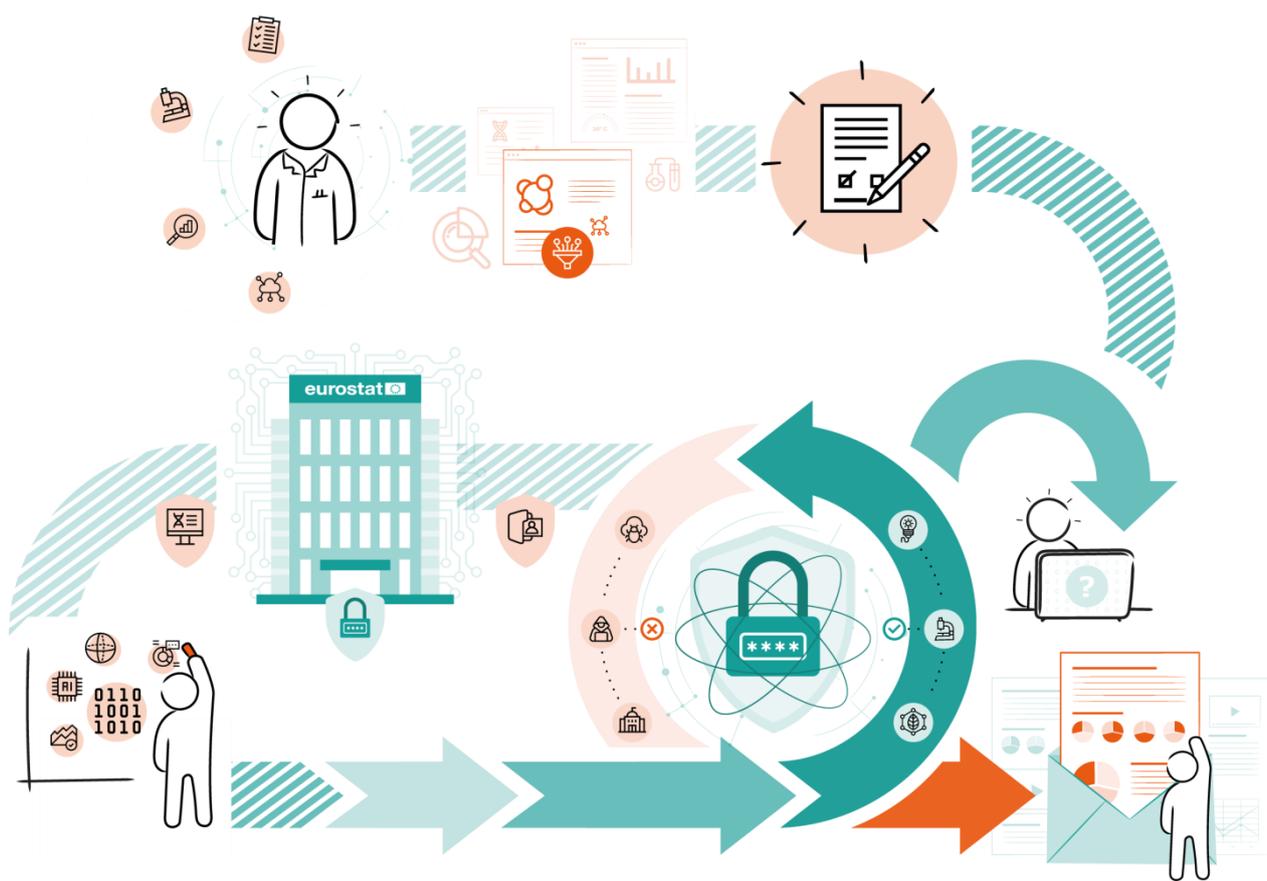
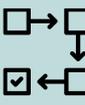


How to use the **Microdata Access Portal**



Contents

	1. What you need to get started	4
	2. Stages in the process	7
	2.1 Submitting a Research Project Proposal	7
⋮		
	2.2 Initial review by the microdata access team	10
⋮		
	2.3 Technical unit review	12
⋮		
	2.4 Submission of signed application	15
⋮		
	2.5 Consultation with national statistical institutes	19
⋮		
	2.6 Project approval and instructions for data access	21
⋮		
	2.7 Letting us know about changes in your research project	23
⋮		
	2.8 Notification of approaching end of project	23
⋮		
	2.9 End of access	24
⋮		
	2.10 Registration of publications	28
⋮		
	2.11 Project extension	29



3. Troubleshooting 31

- Q. *My mobile phone number is not accepted by the system (invalid number error)* 31
- Q. *I have created my EU Login but I am not able to progress any further* 31
- Q. *I have created an EU Login but my account seems to be blocked and I cannot submit an application* 31
- Q. *I have lost the notification with the link to my application* 31
- Q. *I don't know where I am with my application* 32
- Q. *I would like to withdraw my application* 32
- Q. *My application was approved; how can I get access to the data?* 32
- Q. *What is S-CIRCABC?* 32
- Q. *I would like to make some changes in my application (before it is approved)* 32
- Q. *I have problems uploading the scanned documents* 33
- Q. *I would like to make some changes in my ongoing research project (accepted application)* 33
- Q. *I would like to extend my use of the microdata* 33





1. What you need to get started

Before you start to work with Eurostat's Microdata Access Portal 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 person¹ 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](#).

Please keep in mind:

- All notifications from the Microdata Access Portal 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**

¹ The contact person coordinates applications for microdata access on your side.



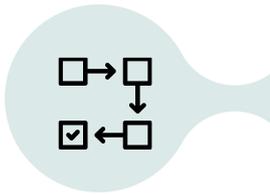
automated-notifications@nomail.ec.europa.eu and move them to your inbox, so that you don't miss out on any important notifications.

- If an action from your side is needed, the e-mail notification will include a link leading directly to your application in the Portal.
- If you somehow delete the notification, don't worry – just log-on to the [Microdata Access Portal](#), click on the **"List of my Research Project Proposals"** 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. 

