Research Project Accreditation Application



Chapter 5 of Part 5 of the Digital Economy Act (DEA) 2017 facilitates the linking and sharing of datasets held by public authorities (as defined in the Act) for research purposes, across the UK. The provisions aim to broaden the capacity of research to deliver direct and indirect public benefits, including the production of valuable new research insights about UK society and the economy. To provide clarity and transparency about how the research power will operate, the UK Statistics Authority has issued a [Research Code of Practice and Accreditation Criteria](https://www.gov.uk/government/consultations/digital-economy-act-part-5-data-sharing-codes-and-regulations/research-code-of-practice-and-accreditation-criteria) concerning the disclosure, processing, holding or use of personal information under the DEA.

The Code sets out the criteria for the accreditation of processors, research projects and researchers and the Authority has established the [Research Accreditation Panel](https://uksa.statisticsauthority.gov.uk/digitaleconomyact-research-statistics/research-accreditation-panel/) (RAP) to independently accredit each of these.

**You need to complete this form if you wish to apply for access to unpublished data for your research.**

**Guidance on completing this form can be found on the** [**UK Statistics Authority website**](https://uksa.statisticsauthority.gov.uk/wp-content/uploads/2019/07/DEA_Research_Project_Application_Guidance_v1.1.pdf).

1. **Application Type:**

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| --- | --- | --- | --- |
| *[ ]*  | Research project  | *[ ]*  | Exploratory analysis |

1. **Project Lead:**
	1. *Personal details and contact information of project lead.*

|  |  |
| --- | --- |
| Last name\* |  |
| First name\* |  |
| Middle names (if any) |  |
| What is your role on the project? | [ ]  Accredited Researcher[[1]](#footnote-1)[ ]  Peer Reviewer[[2]](#footnote-2) with access to secure data[ ]  Peer Reviewer with access to cleared outputs only |
| Do you have an Accredited Researcher (AR) Number? | Yes [ ]  | No *[ ]*  | AR Number:  |

* 1. *If you do not yet have an Accredited Researcher number, please complete the following table about yourself.[[3]](#footnote-3)*

|  |  |
| --- | --- |
| Organisation name |  |
| Organisation address |  |
| Organisation postcode |  |
| Work telephone no. |  |
| Work email |  |
| Date of birth |  |

1. **Researcher Team:**
	1. *If you are the Research Project Lead for the research project, please provide the names and details of all members of the team. Please add more tables if required.*

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| --- | --- |
| Last Name\* |  |
| First Name\* |  |
| Middle names (if any) |  |
| What is their role on the project? | *[ ]*  Accredited Researcher*[ ]*  Peer Reviewer with access to secure data[ ]  Peer Reviewer with access to cleared outputs only  |
| Do you authorise this person to deputise for you as Project Lead? Yes *[ ]*  |
| Do they have an AR Number? | Yes *[ ]*  | No *[ ]*  | AR Number:  |

* 1. *If the person named does not have an Accredited Researcher number, please complete the following section with their details.*

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| Organisation name |  |
| Organisation address |  |
| Organisation postcode |  |
| Work telephone no. |  |
| Work email |  |

1. **Research Sponsor:**
	1. *Have you been commissioned to perform this research for another organisation?*

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| **[ ]**  | Yes | **[ ]**  | No |

* 1. *If you answered ‘Yes’, please provide the details of this organisation below and the work details of your contact there.*

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| --- | --- |
| Sponsor Organisation name\* |  |
| Last Name of your main contact in that organisation |  |
| First Name of your main contact in that organisation |  |
| Contact’s address |  |
| Contact’s postcode |  |
| Contact’s telephone no. |  |
| Contact’s email |  |

1. **Title of the research project: \***

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**Estimated duration of research project:**

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| --- | --- |
| **Start Date:** Click here to enter a date. | **Publish Date:** Click here to enter a date. |

1. **Research Theme:**

**6.1** *Select the theme below which best describes your research project.*

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| --- |
| Click here to choose a theme. |

**6.2** *If asked to specify additional theme information, add it in this box*

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1. **Abstract of the research project: \***

*Include a short description of the project and its benefits, in no more than 100 words.*

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1. **Purpose of Research Project:** \*

*Provide a detailed description of the purpose for which the data are requested, describing the aims of the study/research in no more than 500 words. Where research is part of a larger programme please include details below.*

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1. **Research Methodology:***Provide details of the research protocol or methodology (e.g. data linkage or matching, web scraping etc) and how you intend to use the data, in no more than 1000 words.*

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1. **Data Required[[4]](#footnote-4):**
	1. *List the title(s) and years/releases of the dataset(s)[[5]](#footnote-5) you will use. Make sure you include enough detail to uniquely identify the data you want.*

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* 1. *If you intend to bring in any data for your project, give details of the data including who the owner is and provide evidence that the owner has given permission for their data to be used by you for this research.*

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* 1. *Explain why access to legally protected (unpublished) data is needed. Please state what other data sources have been considered and why they are not sufficient for your purposes.*

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* 1. *Does your project include any linking of data sources (as defined within the application guidance)?*

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| **[ ]**  | Yes | **[ ]**  | No |

*If yes, provide the following details below:*

* *description of the data sources(s) to be linked;*
* *summary of the key variables;*
* *summary of the linking methodology; and*
* *the justification for the linking.*

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1. **Software Required:**

*Select the software that you will require for your research project.*

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| --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Adobe Acrobat Reader DC | [ ]  | Notepad++ | [ ]  | SPSS |  |
| [ ]  | Anaconda 3 | [ ]  | QGis | [ ]  | Spyder |  |
| [ ]  | ArcGIS | [ ]  | Qtconsole | [ ]  | STATA |  |
| [ ]  | Jupyter Notebook | [ ]  | R for Windows | [ ]  | Winzip |  |
| [ ]  | Microsoft Office Professional Plus | [ ]  | R Studio |  |  |  |
| [ ]  | ML-WIN | [ ]  | SAS | [ ]  | Other (please specify) |  |
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1. **Ethics:**

