:  |  |
| E-mail:  |  |
| Official full name of the research entity: |       |
| English name: |       |
| Address |       |
| Web address: |       |
|  |  |

|  |
| --- |
| **2.2 Data manager - the person to whom confidential data will be sent - if different from principal researcher** **In case of network project: data managers in the other organisations must be marked in the field “Position” under heading “Individual researchers”.**  |
| Name: |  |
| Position: |  |
| Telephone:  |  |
| E-mail:  |  |
| Official full name of the research entity: |  |
| English name: |  |
| Address |  |
| Web address: |  |
|  |  |
| **2.3 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 (3)  |  |
| 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: |       |

*Please copy the rows if more researchers involved in the project.*

|  |
| --- |
| **3. Purpose of the research proposal** |

 **3.1** Title(s) of the research proposal(s): (note that the title of the research proposal, datasets requested, research entity name and starting year of the project will be published on [Eurostat website](https://ec.europa.eu/eurostat/web/microdata)).

**3.2** Please describe the research project(s) for which access to confidential data is requested, the 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. (The research project(s) should have cross-country or European dimension. Research proposals referring to data of one country only should normally be addressed to the relevant national statistical authority. Projects covering one country data can be accepted for EUROMOD projects or for other projects referring to data not available at national level).

 **3.3** 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.

**3.4**. Please state the duration for which access to confidential data is requested (maximum five years), please respect the format: dd/mm/yyyy. Start date must be at least in 6 weeks.

 From:      /     /      To:      /     /

|  |
| --- |
| **4. Datasets to be used** |

**4.1 Please select the dataset(s) to be used (note that the title of the research proposal, datasets requested, research entity name and starting year of the project will be published on** [**Eurostat website**](https://ec.europa.eu/eurostat/web/microdata)**):**

 [ ]  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)

**[ ]** Household Budget Survey (HBS)

 **[ ]** Information and Communications Technologies (ICT) usage by Households and Individuals

 **[ ]** Harmonised European Time Use Survey (HETUS)

 [ ]  Farm Structure Survey (FSS)

**4.2 Please list the countries whose data are requested**

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

 [ ]  Scientific use files (partially confidentialised data[[3]](#footnote-3) delivered to researchers)

 [ ]  Secure use files (confidential data - only Community Innovation Survey (CIS) and Structure of Earnings Survey (SES) - accessible in secure environment:

* + - In Eurostat safe centre in Luxembourg
* Requested number of days:
	+ - Remotely via accredited access points:
* Access point accreditation number[[4]](#footnote-4) :

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

**4.4** 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.

**4.5** Please state the methods of statistical analysis to be used.

|  |
| --- |
| **5. Results of the statistical analysis** |

**5.1** Please describe the expected scientific results of the research.

**5.2** Please describe how the results of the research will be published or otherwise disseminated: through which channels (printed publications, online publications, conferences, web, etc.)

|  |
| --- |
| **6. Safekeeping of confidential data for scientific purposes****(please fill in only if access to scientific use files is requested)** |

**6.1** Please confirm compliance with the following requirements for safekeeping of European scientific use files (original data received form Eurostat and confidential intermediate results of analysis). **For network projects: this information must be provided for each entity participating in the project.**

* Data storage on server or stand-alone machines managed by the IT system administration of the entity;
* Data access only from clients or stand-alone machines managed by the IT system administration of the entity, with appropriate end-point security measures in place (e.g. physical security measures, virus/malware protection, permissions, authentication and authorization controls);
* Access allowed only from the premises of the research entity;
* Access to data restricted to the researchers named in the research proposal;
* Data export/copy in any form is forbidden. In particular to cloud systems, external storage services/devices (e.g. USB, external hard disks) or mobile devices;
* Secure disposal of data upon research project completion.

Please refer to the contact person for details on safety measures in your entity.

**6.2** Please describe how the anonymity of the statistical units will be ensured in results of your research. Please describe how you will ensure the anonymity of the statistical units in published results of your research. The [Guidelines for publication](https://ec.europa.eu/eurostat/documents/203647/771732/Guidelines%2Bfor%2Bpublication) set minimum thresholds for cell size and other applicable rules to be respected. To know more about anonymisation methods see chapter 6 of the manual: [How to use microdata properly](https://ec.europa.eu/eurostat/documents/203647/771732/Self%2Bstudy%2Bmaterial).

*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:

|  |
| --- |
| Not to be signed, make your request via [Microdata access portal](https://ec.europa.eu/eurostat/microdata/portal/home). You will receive the form to be signed generated by the system to at the later stage.  |

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:

|  |
| --- |
| Not to be signed, make your request via [Microdata access portal](https://ec.europa.eu/eurostat/microdata/portal/home). You will receive the form to be signed generated by the system to at the later stage.  |

1. Reference number allocated to each research entity recognized by Eurostat; if you don’t know this number, please contact the contact person in your entity. If you do not know who is the contact person in your research entity, please contact estat-microdata-access@ec.europa.eu). [↑](#footnote-ref-1)
2. Contact person coordinates submission of research proposals at the level of the entity; in particular, a contact person countersigns each research proposal submitted by the researchers of the entity. By his/her signature the contact person confirms that all persons named in the research proposal are employed by, or are formally related to, the research entity. If you do not know who is the contact person in your research entity, please contact estat-microdata-access@ec.europa.eu. [↑](#footnote-ref-2)
3. 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). [↑](#footnote-ref-3)
4. Recognised research entities hosting accredited access points are listed here: <https://ec.europa.eu/eurostat/documents/203647/771732/Recognised-research-entities.pdf>. Only researchers employed by research entity may use access point in their research entity. [↑](#footnote-ref-4)