List of my Research Project Proposals

RPPs list 73 results found [+ Create a new RPP](#)

	JIRA Reference ↓	RPP Reference ↑↓	Title ↑↓	Datasets ↑↓	Start ↑↓	End ↑↓	Status ↑↓	Created ↑↓	Actions
21	MICRODATA-17803	NA	test from givanget	Community Innovation Survey (CIS)	28/02/2023	28/02/2028	Submitted	17/01/2023	
22	MICRODATA-17799	RPP 16/2023-CIS	test res ind	Community Innovation Survey (CIS)	28/02/2023	28/02/2028	MS cons. finished	17/01/2023	
23	MICRODATA-17795	NA	testdm	Adult Education Survey (AES)	28/02/2023	28/02/2028	Submitted	17/01/2023	
24	MICRODATA-17791	NA	test pm researcher error	Adult Education Survey (AES)	28/02/2023	28/02/2028	Submitted	17/01/2023	
25	MICRODATA-17787	NA	test pm researcher error	Adult Education Survey (AES)	28/02/2023	28/02/2028	Submitted	17/01/2023	
26	MICRODATA-17784	NA	test p researcher	European Union Statistics on Income and Living Conditions (EU-SILC)	28/02/2023	28/02/2028	Drafted	17/01/2023	
27	MICRODATA-17779	NA	test p researcher	European Union Statistics on Income and Living Conditions (EU-SILC)	28/02/2023	28/02/2028	Drafted	17/01/2023	



2. Stages in the process



2.1 Submitting a Research Project Proposal

To submit your Research Project Proposal, navigate to <https://ec.europa.eu/eurostat/microdata/portal>. You will be first redirected to EU Login, provide your credentials and sign in.

MICRODATA requires you to authenticate

Sign in to continue

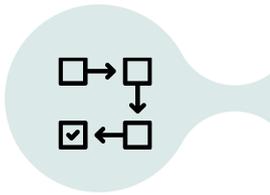
Enter your e-mail address or unique identifier

[Create an account](#) [Next >](#)

Or

 [Sign in with your eID](#)

Following successful login you will be redirected to Microdata portal home page. Click on the **“Create Research Project Proposal (RPP)”** button at the bottom left-hand side of the screen.



Microdata Access Portal is a dedicated platform allowing you to submit a research project proposal and to follow the progress of your request.

Your research project proposal (RPP) should contain all necessary information to evaluate the eligibility of your request to access European microdata. The subsequent parts of the RPP need to be filled in thoroughly. The **i** signs will give you some additional information about the expected content. The RPP's assessment process comprises the following steps:

1. Your research project proposal is first submitted to Eurostat Microdata Access Team, who performs the initial evaluation. This includes the checking of compliance with administrative requirements such as scientific nature of the project, status of the researchers named in the proposal, completeness and relevance of the provided information. You may be asked to amend the information or add elements deemed missing.

! To keep you informed about the status of your application, the Microdata Access Portal sends notifications. The first notification is sent after the successful submission of the RPP. Some mailing systems may consider these notifications as spam. Please validate the notifications, so that you receive all important information from the Microdata Access Portal.

2. The research project proposal is then sent to the competent data service at Eurostat. They look at your project from the technical perspective. In particular, they check if the available level of detail of the microdata corresponds to your project's needs.
3. After your project is cleared by Eurostat, you are asked to sign the RPP. The signed proposal is then consulted with the representatives of the national statistical authorities, who supply the microdata to Eurostat.

After your research project proposal is validated, you are granted access to the microdata. This means you are invited to the S-CIRCABC platform, where the scientific-use files are stored. S-CIRCABC is not linked with the Microdata Access Portal, but also accessible with EU Login. The access to secure-use files is organised individually.

[+ Create Research Project Proposal \(RPP\) >](#)

If at this point you see this message

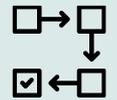
For security reasons we don't accept gmail, hotmail or similar accounts as users of our system.

Please use the EU-login linked to your professional email address and try to log in to our system again.

If your professional email address cannot be used, please contact estat-microdata-access@ec.europa.eu

It means that your EU Login account is probably linked to the banned emails like Gmail, yahoo, Hotmail or similar private addresses. Should this happen, create and use the EU Login account linked with your professional email address.

Once the previous step has been successfully completed, you will arrive at the **“Create Research Project Proposal Form”** page.



The screenshot displays the '1. Research entity' section of the submission form. The form is organized into a series of tabs: 1. Research entity, 2. Persons, 3. Purpose, 4. Datasets, 5. Results, 6. Safekeeping, and General Comments. The '1. Research entity' tab is active and contains the following fields:

- 1.1 Research Entity Reference Number **i** * (text input, 12 characters)
- 1.2 Research Entity Name **i** * (text input, 200 characters)
- 1.3 Research Entity Contact Person (coordinator at entity level, see "i" for more details) **i** * (text input, 250 characters)
- Network project **i** * (radio buttons for Yes and No, with 'No' selected)

At the bottom right of the form, there is a 'Next >' button. Below the form, there are three buttons: 'Submit', 'Validate', and 'Save as Draft'.

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
7. General comments

You should fill in each section consecutively.

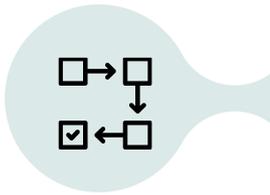
Fields marked with an asterisk * are compulsory.

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 **i** symbol to show or hide additional information on a specific field.

You can move between chapters by clicking on the tabs or on **Next / Previous** buttons.

A new request form is **NOT** saved automatically, but you can save a draft of the Research Project Proposal at any time by clicking "Save as Draft".

