Research Project Accreditation Application



The following legal gateways allow accredited and approved researchers to access data for research and statistical purposes. The Digital Economy Act 2017 (DEA) (Part 5, Chapter 5) includes an important statutory framework to support the UK research community, both within government and beyond, that permits public authorities to share de-identified information with accredited researchers for the purposes of public good research. The Statistics and Registration Service Act (SRSA) 2007 at s.39(4)(i) allows access to unpublished data held by the Office of National Statistics by approved researchers for the purpose of statistical research.

Both gateways 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. All projects involving access to data for research purposes using the SRSA Approved Researcher gateway and the DEA Research power will be consistently accredited using the [Research Code of Practice and Accreditation Criteria](https://www.gov.uk/government/publications/digital-economy-act-2017-part-5-codes-of-practice/research-code-of-practice-and-accreditation-criteria).

The Code also 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/#:~:text=The%20role%20of%20the%20Research%20Accreditation%20Panel%20is,RAP%20assess%20each%20project%20against%20the%20following%20criteria%3A) (RAP) to independently oversee the accreditation of 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**You need to complete this form if you wish to apply for access to unpublished data for your research.**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/digitaleconomyact-research-statistics/better-useofdata-for-research-information-for-researchers/) **and you can also view a best practise example** [**here**](https://uksa.statisticsauthority.gov.uk/wp-content/uploads/2021/04/DEA_Research_Project_Application_Example.pdf)**.**

1. **Application Type:**

|  |  |  |  |
| --- | --- | --- | --- |
| *[ ]*  | 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-2)[ ]  Peer Reviewer[[2]](#footnote-3) 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. *Organisation’s details.*

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

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.*

|  |  |
| --- | --- |
| 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. *Organisation’s details.*

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

1. **Research Sponsor:**
	1. *Has the research team received a grant or been commissioned by an organisation to perform this research?*

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

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

|  |  |
| --- | --- |
| Sponsor Organisation name\* |  |
| Grant/award reference number, if applicable |  |
| 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: \***

|  |
| --- |
|  |

**Existing local project number, if applicable**

|  |
| --- |
|  |

**Estimated duration of research project:**

|  |  |
| --- | --- |
| **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.*

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

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

|  |
| --- |
|  |

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

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

|  |
| --- |
|  |

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.*

|  |
| --- |
|  |

1. **Research Methodology:**
	1. **Please select all the methods you will be using in your research project.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Automated Methods | [ ]  | Longitudinal Data Analysis | [ ]  | Simulation |
| [ ]  | Data Mining | [ ]  | Microdata Methods | [ ]  | Small Area Estimation |
| [ ]  | Descriptive Statistics | [ ]  | Multilevel Models | [ ]  | Spatial Data Analysis |
| [ ]  | Econometrics | [ ]  | Non-Parametric Approaches | [ ]  | Statistical Theory and Methods of Inference  |
| [ ]  | Event History Analysis | [ ]  | Q Methodology | [ ]  | Time Series Analysis |
| [ ]  | Latent Variable Models | [ ]  | Regression Models | [ ]  | Other Methods (Please Specify Below) |  |

* + 1. *If you have selected ‘Other Methods’ please state and explain your method(s) in the text box below, and provide methodological references where appropriate.*

|  |
| --- |
|  |

* 1. **Please explain how the methods selected will lead to valid conclusions and the extent to which this method will realise the public benefit of the project.**

*The level of detail of the explanation should be proportionate to the complexity of the methods chosen. This should not exceed 500 words.*

|  |
| --- |
|  |

* 1. **Are there any potential biases or limitations within the methodology? If yes, please set out these limitations and explain how you will mitigate against these in the text box below*.***

*Relevant limitations arising from the methods and their application, including bias and uncertainty, should be identified, and explained to users. An indication of their likely scale and the steps taken to reduce their impact on the research/statistics produced should be included in the explanation. This should not exceed 500 words.*

|  |
| --- |
|  |

1. **Data Required[[3]](#footnote-4):**
	1. *List the title(s) and years/releases of the dataset(s you will use. Make sure you include enough detail to uniquely identify the data you want.*

|  |
| --- |
|  |

* 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.*

|  |
| --- |
|  |

* 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.*

|  |
| --- |
|  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **[ ]**  | 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.*

|  |
| --- |
|  |

1. **Software Required:**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [ ]  | 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) |  |
|  |  |  |  |  |  |  |

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?*

|  |  |  |  |
| --- | --- | --- | --- |
| *[ ]*  | 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.*

|  |
| --- |
|  |

1. **Public Good:**

*13.1 Please describe how your research project will provide a public good. Complete all the sections that apply.*

|  |  |
| --- | --- |
| **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?*

|  |
| --- |
|  |

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.*

|  |
| --- |
| Click here to enter a date. |

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

*15.1 If you require data to be linked, please state which processor service you want to use to* ***prepare the data****. A list of Accredited Processors are available on* [*the UK Statistics Authority website.*](https://uksa.statisticsauthority.gov.uk/digitaleconomyact-research-statistics/better-access-to-data-for-research-information-for-processors/list-of-digital-economy-act-accredited-processing-environments/#:~:text=Digital%20Economy%20Act%20Accredited%20Processing%20Environments%20are%20accredited,and%20provision%20of%20secure%20access%20to%20de-identified%20data.)

|  |
| --- |
|  |

*15.2 Which processor service do you want to use to* ***access the data*** *in a secure environment provided by an Accredited Processor.* A list of Accredited Processors are available on the [UK Statistics Authority website.](https://uksa.statisticsauthority.gov.uk/digitaleconomyact-research-statistics/better-access-to-data-for-research-information-for-processors/list-of-digital-economy-act-accredited-processing-environments/#:~:text=Digital%20Economy%20Act%20Accredited%20Processing%20Environments%20are%20accredited,and%20provision%20of%20secure%20access%20to%20de-identified%20data.)

|  |
| --- |
|  |

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 your accredited processing environment support team 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?*

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No |

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

|  |
| --- |
|  |

***16.2*** *What research outputs do you intend to produce to make your research available to the public?\*[[4]](#footnote-5)*

|  |  |
| --- | --- |
| [ ]  |  |
| [ ]  | Refereed journal publication |
| [ ]  | Book chapter or book  |
| [ ]  | Report for Government Department or funder |
| [ ]  | Internal report, working paper e.g. department\*  |
| [ ]  | Published presentation (conference, workshop, seminar etc.) |
| [ ]  | Research dissertation/thesis (PhD/ MSc/ MA etc.) |
| [ ]  | Published news piece/blog post/audio interview |
| [ ]  | Other, please specify |

***16.3*** *How will your research outputs be disseminated to achieve the stated public good of your project? Please include the following in your answer:*

* *Which specific journals, websites or reports do you intend to use to publish this research?*
* *Which stakeholders do you plan to engage with to publicise your findings?*
* *How will your findings be disseminated to relevant stakeholders?*

|  |
| --- |
|  |

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

|  |
| --- |
| 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?*

|  |
| --- |
|  |

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

|  |  |
| --- | --- |
| 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 your selected accredited processor.**

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/digitaleconomyact-research-statistics/better-useofdata-for-research-information-for-researchers/) *and send to your chosen accredited data processing environment.* [↑](#footnote-ref-2)
2. *A Peer Reviewer may be:*

	* *A researcher who accesses data classified as personal information in a secure setting at an 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-3)
3. [↑](#footnote-ref-4)
4. *An internal report must be selected in conjunction with another publication option to ensure that the results and outcomes of this project are openly and accessibly available to the wider public.* [↑](#footnote-ref-5)