How to use the Microdata Access Workflow Tool
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1. What you need to get started

Before you start to work with Eurostat’s Microdata Access Workflow Tool there are a couple of things you should check.

- **First of all**, check if your organisation is on our list of registered research entities. If your organisation is not yet registered, you will need to apply. To find out how to do this, take a look at our guide: [How to Apply for Microdata](#).

- If your organisation is already registered, you should make sure that you have the identification number and the name of the contact person\(^1\) in your organisation at hand. These can also be requested from Eurostat, by writing to: estat-microdata-access@ec.europa.eu.

- You will also need to have an EU Login allowing two factor authentication. This means that you have to register your mobile phone number in your EU Login account or install the EU Login application on your smartphone. Note that your EU-login must be linked with your professional e-mail address (NOT ACCEPTED: gmail, yahoo, hotmail or similar private addresses). For instructions on how to create an EU Login account, check the [EU Login Tutorial](#).

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\(^1\) The contact person coordinates applications for microdata access on your side.
Eurostat will then have to approve your EU Login account. For this:

- You should navigate to the site [https://webgate.ec.europa.eu/multisite/microdata/](https://webgate.ec.europa.eu/multisite/microdata/) and click on “EU Login” so that our system can register your EU login account.
- You should then write to estat-microdata-access@ec.europa.eu asking us to unblock your account. This normally takes 1-2 days.

Once your account has been activated, you will receive the following notification.
Please keep in mind:

- All notifications from the Microdata Access Workflow Tool will be sent to the e-mail address that you used when setting up your EU Login account. If necessary, you can change the EU Login linked to your research proposal. To do this, you should contact estat-microdata-access@ec.europa.eu.

- At each step of the application procedure, you will receive an e-mail notification from automated-notifications@nomail.ec.europa.eu. Make sure to check your spam folder for e-mails from automated-notifications@nomail.ec.europa.eu and move them to your inbox, so that you don’t miss out on any important notifications.

- If an action from your side is needed, the e-mail notification will include a link leading directly to your application in the Workflow Tool.

- If you somehow delete the notification, don’t worry – just log-on to the Workflow Tool, click on the “List of my Research Project Proposal requests” tab and choose the application from the list.

- The “Research Project Proposal list” provides details about your application(s) and their status. If the Actions column indicates “View” (see screenshot below), this means that your research proposal is being processed and can be viewed, but not edited at this stage. “Edit” means that your applications require some action from your side.

![Research Project Proposal List](image)
2. Stages in the process

2.1 Submitting a Research Project Proposal

To submit your Research Project Proposal, you should go to https://webgate.ec.europa.eu/multisite/microdata/ and log in.

Once you have logged in, click on the “Create Research Project Proposal” tab in the bottom left-hand side of the screen.

If at this point you are returned to the login page:

this means that your account has not yet been validated by Eurostat. Should this happen, write to estat-microdata-access@ec.europa.eu, asking us to unblock your account. Once your account has been validated, click on the “Create Research Project Proposal” tab in the bottom left-hand side of the screen.
Once the previous step has been successfully completed, you will arrive at the “Add Research Project Proposal” page.

The submission form is organised in the following section:

1. Research entity
2. Persons who will have access to the data
3. Purpose of the research proposal
4. Datasets selection
5. Results of statistical analysis
6. Safekeeping of the data

You should fill in each section consecutively.

Fields marked with an asterisk * are compulsory.

If more than one research entity is requesting access for your project, you should tick “Yes” for Network project in the “Research entity” section.

If you are unsure about what is required in any of the fields, just click on the symbol to show or hide additional information on a specific field.

You can move between chapters by clicking on the chapter heading in the menu or on Next / Prev.
A new request form is **NOT** saved automatically, but you can save a draft of the Research Project Proposal at any time by clicking “Draft & Stay” or “Draft”.

- The button “Draft & Stay” will save the current version of the form but will not create a copy of the application for future use. **If you quit the form or if you are logged out due to inactivity, you will not find later on a copy of your unfinished application.**
- The button “Draft” saves the current version of the application and creates a copy for future use. “Draft” moves you to the List of Research Project Proposals. To go back to the application - click on “Edit”.

**WARNING**: do not quit the form without clicking on “Draft”; otherwise all the data you have entered will be lost.

When your research proposal is ready - click “Submit”.

If some information is missing or incorrect, the tool will notify you and you can make the required adjustments. For example:

![The duration of project is not valid.]

Once you have supplied the missing information, click “Submit” again. If you have supplied all the required information, your submission will be successful and you will receive the following notification:

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Dear User,

Your Research Project Proposal (RPP) has been submitted successfully.

We will return to you shortly with comments to your RPP (if any) and further instructions.

Our e-mail account might be blocked by your e-mail system spam filter. Please validate it, in order to avoid lost of (future) correspondences.