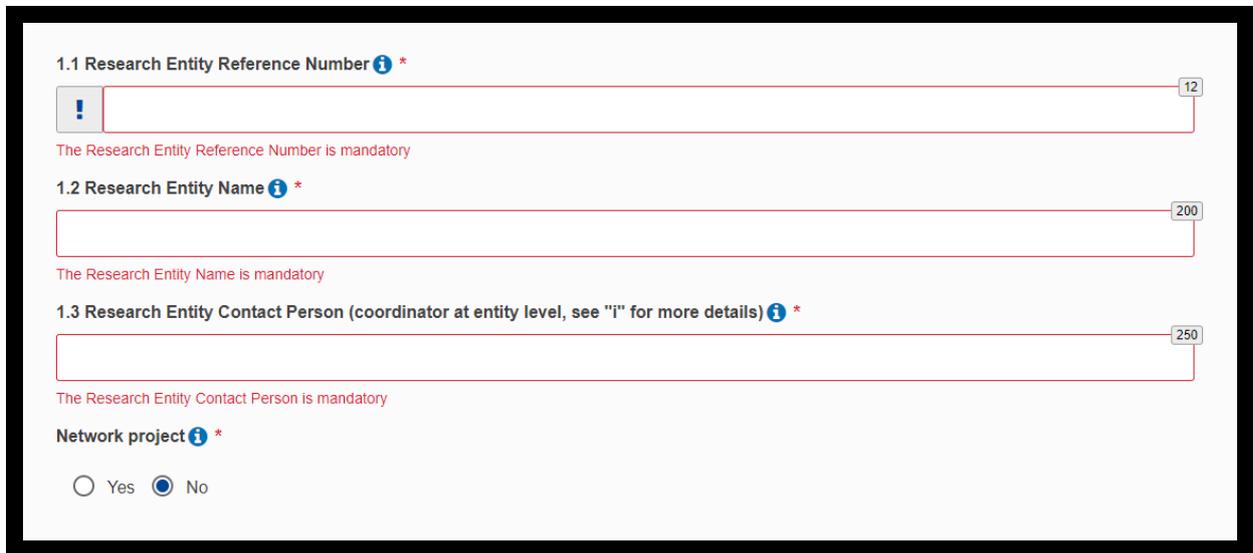


- The button **“Save as Draft”** saves the current version of the application and creates a copy for future use - found at “My Projects”. To continue working on local draft copy click on “Edit” button .

WARNING: do not quit the form without clicking on “Save as 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:



1.1 Research Entity Reference Number  *



The Research Entity Reference Number is mandatory

1.2 Research Entity Name  *

The Research Entity Name is mandatory

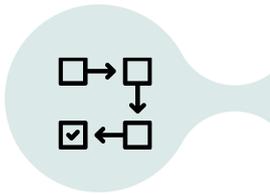
1.3 Research Entity Contact Person (coordinator at entity level, see "i" for more details)  *

The Research Entity Contact Person is mandatory

Network project  *

Yes No

You can also check entire form for validation error messages, by clicking on the **“Validate”** button, you should see the entire list of errors displayed above the form.



Please fix the following errors:

1. 1.2 Research Entity Name is mandatory!
2. 1.1 Research Entity Reference Number is mandatory!
3. 1.3 Research Entity Contact Person is mandatory!
4. 3.1 Title(s) of the Research Project Proposal is mandatory!
5. 3.2 Description of the research proposal is mandatory!
6. 3.4 Why publicly available data is mandatory!
7. 4.3 Description of variable groups is mandatory!
8. 4.4 Dataset Usage is mandatory!
9. 4.5 Methods of statistical analysis is mandatory!
10. 5.1 Expected scientific results is mandatory!
11. 5.2 Results Published is mandatory!
12. 6.1 Description of safekeeping is mandatory!
13. 6.2 Description of anonymisation is mandatory!
14. 4.1 Datasets is mandatory!
15. 4.2 Type of Confidential Data is mandatory!
16. 4.1.1 Countries requested is mandatory!

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:

automated-notifications@nomail.ec.europa.eu | [MICRODATA] Your Research Project Proposal (RPP) has been submitted successfully

Retention Policy EC Automated Email Deletion - Deleted Items (6 months) Expires 07/12/2023

Dear User,

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

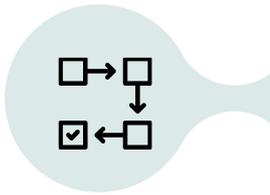
We will return to you shortly with comments to your RPP (if any) and further instructions.

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

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

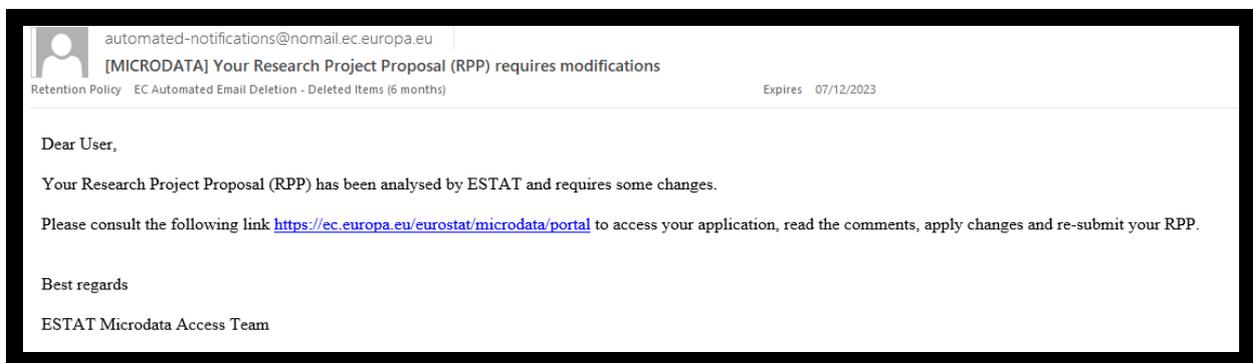
Best regards,

ESTAT Microdata Access Team

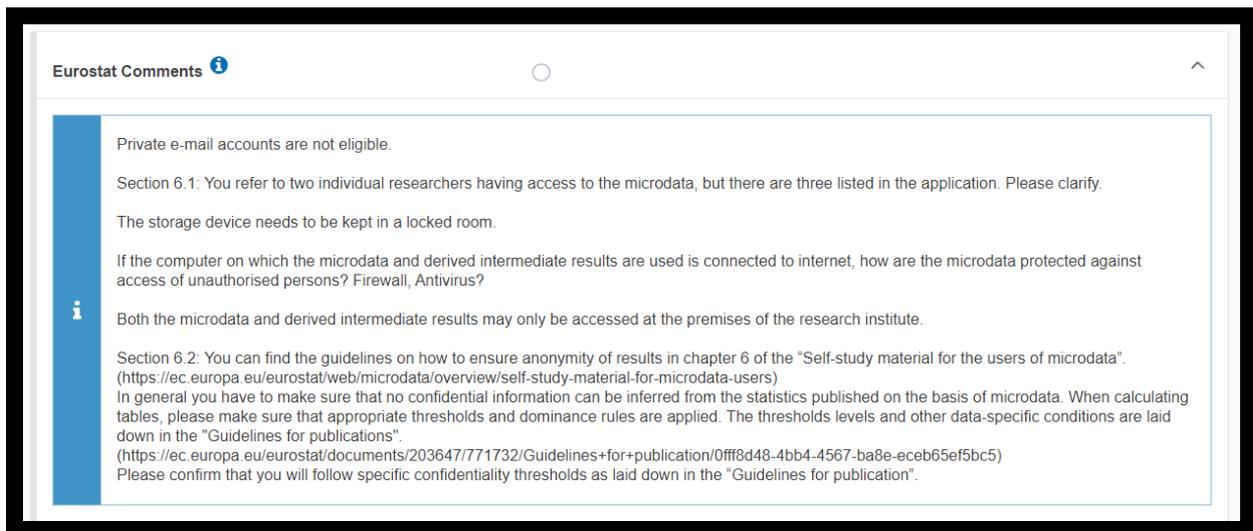


2.2 Initial review by the microdata access team

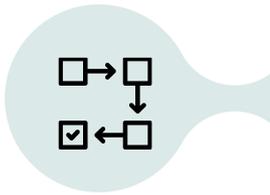
Once submitted, your application will be reviewed by Eurostat’s microdata access team to make sure that it is correct and complete. If we have comments on the first version of your application, we will ask you to revise it. In this case, you will receive a notification with a link to the Microdata Access Portal. 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**.



