**Form for staff changes within running research project**

|  |
| --- |
| **How to use this form?**   1. Describe the requested changes in the "Summary of changes" field. For example:  * Change of the principal researcher/data manager for the project; * New individual researcher involved in the project.  1. Fill in the form with the corresponding information. 2. Please fill in only the fields where there are changes (for example: if there is a new principal researcher fill in the part about new principal researcher). Please leave empty the fields where there is no changes. 3. Print the form, without this cover page, on the letterhead paper of your organisation. Have the form initialled, dated and signed by the principal researcher and contact person. 4. Have the [individual confidentiality declaration](https://ec.europa.eu/eurostat/documents/203647/771732/Individual_Confidentiality_Declaration.pdf) dated and signed by all new persons to be working with microdata. 5. Send all forms to [estat-microdata-access@ec.europa.eu](mailto:estat-microdata-access@ec.europa.eu). |

Use this form only for staff changes within your organisation.

For any other changes, please send an e-mail to [estat-microdata-access@ec.europa.eu](mailto:estat-microdata-access@ec.europa.eu)

**Print on letterhead paper**



Microdata Access Team

European Commission

Eurostat — Unit B1

L-2920 Luxembourg

We would like to introduce the following modifications in the research proposal no **number of the research project proposal** entitled **title of the research project – item 2.2. of the application form**.

*Summary of changes:*

|  |
| --- |
| **RESEARCH PROJECT PROPOSAL**  **RPP number:** |

**Please add** [**Individual confidentiality declaration**](https://ec.europa.eu/eurostat/documents/203647/771732/Individual_Confidentiality_Declaration.pdf)**(s) dated and signed for all new persons named in this form.**

|  |  |
| --- | --- |
| **Research Entity Identification number:** |  |
| **Contact Person:** |  |
| **1.1 Principal researcher (if new):** |  |
| Name: |  |
| Position: |  |
| Office phone number: |  |
| Mobile phone number[[1]](#footnote-1) |  |
| Professional e-mail: |  |
| Official full name of the research entity: |  |
| Short name-acronyme: |  |
| English name: |  |
| Postal address: |  |
| Web address: |  |
| Country: |  |
| **1.2 Data Manager - the person to whom confidential data will be sent - if different from principal researcher (AND if new)** |  |
| Name: |  |
| Position: |  |
| Office phone number: |  |
| Mobile phone number1 |  |
| Professional e-mail: |  |
| Official full name of the research entity: |  |
| **1.3 Individual researchers (if new)** |  |
| **Individual researcher (1)** |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Professional e-mail: |  |
| Official full name of the research entity: |  |
| **Individual researcher (2)** |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Professional e-mail: |  |
| Official full name of the research entity: |  |
| **Individual researcher (3)** |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Professional e-mail: |  |
| Official full name of the research entity: |  |
| **Individual researcher (4)** |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Professional e-mail: |  |
| Official full name of the research entity: |  |
| **Individual researcher (5)** |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Professional e-mail: |  |
| Official full name of the research entity: |  |
| **Individual researcher (6)** |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Professional e-mail: |  |
| Official full name of the research entity: |  |
| **Individual researcher (7)** |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Professional e-mail: |  |
| Official full name of the research entity: |  |
| **Individual researcher (8)** |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Professional e-mail: |  |
| Official full name of the research entity: |  |
| **Individual researcher (9)** |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Professional e-mail: |  |
| Official full name of the research entity: |  |

**Are there any other staff changes in the project? Please use this field to inform us for instance about any researcher(s) leaving the project or changing the role in the project.**

**All other information contained in the research proposal referred to above remain unchanged.**

*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.*

*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:       Date:   /   / 20  Signature:  ……………………….…………………… | Contact person:  **By his/her signature the contact person confirms that all persons named in the research proposal are employed by, or are formally related to (e.g. PhD students) the research entity**  Name:  At:       Date:   /   / 20  Signature:  ……………………….…………………… |

Annex: [Individual confidentiality declaration](https://ec.europa.eu/eurostat/documents/203647/771732/Individual_Confidentiality_Declaration.pdf)(s) dated and signed by all new persons to be working with microdata.

1. We use mobile phone numbers to send data decryption passwords. [↑](#footnote-ref-1)