The ESTAT Microdata Access Team can be contacted through ESTAT_Microdata_access@ec.europa.eu.

Best regards,

ESTAT Microdata Access Team

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2.2 Initial review by the microdata access team

Once submitted, your application will be reviewed by Eurostat’s microdata access team to make sure that it is correct and complete. If we have comments on the first version of your application we will ask you to revise it. In this case, you will receive a notification with a link leading directly to your application in the Workflow Tool. See the example below:

Once you have logged on, you can find Comments at the top of your application explaining exactly which actions you need to take.

Once you have dealt with the comments, click “Submit”.
If there are no more comments from the Eurostat microdata access team, you will receive confirmation that your Research Project Proposal has been registered and you will get a reference number that you should use in all correspondence with Eurostat. Processing of your application now moves to the Eurostat technical unit concerned.
2.3 Technical unit review

The “technical unit” is the Eurostat unit responsible for production of statistics related to the microdata that you have requested access to. Once the microdata access team deems your Research Project Proposal to be complete, it will be forwarded to the technical unit.

If the technical unit believes that your application needs further work, you will receive the following notification:

By clicking on the link in the notification, you will be taken to the Microdata Access Tool, where you can also see the changes that you need to make in the Comments box.
If revision is mandatory (see box highlighted in yellow above), then you must revise your application. To do this, select “Revise” in the menu and click on “Proceed” at the bottom of the page.

This will unblock your application for revision. Once you have made the necessary changes, click “Submit”.
For a quick overview of the process, see below:

If revision is not mandatory, the notification from the technical unit is just for your information. You may revise your application if you want, but this is not a requirement and you can continue without revising.

At this stage you may also decide to withdraw your application for whatever reason.
2.4 Submission of signed application

Once the application is accepted by the technical unit you will receive a notification to sign the final version of the application. This notification will be received by the front-end user, not by the Principal Researcher or Data Manager.

Clicking on the link will take you to a list of the same instructions in the tool, along with additional comments from Eurostat (if any).
You will find all documents to be signed in section “7. Attachments” (highlighted in yellow in the screenshot below). You should:

- Print these files,
- Initial and sign them,
- Scan the signed copies, and
- Upload them to the Workflow Tool.

To upload the files all you have to do is:

1. Click “Browse” to select the files
2. Click “Upload”
3. When all the files are uploaded, click “Send”

To send successfully, the files should be in PDF format and have a combined size of less than 5 MB.
When the documents are successfully uploaded, you will receive immediate confirmation online.
You can view your uploaded documents by clicking on “Attachments”
2.5 Consultation with national statistical institutes

The national statistical institutes are the ones that have provided the microdata to Eurostat. Therefore, you can only get access to the microdata if they give their approval.

Once the previous stage is successfully completed, your application will be sent to the national statistical institutes in the European countries concerned for consultation.

When this is done, you will receive the following notification:

<table>
<thead>
<tr>
<th>Date</th>
<th>Message</th>
<th>Developer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-06-01</td>
<td>Dear User,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>These consultations are to be completed by 24/06/2020.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A letter on the outcome and the relevant data will be sent to you, once the consultations are completed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Best regards,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ESTAT Microdata Access Team</td>
<td></td>
</tr>
</tbody>
</table>

The notification will specify the date by which these consultations should be completed.

In the tool, your Research Project Proposal status will be: “Under MS consultations”.

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2 Note that the application is consulted with national statistical institutes in MSs (member states, i.e. EU countries) but also with the institutes of Iceland, Norway, Switzerland as well as the institutes of Serbia and the United Kingdom. Eurostat releases all these countries’ data (see datasets availability table for more details).
If there are any requests for further information, you will be contacted by e-mail.
2.6 Project approval and instructions for data access

Following a positive outcome from the review by the national statistical institutes, your application will be approved and you will receive an e-mail from us explaining how to get access to the data.

If any restrictions in data access have been imposed by any of the national statistical institutes you will be informed about this in the notification.

You can find your Research Project Proposal approval letter, along with Terms of Use and Guidelines for Publication, in the menu section “7. Attachments”.

The notification also contains instructions on data access.
Access to the data (scientific use files) is available electronically on the secure S-CIRCABC platform. The Data Manager of the project should follow the S-CIRCABC instructions and have an EU Login ready to access the platform. If there is no Data Manager for the project then this task falls to the Principal Researcher.

Once the Data Manager or Principal Researcher have their EU Login ready to access S-CIRCABC, a confirmation must be sent to estat-microdata-access@ec.europa.eu along with the following information:

1. The Research Project Proposal reference number;
2. The mobile phone number of the Data Manager or Principal Researcher (to receive the decryption password).

After we receive this e-mail, we will invite you to the relevant group in S-CIRCABC where the data are stored. The invitation will contain a link to the S-CIRCABC platform with the data. Follow this link and log in using 2 factor authentication.