4.4 How will each of the chosen datasets be used? Please state which data will be used for which part of the research project. *

4878

How will each of the chosen datasets be used? Please state which data will be used for which part of the research project.

4.5 Methods of statistical analysis to be used *

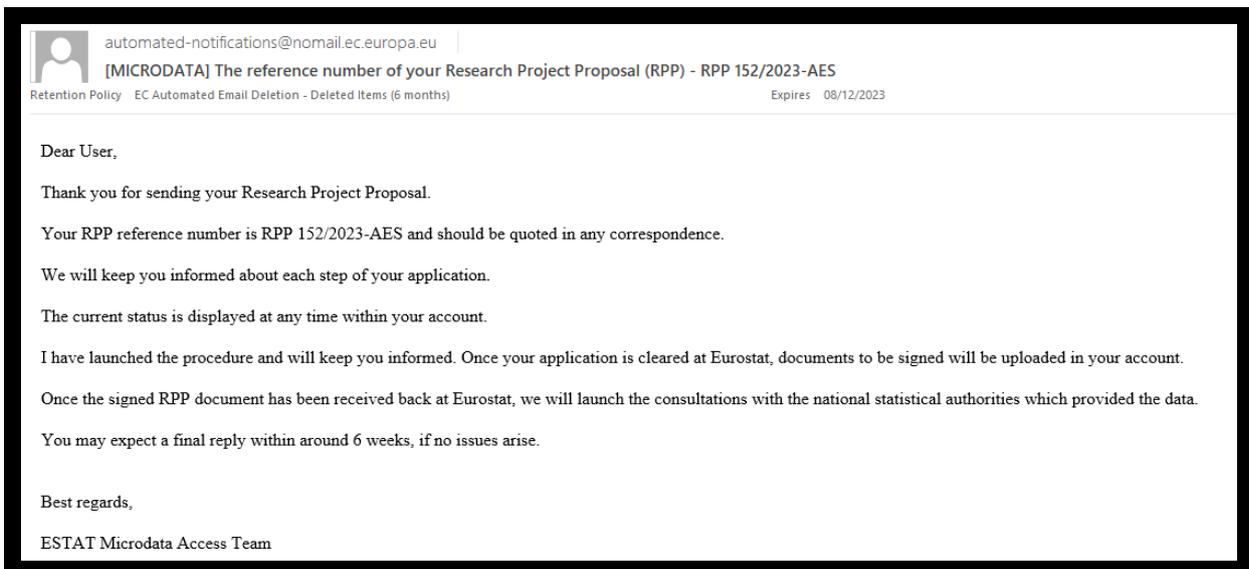
4958

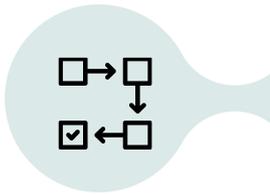
Methods of statistical analysis to be used

< Previous Next >

> Submit Validate Save as Draft

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.

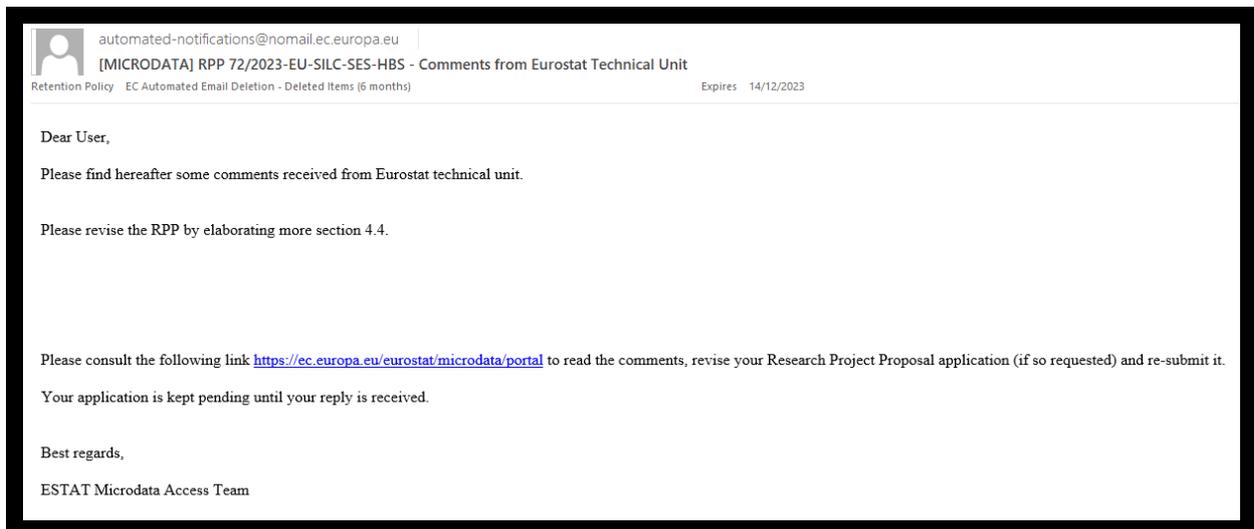




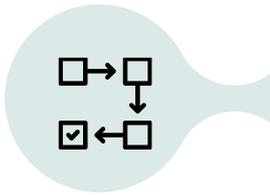
2.3 Technical unit review

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 Portal, where you can also see the changes that you need to make in the Comments box.



Revision Mandatory

Yes

Your Decision i *

[▶ Revise your application](#) [Withdraw](#)

If revision is mandatory (see box highlighted in red above), then you must revise your application. To do this, click “**Revise your application**” button.