*You will need to provide evidence of an ethics consideration for your research project.*

*Have you had ethical approval for this project from your organisation or elsewhere?*

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| *[ ]*  | Yes | *[ ]*  | No |

 *If no, you may wish to use and submit a completed UK Statistics Authority Data Ethics self-assessment form available on* [*our website*](https://www.statisticsauthority.gov.uk/about-the-authority/committees/nsdec/data-ethics/self-assessment-2/)*.*

*If yes, please give details of the ethical approval body and any caveats, attaching any relevant documentation.*

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1. **Public Good:**
	1. *Please describe how your research project will provide a public good. Complete all the sections that apply.*

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| **Public Good** | **Describe how this research project will provide this public good** |
| Provide an evidence base for public policy decision-making |  |
| Provide an evidence base for public service delivery |  |
| Provide an evidence base for decisions which are likely to significantly benefit the UK economy, society or quality of life of people in the UK |  |
| To replicate, validate or challenge Official Statistics |  |
| To replicate, validate or challenge existing research |  |
| To significantly extend understanding of social or economic trends or events by improving knowledge or challenging widely accepted analyses |  |
| To improve the quality, coverage or presentation of existing statistical information |  |

* 1. *Have any risks to public benefit been identified? What are they and how have they been mitigated?*

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1. **Duration of access:**

*What is your best estimate of the last time you will need access to the unpublished data?*

*Note: if applying for exploratory analysis, access will be granted for a maximum of 12 months.*

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| Click here to enter a date. |

1. **Location of data access:***It is a requirement of the Digital Economy Act that any linking or matching of data and the provision of access to the data are carried out by a DEA Accredited Processor.*

*15.1* If you require data to be linked, which processor service do you want to use to **prepare the data***.* A list of DEA Accredited Processors is available on the UK Statistics Authority website.

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*15.2 Which processor service do you want to use to* ***access the data*** *in a secure environment provided by a DEA Accredited Processor.* A list of DEA Accredited Processors is available on the UK Statistics Authority website.

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1. **Publications:**

*In order to access unpublished data for research purposes, you must promise that your findings will be made publicly available. Once published, you must notify the DEA accredited data processing environment that you have worked with about where that publication can be found. Exemptions may only be granted in exceptional circumstances with the approval of the Research Accreditation Panel.*

*Note: If you are applying for exploratory analysis, no publications are permitted.*

***16.1*** *Do you wish to apply for an exemption from publishing your findings?*

***If yes, skip to question 16.5.***

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| [ ]  | Yes | [ ]  | No |

***16.2*** *How do you intend to make your research available to the public?*

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***16.3*** *Which specific journals, websites or reports do you intend to use to publish this research?*

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***16.4*** *What is your best estimate of the project publication date.*

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| Click here to enter a date. |

***16.5*** *What, if any, are the circumstances that mean you need an exemption from making your results publicly available?*

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***16.6*** *Please indicate if you would be willing to work the DEA accredited data processing environment you have worked with to showcase the impact of your research findings. Your response here will not affect whether your project is accredited.*

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| Yes *[ ]*  | No *[ ]*  |

**Relevant information in the fields marked \* will be published on our website as a public record of all Accredited Researchers and their research projects.**

**Data is at the heart of what we do, so it’s important to us that your data is held and used securely, responsibly and transparently. Read our privacy policy**[**here**](https://www.statisticsauthority.gov.uk/privacy-policy/privacy-notice/)***.***

**Once completed, please return this application (and the UK Statistics Authority Data Ethics self-assessment form if needed) by email to the DEA accredited data processing environment you are wanting to use to access this data.**

1. *To become an Accredited Researcher, please complete the Accredited Researcher application form available on the* [*UK Statistics Authority website*](https://uksa.statisticsauthority.gov.uk/wp-content/uploads/2019/07/DEA_Accredited_Researcher_Application_v1.0.docx)*.* [↑](#footnote-ref-1)
2. A Peer Reviewer may be:

	* A researcher who accesses data classified as personal information in a secure setting at a DEA Accredited Processor to validate previous analysis and who has access to cleared outputs from the research. The researcher will need to be accredited for this Peer Reviewer role (if not accredited, please submit separate Accredited Researcher application), or
	* A researcher who only accesses cleared non-disclosive outputs (researcher does not require accreditation to perform this role). [↑](#footnote-ref-2)
3. *To become an Accredited Researcher, please complete the Accredited Researcher application form available on the* [*UK Statistics Authority website*](https://uksa.statisticsauthority.gov.uk/wp-content/uploads/2019/07/DEA_Accredited_Researcher_Application_v1.0.docx)*.*

*\* Fields marked with an asterisk are mandatory and will be published in the record of DEA Accredited Researchers and their Accredited Research projects on the UK Statistics Authority website, to meet transparency requirements.* [↑](#footnote-ref-3)
4. *If you request access to ONS Longitudinal Study data sets or Civil Registration data sets you must complete the appropriate supplementary forms on the* [*ONS website*](https://www.ons.gov.uk/aboutus/whatwedo/statistics/requestingstatistics/approvedresearcherscheme)*.* [↑](#footnote-ref-4)
5. *If you request access to data within the ONS Secure Research Service you should refer to the* [*Data Catalogue*](https://www.ons.gov.uk/aboutus/whatwedo/statistics/requestingstatistics/approvedresearcherscheme) *on the ONS website (and use the same names).* [↑](#footnote-ref-5)