The data can be downloaded from the relevant folder in the **Library**. To decrypt the data, use the password sent to the mobile phone number provided to the Data Manager or Principal Researcher.

Please read **this tutorial**, which covers in detail the process to follow to download data from the secure S-CIRCABC platform.

To make an appointment to visit the Eurostat safe centre and access the secure use files contact **estat-microdata-access@ec.europa.eu** (only if secure use files were chosen in the application form).
2.7 Letting us know about changes in your research project

You should let us know if there are any changes to the research project on your side, such as changes in staff, or the project’s duration.

To let us know about staff changes, please fill in this form.

To add a partner organisation, you should fill in this form.

To request a project extension, please use this form.

For other changes you can consult the Eurostat Microdata Access Team: estat-microdata-access@ec.europa.eu.

2.8 Notification of approaching end of project

30 days before the end date of the project you will receive notification that your Research Project Proposal is coming to an end.
Your Research Project Proposal status will change to “Close to end date”.

At this point it is possible to extend the project duration.
To request a project extension, click [here]. But remember, a project may not last for more than 5 years.

### 2.9 End of access

You will be notified when your project has ended.
If you are not extending the project, you will have to close it. To do this, follow the instructions in the notification that you have received.

The steps to take are also listed in the Comments box in the online tool.

You will need to download a Declaration of Data Destruction by following the link in your e-mail notification or in the Closing Instructions.

You should sign the Declaration, and upload it to section “7. Attachments” in the Microdata Access Tool.

To upload the Declaration:

- Click “Browse” to select the scanned file
- Click “Upload” and then “Send”
- The file should be in PDF format
Once you have uploaded the documents, your Research Project Proposal status will pass through a number of stages:

1. **CLOSING IN PROGRESS** – at this stage Eurostat will verify the signature on the Declaration of Data Destruction;

2. **READY TO CLOSE** – at this stage, Eurostat will conduct a final check that all necessary documents have been provided;

3. **WAITING FOR PUBLICATIONS** – this status will remain until you upload references to publications written using European microdata\(^3\);

4. **CLOSED** - the project is closed and no further action is possible.

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\(^3\) These references will be included in the public repository: [Publications on the basis of Eurostat microdata](#).
3. Troubleshooting

**My mobile phone number is not accepted by the system (invalid number error)**

See step 3 of the [EU Login Tutorial](#). Alternatively, download the EU Login application on your smartphone and authenticate it using the application.

If this still doesn’t work, contact eu-login-external-support@ec.europa.eu.

**I have created my EU Login but I am not able to progress any further.** *When I enter my password and two-way identification code (QR scan, PIN code or SMS challenge) I am continuously redirected to a password request in an endless loop that does not lead to anything*  

Your EU Login account needs to be unblocked. Ask estat-microdata-access@ec.europa.eu to validate your EU Login.

**I have created an EU Login but my account seems to be blocked and I cannot submit an application**

Write to estat-microdata-access@ec.europa.eu asking us to unblock your account. This normally takes 1-2 days. Once your account has been activated, you will receive confirmation.

**I have lost the notification with the link to my application**

I don’t know where I am with my application
Go to https://webgate.ec.europa.eu/multisite/microdata/, log in and find your application by clicking on the ‘List of my Research Project Proposal requests’ tab in the bottom right-hand corner of the page. Here you can find the status of your application, as well as whether any action is required from your side. In this case, "Edit" will be indicated in the Action column.

I would like to withdraw my application
Write to estat-microdata-access@ec.europa.eu to inform us of your decision.

My application was approved, how can I get access to the data?
See section 2.6.

What is S-CIRCABC?
S-CIRCABC is the secure platform where scientific use files are stored. Only the principal researcher or data manager may have access to S-CIRCABC. When your microdata access requests (RPP: research project proposal) is accepted, we will ask the principal researcher or data manager to create an EU Login allowing 2-factor authentication. After receiving confirmation that an EU Login has been created we will grant access to the respective part of S-CIRCABC. To work on the data, download the microdata files from S-CIRCABC. You may work on the scientific use files only on the premises of your research entity.
See also: section 2.6.

I would like to make some changes in my application (before it is approved)
Write to estat-microdata-access@ec.europa.eu informing us of what changes you would like to make.
I have problems uploading the scanned documents.
The files should be in PDF format and have a combined size of less than 5 MB.
To reduce the file size, consider changing from colour to grayscale (or even to black and white) and/or reducing the resolution.

I would like to make some changes in my ongoing research project (accepted application)
See section 2.7.

I would like to extend my use of the microdata
Apply to do this by filling in the project extension form.

We are always here to help you with any questions you might have.
Write to us at:
estat-microdata-access@ec.europa.eu