Your Decision i *

[▶ Revise your application](#) [Withdraw](#)

RPP 152/2023-AES - test email workflow
(Updated: 20/06/2023, Status: Returned to RE)

[1. Research entity](#) [2. Persons](#) [3. Purpose](#) [4. Datasets](#) [5. Results](#) [6. Safekeeping](#) [General Comments](#)

1.1 Research Entity Reference Number i *

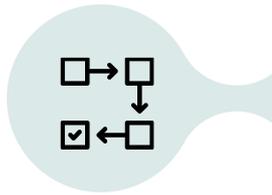
1.2 Research Entity Name *

1.3 Research Entity Contact Person (coordinator at entity level, see "i" for more details) i *

Network project (project involving more than one research entity)? *

Yes No

This will unblock your application for revision. Once you have made the necessary changes, click “**Submit**”.

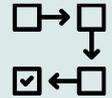


For a quick overview of the process, see below:

The screenshot shows the 'Eurostat Comments' interface. It features a list of comments with columns for 'DATASET', 'DECISION', and 'COMMENT'. Below this is a 'Revision Mandatory' section with a 'Yes' radio button and a 'Your Decision' dropdown menu. Two buttons, 'Revise your application' and 'Withdraw', are visible. A progress bar at the bottom shows steps from '1. Research entity' to '6. Safekeeping', with 'General Comments' selected. A 'General comment' text area is present, and a 'Submit' button is highlighted in the bottom right corner. Three red boxes with arrows indicate the workflow: Box 1 highlights the comment list; Box 2 highlights the 'Revision Mandatory' section and buttons; Box 3 highlights the 'General comment' text area and the 'Submit' button.

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 (a person who submitted the research project proposal), not by the Principal Researcher or Data Manager.

The screenshot shows an email interface with the following content:

Reply Reply All Forward IM
automated-notifications@nomail.ec.europa.eu
[MICRODATA] RPP 152/2023-AES - Documents for signature
Expires 12/12/2023

Dear User,

After a first evaluation by Eurostat your research proposal is deemed to be feasible and can now be consulted with the national statistical authorities.

Now we would like you to sign the documents. Please follow this link: <https://ec.europa.eu/eurostat/microdata/portal/rpp> to access the documents uploaded in section 7. Attachments and proceed as follows:

1. Check all details of your Research Project Proposal application form (RPP) and the Individual Confidentiality Declaration (ICD).
2. Sign documents:
 - o print all documents;
 - o have the Research Project Proposal application form initialed on each page, dated and signed by the Principal Researcher for this research project;
 - o have the Research Project Proposal application form dated and counter-signed by the contact person for microdata access of your entity.
The contact person confirms by signing the RPP application form that all persons quoted in the research project proposal are employed by, respectively in the case of PhD students legally related to, the research entity. No other person is eligible to have access to the microdata within this research project. Breach of this condition may lead to the withdrawal of research entity recognition;
 - o have the Individual Confidentiality Declaration dated and signed by each researcher named in the application, including the Principal Researcher and Data Manager; each person should sign one own, individual declaration;
 - o ONLY IN CASE OF A NETWORK PROJECT (several research entities participating in the project): have the Confirmation of Participation (CoP) signed by the contact person for microdata access of the other participating research entity(ies);
 - o scan the signed documents;
 - o upload the signed documents into your project account.
3. Submit the documents

NOTE: We accept wet-ink and Qualified Electronic Signature.

In order to use electronic signature, you must have a digital certificate associated to your identity. You can get a Qualified Certificate for Qualified Electronic Signatures from any Qualified Trust Service Provider (QTSP) authorized to provide the service and complying with eIDAS regulation (No 910/2014).

Typewritten signatures do not comply with standards for qualified electronic signatures and are not eligible.

Technical comments on the planned use of the data:

test email flow

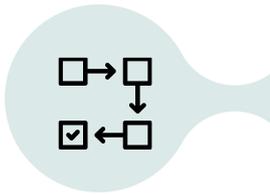
Best regards,
Eurostat Microdata Access Team

You will find all documents to be signed in section “**7. Attachments**” (see the screenshot below).

You should:

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

To upload the files all you have to do is:



1. Click “**Choose file**” to select the files or “**Drag and drop files**”
2. Max number of files permitted is 25
3. When all the files are uploaded, click “**Submit**”

To send successfully, the files should be in **PDF format** and have a combined size of **less than 10 MB**.

Please respects the following naming convention for the files to be uploaded:

- for the signed research proposal: RPP number and datasets selected;
for example: RPP 600-2023-ECHP-EU-SILC;
- for the signed individual confidentiality declaration: ICD RPP number (name of the person);
for example: ICD 600-2023-ECHP-EU-SILC (John Smith).
- only for network projects: for the signed confirmation of participation: CoP RPP number - name of the entity participating in the project;
for example: COP 600-2023-ECHP-EU-SILC (Entity name)

1. Research entity 2. Persons 3. Purpose 4. Datasets 5. Results 6. Safekeeping 7. Attachments General Comments

Please respects the following naming convention for the files to be uploaded:

- for the signed research proposal: RPP number and datasets selected; for example: RPP 600-2023-ECHP-EU-SILC;
- for the signed individual confidentiality declaration: ICD RPP number (name of the person); for example: ICD 600-2023-ECHP-EU-SILC (John Smith).
- only for network projects: for the signed confirmation of participation: CoP RPP number - name of the entity participating in the project; for example: COP 600-2023-ECHP-EU-SILC (Entity name)

Attachments List ⓘ

12/06/2023: Form Details.pdf
13/06/2023: Individual Confidentiality Declaration.pdf

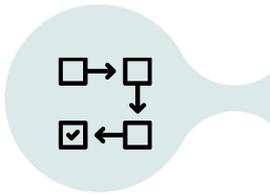
Documents Upload ⓘ

Choose file Drag and drop file here

< Previous Next >

> Submit

When the documents are successfully uploaded, you will be redirected to “My Projects” list with a confirmation message.



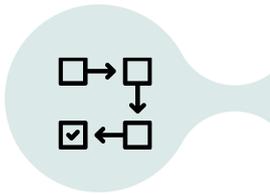
List of my Research Project Proposals

! Your RPP was successfully submitted, see below for details!

