**Form for entity related changes within running research project**

|  |
| --- |
| **How to use this form?****(this form should be completed by the leading research entity in the project)**1. Fill in the form with the corresponding information.
2. Print the form, **without this cover page**, on the letterhead paper of your organisation.
3. Have the form initialled, dated and signed by the principal researcher and the contact person of the leading entity.
4. Have the [individual confidentiality declaration](https://ec.europa.eu/eurostat/documents/203647/771732/Individual_Confidentiality_Declaration.pdf) dated and signed by all new researchers to be working with microdata.
5. Send all forms to estat-microdata-access@ec.europa.eu.
 |

Use this form only for up to 2 additional research entities.

For more entities, please send an e-mail to estat-microdata-access@ec.europa.eu

**Print on the letter head of the entity**



Microdata Access Team

European Commission

Eurostat — Unit B1

L-2920 Luxembourg

This request for modifications concerns:

RPP number: **number of the research project proposal**

Entitled: **title of the research project**

Requested modifications:

1. **Are there new research entities added to the RPP?** **[ ]** yes **[ ]** no if yes:

NEW research entity no 1:

Name:

Identification number

Contact person[[1]](#footnote-1)
(coordinator at entity level, not for the RPP1):

NEW research entity no 2:

Name:

Identification number

Contact person
(coordinator at entity level, not for the RPP1):

1. **Please indicate the name of the research entity which will be leading the network project after addition of the new research entity:**
2. **Are there any changes concerning the PRINCIPAL RESEARCHER? [ ]** yes **[ ]** no if yes:

Name and affiliation of the principal researcher before the change

Name and affiliation of the principal researcher after change

1. **Are there changes concerning the DATA MANAGER? [ ]** yes **[ ]** no if yes:

Name of the (NEW) data manager

Affiliation of the (NEW) data manager
(name and identification number)

1. **Are there any entities that withdraw from the project?** [ ] yes [ ] no
 if yes which ones (name and ID) :

1. **Please provide the following contact details of the persons joining the project and belonging to the new entities named in item 1.**

Please attach to this form the [individual confidentiality declaration](https://ec.europa.eu/eurostat/documents/203647/771732/Individual_Confidentiality_Declaration.pdf) dated and signed by all new researchers named below (see instructions on the first page).

|  |  |
| --- | --- |
| **Person 1**  |  |
| Name  |       |
| Role in the project | Choose an item. |
| Position at the research entity: |       |
| Office phone number:  |       |
| Mobile phone number (for principal researchers or data managers)[[2]](#footnote-2) |       |
| E-mail:  |       |
| Official full name of the research entity: |       |
| **Person 2**  |  |
| Name  |       |
| Role in the project | Choose an item. |
| Position at the research entity: |        |
| Office phone number:  |       |
| Mobile phone number (for principal researchers or data managers) |       |
| E-mail:  |       |
| Official full name of the research entity: |       |
| **Person 3** |  |
| Name  |       |
| Role in the project | Choose an item. |
| Position at the research entity: |        |
| Office phone number:  |       |
| Mobile phone number (for principal researchers or data managers) |       |
| E-mail:  |       |
| Official full name of the research entity: |       |
| **Person 4** |  |
| Name  |       |
| Role in the project | Choose an item. |
| Position at the research entity: |        |
| Office phone number:  |       |
| Mobile phone number (for principal researchers or data managers) |       |
| E-mail:  |       |
| Official full name of the research entity: |       |
| **Person 5** |  |
| Name  |       |
| Role in the project | Choose an item. |
| Position at the research entity: |        |
| Office phone number:  |       |
| Mobile phone number (for principal researchers or data managers) |       |
| E-mail:  |       |
| Official full name of the research entity: |       |
| **Person 6** |  |
| Name  |       |
| Role in the project | Choose an item. |
| Position at the research entity: |        |
| Office phone number:  |       |
| Mobile phone number (for principal researchers or data managers) |       |
| E-mail:  |       |
| Official full name of the research entity: |       |

**Please ask** **estat-microdata-access@ec.europa.eu** **if you would like to add more persons to the project.**

1. **Safekeeping of the data: to be completed by EACH NEW research entity**

How electronic files will be securely stored in the NEW entity (for guidelines see chapter "Safekeeping of the data" in [Terms of use](https://ec.europa.eu/eurostat/documents/203647/771732/Terms-of-use.pdf)).

1. **Additional comments (if any)**

**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 of the project:**

Name:

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

Signature:

**Contact person of the leading entity[[3]](#footnote-3):**

Name:

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

Signature:

**Contact person of the new leading entity (if leading entity changes):**

Name:

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

Signature:

**Contact person of the joining entity 1:**

By his/her signature the contact person confirms that the researchers named in item 6 above are employed by or formally affiliated to his/her organization and take(s) part in collaborative/network project (research project proposal: RPP).

Name:

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

Signature:

**Contact person of the joining entity 2:**

By his/her signature the contact person confirms that the researchers named in item 6 above are employed by or formally affiliated to his/her organization and take(s) part in collaborative/network project (research project proposal: RPP).

Name:

At: (please state location)       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. 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-1)
2. Decryption passwords are sent to the mobile phone number of the principal researcher or the data manager. [↑](#footnote-ref-2)
3. Leading entity is the entity of the principal researcher. If the leading entity changes with this amendment: this should be a signature of the entity leading the project up to now. [↑](#footnote-ref-3)