CONSUMER DATA RESEARCH CENTRE

Safeguarded Data

Project Proposal Form

INTRODUCTION

This form should be completed by those wishing to access the Consumer Data Research Centre’s (CDRC) safeguarded data collections. You should consult the ***CDRC Data Service User Guide*** before completing the form. A CDRC data scientist will be assigned to you who can provide support in the application process.

Once submitted your proposal will be forwarded to the CDRC Research Approvals Group (RAG) for independent assessment. Projects will be assessed based on the criteria listed in Appendix 1.

Approval to access data will not be granted without evidence that the applicant has acquired ethical approval for the research through their institution, or supplied evidence that this is not applicable. For non-academic projects, where there is no approval process in place, the CDRC will assist the applicant in acquiring this.

PART A. PROJECT DETAILS

1. Contact Details
   1. **Lead applicant:** Click here to enter text. **Department and Institution:** Click here to enter text. **Institution Address:** Click here to enter text. **If a student, please provide your home address as well:** Click here to enter text.  
      **Email:** Click here to enter text. **Telephone:** Click here to enter text.
   2. **Initial Proposal Form Reference:** Click here to enter text.
   3. **Title of Project**

Click here to enter text.

* 1. **Access Details**

Which data sets? (more details in 3.1): Click here to enter text.

Date access requested from[[1]](#footnote-1) (dd/mm/yyyy): Click here to enter text.

Date access requested to (dd/mm/yyyy): Click here to enter text.

1. Project Proposal Details
   1. **Abstract**. Appropriate for a general audience. This may be used by the CDRC for reporting and publicity purposes.

Click here to enter text.

* 1. **Project description.** A detailed description of the project, documenting the motivation, scope and aims of the intended research as well as the methods you will use in the proposed research.

Click here to enter text.

* 1. **Research Category:**
     1. What sector do you work in?  
        Academic: Staff , PhD Student , Masters Student , Undergraduate Student ,   
        Business   
        Local Government   
        Central Government   
        Schools   
        Third Sector   
        Other  (please specify):

* + 1. Is your project funded, commissioned or sponsored by a funding body or any other organisation? Yes  No  Funding application in progress

Please include the name, postal and web address of your current or prospective funder, and your grant/project reference number (if applicable).

Click here to enter text.

* 1. **Why This Data?** Please explain why having access to this particular data set will help your project.

Click here to enter text.

* 1. **Project Impact.** Please describe the anticipated scientific and societal benefits of the project and the ways in which you intend to maximise those benefits.

Click here to enter text.

* 1. **End Users.** Who are the main end users of this research (academic research, central government, consultancy, industry, local government, NHS, public sector, third sector? List all that are applicable.)

Click here to enter text.

* 1. **Outputs and Publications.** What are the intended outputs or publications arising from the use of these data? (For example, journal articles, PhD thesis, report for government department, policy documents for a local authority, White Papers, new software or other tools, etc.)

Click here to enter text.

* 1. **Research Team**

Please list the names, affiliation and email addresses of all known members of your research team who are requesting access to the CDRC safeguarded data. If you are a student please include your academic supervisor.

To access some of the CDRC safeguarded data products it is necessary for users to have successfully completed a safe researcher training course. Please see the terms of use information for the particular dataset.

**Research Team** *(including yourself as lead applicant, add more rows if required)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title, Name** | **Department / Organisation** | **Organisational email address** | **Have they completed a safe researcher training course? If yes, please specify course and date of completion.** | **Will they be accessing or viewing the safeguarded data? Y/N** |
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* 1. **Ethical Approval**
     1. Have you sought or are you seeking **ethical approval from an institutional ethical approvals panel** or any other appropriate body?

Yes  No

* + 1. If *Yes*, please provide **evidence** of the status of the application or the outcome of the ruling issued. Please list what evidence you are enclosing below and return it as a separate attachment in PDF format when you return this application form. Feel free to add any comments below.

Click here to enter text.

* + 1. If *No*, please bring this to the attention of the CDRC as soon as possible so that routes for ethical approval may be discussed. We can provide advice if needed, particularly for non-academic applications.

Click here to enter text.

* + 1. If you believe that ethical approval is not required for your research, please provide justification for this below.

Click here to enter text.

PART B. DATA REQUEST

* 1. **Data Required.** Please provide the following information for each dataset requested. Please add more lines if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Data Partner** | **Data Set Name & URL** | **Access to Full Data Set requested or specific variables** | **Geographic Extent** (e.g. London) | **Temporal Extent** (e.g. 2015) |
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1. Data Linkage
   1. **Data Linkage.** If your project will be linking more than one data source, describe which data sources will be linked and how the linkage will be done, including any specific variables that need to be linked (if known). If any of the data to be linked has identifying information as defined in the Data Protection Act 1998 or General Data Protection Regulations please provide details. Please note that no project that has the potential to re-identify individuals through data linkage will be approved.

Click here to enter text.

PART C: DECLARATION

By completing this declaration I hereby declare that the information included in this application form is true and correct to the best of my knowledge. I understand that any false or misleading information given by me in connection with my application may result in termination of the application process and/or other sanctions.

I also agree that I will be the single point of contact for progress updates and communication regarding the progress of the application.

I agree for my personal information to be used for the purposes of processing this application in accordance with the relevant data laws of the UK.

I consent to my contact details being added to the CDRC contacts database so that the CDRC can send me notifications of CDRC related activities.

I understand that forwarding this form by email constitutes an electronic signature.

I understand that final approval for this project may require the additional submission of project approval forms.

Name: Click here to enter text.

Date: Click here to enter a date.

APPENDIX 1: RAG CRITERIA FOR ASSESSMENT

The role of the RAG is to provide independent and transparent assessments of applications by researchers for access to data through both the CDRC Safeguarded and CDRC Secure services based on a set of standard evaluation criteria. RAG is independent to the CDRC and will include representation from the academic, big data, industrial sectors as well as the data partners concerned. For full Terms of Reference and membership see <https://data.cdrc.ac.uk/using-our-data-services>.

**Criteria for Approval**

* **Scientific advancement –** how the project has the potential to advance scientific knowledge, understanding and/or methods using consumer data;
* **Public good** – how the project has the potential to provide insight and/or solutions that could benefit society;
* **Privacy and ethics –** the potential privacy impacts or risks, and wider ethical considerations relating to the project
* **Project Design and Methods –** how the project will be conducted and who will be involved with a focus on demonstrating project feasibility.
* **Cost and resources issues –** what impact the project is likely to have on CDRC resources**,** including CDRC staff time and use of infrastructure, as well as any data acquisition costs. Resource requirements should be justified.

1. Please note the RAG review process takes approximately 4-5 weeks, so this is an estimated date. [↑](#footnote-ref-1)