RPPs list 1 result found [+ Create a new RPP](#)

JIRA Reference	RPP Reference	Title	Datasets	Start	End	Status	Created	Actions
1 MICRODATA-19518	RPP 152/2023-AES	test email workflow	Adult Education Survey (AES)	14/09/2022	30/08/2027	Signed	13/07/2022	

Items per page: 10
Showing 1–1 of 1

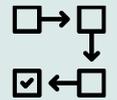


You can view your uploaded documents by clicking on “**Attachments**”

Attachments List ⓘ

- 06/07/2022: CoP 143-2022-LFS Essex.pdf
- 08/08/2022: Guidelines for publication.pdf
- 06/07/2022: ICD 143-2022 : ██████████.pdf
- 06/07/2022: ICD 143-2022 : ██████████.pdf
- 06/07/2022: ICD 143-2022 : ██████████.pdf
- 05/08/2022: RPP 143-2022-LFS Approval letter.pdf
- 06/07/2022: RPP143-2022-LFS.pdf
- 08/08/2022: Terms of use.pdf

Example - file naming convention, First Name, Last Name

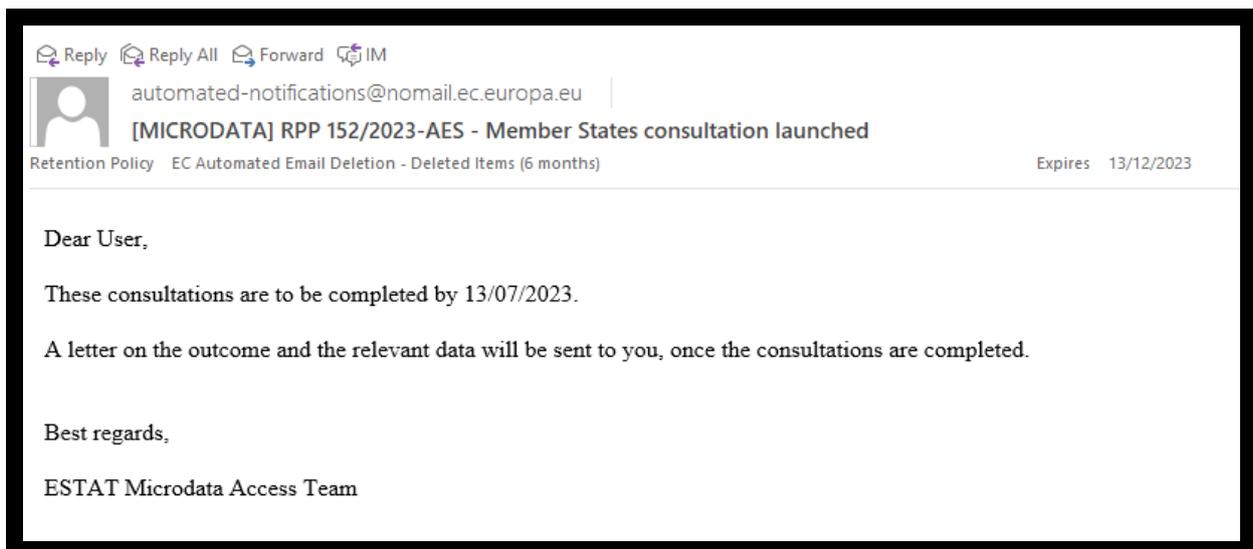


2.5 Consultation with national statistical institutes

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.

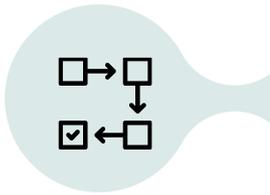
When this is done, you will receive the following notification:



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”²**.

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).

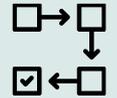


List of my Research Project Proposals

RPPs list 4 results found [+ Create a new RPP](#)

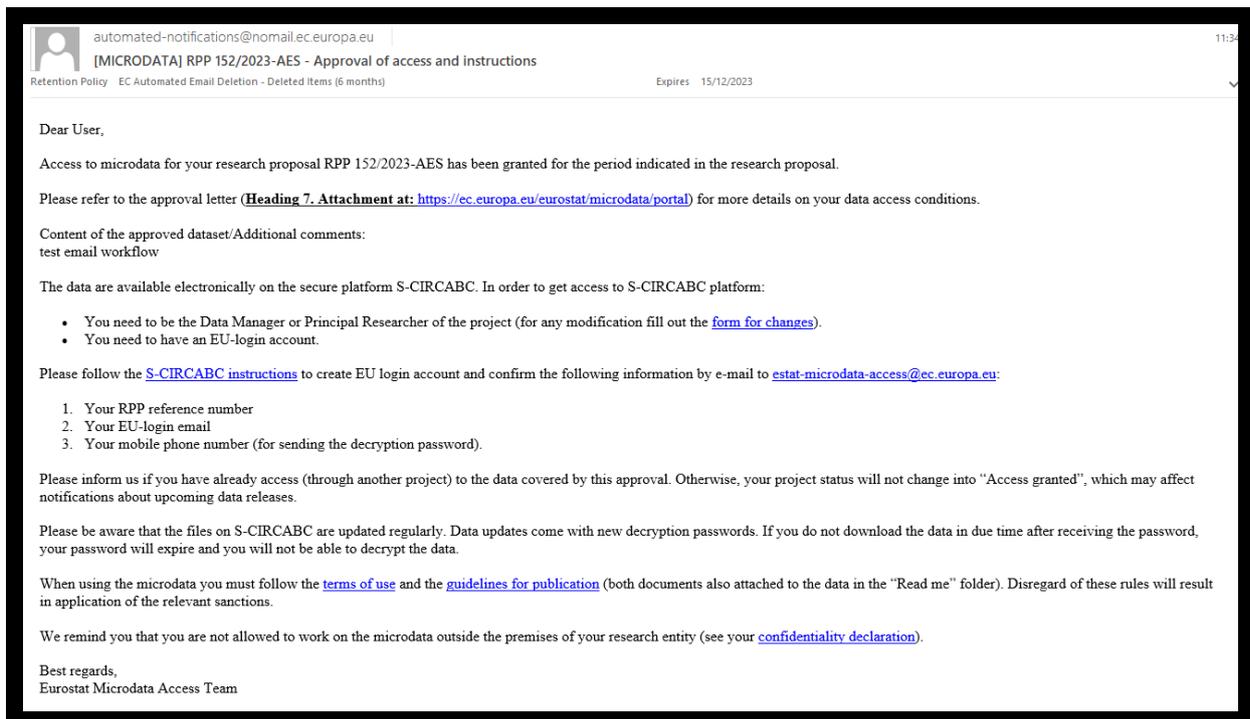
	JIRA Reference ↓	RPP Reference ↓↑	Title ↓↑	Datasets ↓↑	Start ↓↑	End ↓↑	Status ↓↑	Created ↓↑	Actions
1	MICRODATA-19518	RPP 152/2023-AES	test email workflow	Adult Education Survey (AES)	31/08/2022	30/08/2027	Under MS consultations	20/07/2022	

If there are any requests for further information, you will be contacted by e-mail.



