**Research proposal application form**

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| **How to use this form?**  This form can help you prepare the application for access to European microdata. It may also be useful to collect information from other organisations involved in the project (in case of a network project).  This form cannot be used to make a request for microdata access.  Submit your requests for access to microdata using the submission system: <https://webgate.ec.europa.eu/multisite/microdata>.  The printable version of the application form is generated by the submission system when Eurostat initially accepts your application. |

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| **RESEARCH PROPOSAL APPLICATION FORM**  **ALL FIELDS IN THE APPLICATION FORM ARE COMPULSORY** |

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| **1.1 Research entity identification number[[1]](#footnote-1):**  **1.2 Research Entity Name**  **1.3 Research entity contact person[[2]](#footnote-2):**   |  | | --- | | **In case of a network contract (more than one research entity participating in the project):** | | Other research entity identification number: | | Name of the contact person in the other research entity: | | *Copy rows if needed* | |  |
| **2. Identification of the researchers (and data manager) who will have access to the data** | |

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| **2.1 Principal researcher:** |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| E-mail: |  |
| Official full name of the research entity: |  |
| English name: |  |
| Address |  |
| Web address: |  |
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| **2.2 Data manager - the person to whom confidential data will be sent - if different from principal researcher**  **In case of network project: data managers in the other organisations must be marked in the field “Position” under heading “Individual researchers”.** | |
| Name: |  |
| Position: |  |
| Telephone: |  |
| E-mail: |  |
| Official full name of the research entity: |  |
| English name: |  |
| Address |  |
| Web address: |  |
|  |  |
| **2.3 Individual researchers** |  |
| Individual researcher (1) |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| E-mail: |  |
| Official full name of the research entity: |  |
|  |  |
| Individual researcher (2) |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| E-mail: |  |
| Official full name of the research entity: |  |

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| Individual researcher (3) |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| E-mail: |  |
| Official full name of the research entity: |  |

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| Individual researcher (4) |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| E-mail: |  |
| Official full name of the research entity: |  |

*Please copy the rows if more researchers involved in the project.*

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| **3. Purpose of the research proposal** |

**3.1** Title(s) of the research proposal(s):

**3.2** Please describe the research project(s) for which access to confidential data is requested, objectives of the research project(s) and provide details on the underlying contract if the research project is commissioned by another body; maximum 2 pages.

**3.3** Please explain why the purpose of the research cannot be fulfilled using publicly available (non-confidential) data (for example data published on Eurostat website)*.* In case of access to EHIS data, please describe the substantial public interest that justifies access to health data.

**3.4**. Please state the duration for which access to confidential data is requested (maximum five years), please respect the format: dd/mm/yyyy. Start date must be at least in 6 weeks.

From:      /     /      To:      /     /

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| **4. Datasets to be used** |

**4.1 Please select the dataset(s) to be used:**

European Community Household Panel (ECHP)

Labour Force Survey (LFS)

European Union Statistics on Income and Living Conditions (EU-SILC)

Adult Education Survey (AES)

Community Innovation Survey (CIS)

Structure of Earnings Survey (SES)

European Health Interview Survey (EHIS)

European Road Freight Transport Survey (ERFT)

Continuing Vocational Training Survey (CVTS)

Micro-Moments Dataset (MMD - Linked micro-aggregated data on ICT usage, innovation and economic performance in enterprises, only available in Safe Centre)

Household Budget Survey (HBS)

Information and Communications Technologies (ICT) usage by Households and Individuals

Harmonised European Time Use Survey (HETUS)

**4.2 Please state the type(s) of confidential data for scientific purposes to be used:**

Scientific use files (partially confidentialised data[[3]](#footnote-3) delivered to researchers)

Secure use files (confidential data available in Eurostat Safe Centre in Luxembourg — only Community Innovation Survey (CIS), Structure of Earnings Survey (SES) and Micro-Moments Dataset (MMD))

Requested number of days in the safe centre

**4.3** For each selected dataset please describe which variable groups, reference years and target population will be used.

**4.4** Please state if you require access to the subsequent releases of the selected datasets (available within the duration (item 2.5) of the project(s))**.**

YES

NO

**4.5** Please state how the above-mentioned dataset will be used. In case of access to several datasets, please state which data will be used for which part of the research project.

**4.6** Please state the methods of statistical analysis to be used.

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| **5. Results of the statistical analysis** |

**5.1** Please describe the expected outcomes of the statistical analysis of the data.

**5.2** Please describe how the results of the research will be published or otherwise disseminated: through which channels (printed publications, online publications, conferences, web, etc.)

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| **6. Safekeeping of confidential data for scientific purposes**  **(please fill in only if access to scientific use files is requested)** |

**6.1** Please describe how the confidential data and intermediate results of analysis of the confidential data will be securely stored in the premises of the research entity (see: **Safekeeping of the data** part of the [Terms of use](https://ec.europa.eu/eurostat/documents/203647/771732/Terms-of-use.pdf/37f81daa-5c7a-4d03-91f0-dd6b3b2f3165)). In case of a network project, all entities listed under item 1 need to provide this information.

**6.2** Please describe how the anonymity of the statistical units will be ensured in results of your research. Please describe how you will ensure the anonymity of the statistical units in published results of your research. The [Guidelines for publication](https://ec.europa.eu/eurostat/documents/203647/771732/Guidelines+for+publication) set minimum thresholds for cell size and other applicable rules to be respected. To know more about anonymisation methods see chapter 6 of the manual: [How to use microdata properly](https://ec.europa.eu/eurostat/documents/203647/771732/Self+study+material).

*I hereby certify that the information contained in this questionnaire is complete, accurate and correct and that any future change will be reported immediately to Eurostat. I understand that Eurostat is authorised to check at any time the accuracy of the information given in this questionnaire. I understand that Eurostat may also request more information, if necessary.*

*I confirm that I submit this request in order to be granted access to confidential data* *for scientific purposes. The decision of Eurostat and the national statistical authorities providing the data may or may not authorise me to be granted access to confidential data* *for scientific purposes.*

*Furthermore, I commit myself to take and maintain all necessary measures in compliance with the requirements stated in the confidentiality declaration.*

Principal researcher:

Name: ……………………………………..

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

Signature:

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| Not to be signed, make your request via [submission system](https://webgate.ec.europa.eu/multisite/microdata). You will received the system generated form to be signed at the later stage. |

Contact person in the research entity:

The contact person confirms by his/her signature that all persons quoted in the research project proposal are employed by, or formally related to, the research entity. The contact person shall inform researchers named in the research proposal about the obligations described in the terms of use of confidential data.

Name: ……………………………………..

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

Signature:

|  |
| --- |
| Not to be signed, make your request via [submission system](https://webgate.ec.europa.eu/multisite/microdata). You will received the system generated form to be signed at the later stage. |

1. Reference number allocated to each research entity recognized by Eurostat; if you don’t know this number, please contact the contact person in your entity. If you do not know who is the contact person in your research entity, please contact estat-microdata-access@ec.europa.eu). [↑](#footnote-ref-1)
2. Contact person coordinates submission of research proposals at the level of the entity; in particular, a contact person countersigns each research proposal submitted by the researchers of the entity. By his/her signature the contact person confirms that all persons named in the research proposal are employed by, or are formally related to, the research entity. If you do not know who is the contact person in your research entity, please contact estat-microdata-access@ec.europa.eu. [↑](#footnote-ref-2)
3. Data on which special statistical disclosure control methods have been applied in order to reduce to an appropriate level and in accordance with current best practice the risk of identification of the statistical unit(s). [↑](#footnote-ref-3)