2.6 Project approval and instructions for data access

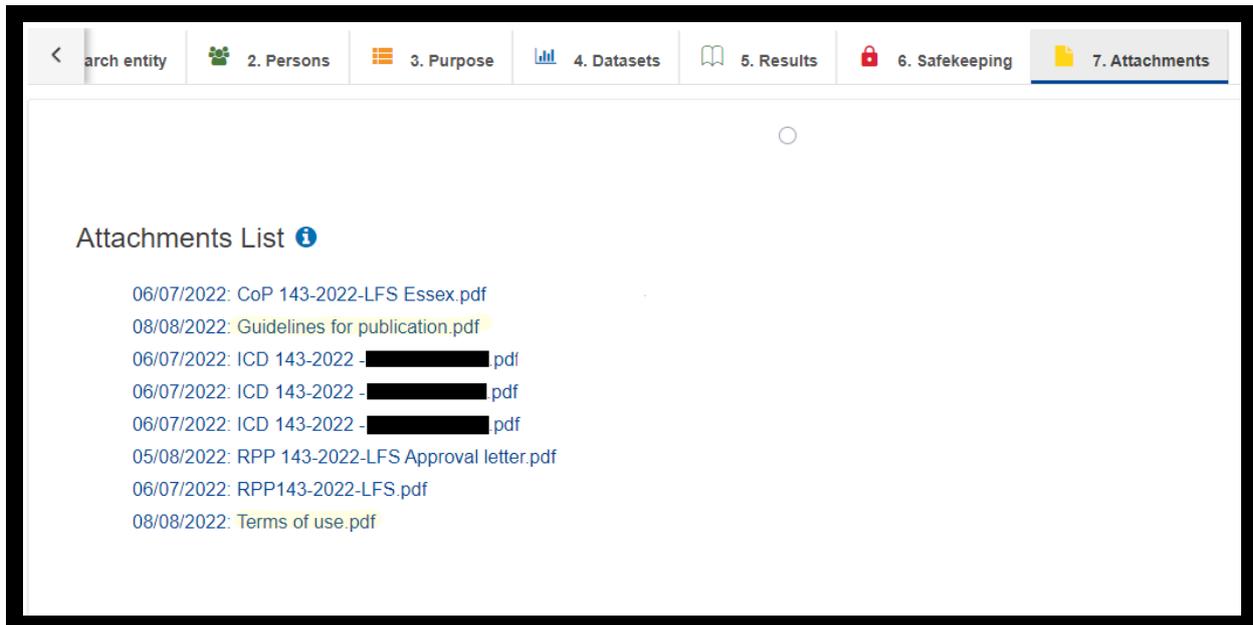
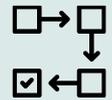
Following a positive outcome from the review by the national statistical institutes, your application will be approved, and you will receive an e-mail from us explaining how to get access to the data.



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.

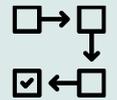
Once the Data Manager or Principal Researcher have their EU Login ready to access S-CIRCABC, a confirmation must be sent to estat-microdata-access@ec.europa.eu along with the following information:

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 and decrypt 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).



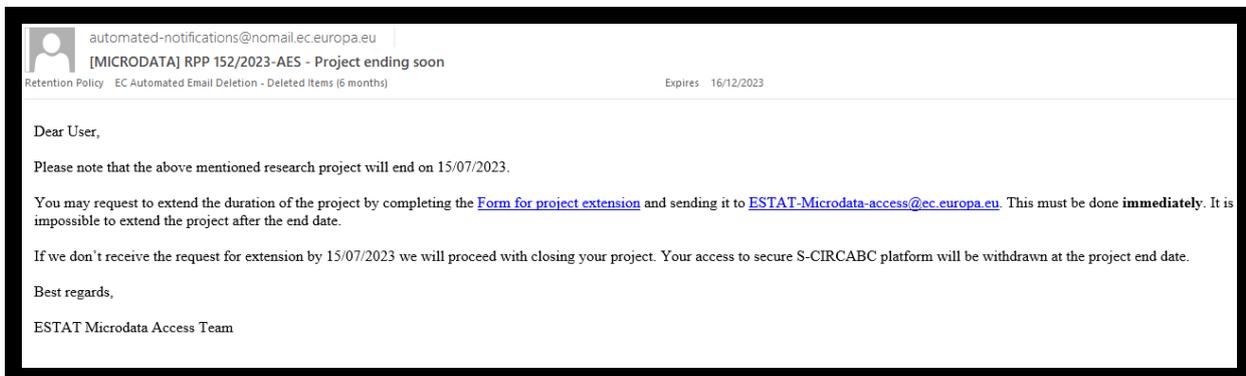
2.7 Letting us know about changes in your research project

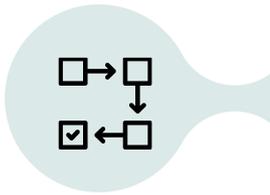
If you would like to change anything in your project, please consult section 7 of the document [How to apply for microdata access?](#) You will find there the relevant instructions and forms to be used. For any specific queries, please write to us at estat-microdata-access@ec.europa.eu



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**”.

JIRA Reference	RPP Reference	Title	Datasets	Start	End	Status	Created	Actions
1 MICRODATA-19518	RPP 152/2023-AES	test email workflow	Adult Education Survey (AES)	03/06/2022	03/06/2023	Close to end date	21/04/2022	

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.

automated-notifications@nomail.ec.europa.eu
[MICRODATA] RPP 152/2023-AES - Project has expired

Retention Policy EC Automated Email Deletion - Deleted Items (6 months) Expires 17/12/2023

Dear User,

The above mentioned research project ended on 16/06/2023.

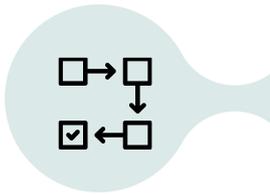
You now have to:

- Stop using the microdata received from Eurostat
- Destroy the received microdata and any copy of them
- Print and sign the [declaration](#) (in case of a network project, one per partner) that you have destroyed the microdata
- Submit the signed declaration (go to bookmark 7.Attachments at the following link <https://ec.europa.eu/eurostat/microdata/portal>)
- (You may also send the signed declaration to estat-microdata-access@ec.europa.eu)
- Register references to publication(s) that have been produced using the microdata at: <https://ec.europa.eu/eusurvey/runner/Results-from-microdata>

You are also welcome to fill in the [feedback form](#).

If you don't want to close the project yet, please fill in the [project extension form](#).

Best regards,
Eurostat Microdata Access Team



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.

To close the project:



1. Complete the **declaration** (in case of a network, one per partner) that you have destroyed the microdata
2. Print and sign the declaration and have it scanned
3. Submit the declaration(s): in bookmark 7. Attachments click on Browse to select the scanned declaration, then on Upload and Send.
4. You may also send the declaration by email to estat-microdata-access@ec.europa.eu

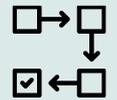
You will need to download a Declaration of Data Destruction by following the link in your e-mail notification or in the Closing Instructions.

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 several 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;

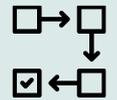


- 3. WAITING FOR PUBLICATIONS** – this status will remain until you [upload references to publications](#) written using European microdata³;



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

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



2.10 Registration of publications written on the basis of microdata

Once the publications written using European microdata are available, please submit the references to the publications by completing the on-line form. This new form is a replacement for the old EU Survey tool.

Please note that the references to publications will be instantly added to the list published on the [Eurostat website](#).

Please only register publicly available publications.

In case the results are not to be made public, please write to estat-microdata-access@ec.europa.eu.

The form to register publications is visible to the RPPs with the following statuses:

- End date reached
- Close to end date
- Closing in process
- Waiting for publications
- Access granted

To access the form, open the RPP with one of the statuses above. You will see the project details and the publications tab. Navigate to the highlighted tab below:

1. Research entity 2. Persons 3. Purpose 4. Datasets 5. Results 6. Safekeeping 7. Attachments General Comments **Publications**

Dear researcher,

Your research project with European microdata has recently ended. To inform us on the publications from the project, please complete the form below.

Provision of this information is part of the finalisation of the project. We publish the list of publications on Eurostat [website](#). This will generate some extra visibility of the results of your project; the list is also helpful for future researchers that want to use the same microdata.

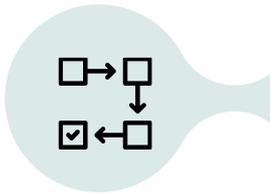
Please note that we publish references without any further modifications/cleaning of the information you provide. Therefore it is very important that the references are correct.

In case you have more than one publication resulting from your project, please open a new form for each publication. Alternatively, you may just mention the most important or comprehensive publication and list other publications in the free text field at the end of the form. If the publication is submitted, but not yet published, or in case of other restrictions, please indicate in the appropriate field.

Thank you for your participation,
The Eurostat microdata access team

[Go to publication form](#)

Fill in the form (form fields with the star are mandatory, more information can be found by clicking on the “i” button).



<p>Which datasets were used? i *</p> <p>Labour Force Survey (LFS) x</p> <p>Select Datasets</p> <p>Language(s) of the publication i *</p> <p>Select Language</p> <p>Title of the publication (original title as in the publication) i *</p> <p>If the title is not in English, please add translation of the title into English</p> <p>Type of Publication *</p> <ul style="list-style-type: none"><input type="radio"/> Article in scientific journal: specify the journal below<input type="radio"/> Article or chapter in a book: specify book and publisher below<input type="radio"/> Book: specify the publisher below<input type="radio"/> Public working paper: specify the series below<input type="radio"/> Conference proceedings: specify the proceedings below<input type="radio"/> PhD or Master thesis: specify if there is a public access<input type="radio"/> Technical report or manual: specify if there is a public access<input type="radio"/> Other: please specify	<p>Please indicate any restrictions on access to the publication i</p> <p>Abstract of the publication</p> <p>Name(s) of Author(s) i *</p> <p>Keywords i</p> <p>Year of publication *</p> <p>-- Year --</p> <p>How is the publication accessible to the public? *</p> <ul style="list-style-type: none"><input type="checkbox"/> DOI<input type="checkbox"/> URL<input type="checkbox"/> Other way (ISBN, ISSN, not yet available) <p><i>At least one checkbox must be checked!</i></p> <p>Briefly summarise the main finding of your research i</p>
---	---

When the form is complete and "Submit" button becomes active – submit the form.

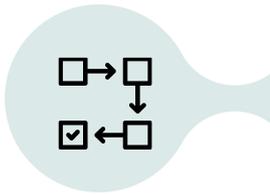


2.11 Project extension

You may request extension of the project when the project is still running or just after the project ends.

You may request the project extension by completing the form in the "Extension"

tab.



This tab will be visible under certain statuses e.g. "End date reached", "Close to end date" and "Access granted".

How to use the form:

1. Select the new end date of the project.
2. Provide exhaustive justification if the entire project duration as from the start date ("From" date) to the requested new end date is longer than 5 years. Any request beyond 5 years not well justified will be refused.
3. Click on "Generate Signature PDF" button

Current dates:
From: 09/11/2021 To: 20/11/2024

Requested new end date: *
19/04/2025

Why is access required for a duration longer than 5 years? *
new end date

Generate Signature PDF

Signature Upload
Choose file Drag and drop file here

4. Open downloaded signature document - find it in your PC default downloads folder - sign it, scan it and upload it again as a PDF file.

At: _____ Date: 29/01/2025

Signature:

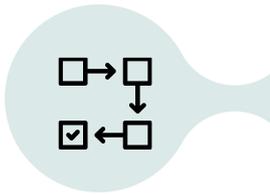
5. Click on "Submit Extension" button to submit the request.

RPP_244_2021-CVTS-extension-signature.pdf 2.55 KB application/pdf

2.55 KB total size

Reset list

Submit Extension



6. Upon successful for submission, you project will move to “New End Date Requested”

Labour Force Survey (LFS)	New End Date Requested	06/05/2022	05/12/2024	
---------------------------	------------------------	------------	------------	--

7. Eurostat will review your request and accordingly if granted, extend your project duration.



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

Most likely you are using your private email such as Gmail, Yahoo etc. You must use your professional email, create a new EU Login account, and try again.



I have lost the notification with the link to my application

Don't worry. Just go to <https://ec.europa.eu/eurostat/microdata/portal>, log in and you can find your application by clicking on the 'List of my Research Project Proposals' tab in the bottom right-hand corner of the page.



I don't know where I am with my application

Go to <https://ec.europa.eu/eurostat/microdata/portal>, log in and find your application by clicking on the 'My Projects' item in the main menu. 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 10 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