**Accessibility Form. Please ONLY use this form if you are unable to use the service.**

**Once complete, email to** **srs.customer.support@ons.gov.uk** **A member of our customer support team will contact you to support processing your application through the service.**

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| 1. Project details  |
| Project Number  | Provided by ONS |   |
|  |
| Project type* Apply for a **full research project** if you have a defined hypothesis and, or research questions. You will be able to request and receive your research outputs subject to clearance rules and procedures. This type of project may be accredited for up to five years and requires you to publish findings that serve the public good. You will receive communications from the SRS nearer to your publication date and must inform the SRS once it is published.
* Apply for an **exploratory project** if you do not have a clear hypothesis. Exploratory analysis will enable you to understand the strengths and limitations of data and inform the development of a detailed proposal for research that will deliver a public good. You will not be permitted to view your research output outside the secure environment or to publish any results. Where access is granted for exploratory access, you will be limited to a maximum of 12 months.
 |
| Select one only from this list:[ ]  full research project[ ]  exploratory project – max period is 1 year, outputs not allowed |
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| Project titleThe title should identify the main area of your research so that another researcher could understand if it might be relevant to their area of study. Use full terms instead of acronyms.The title of the research project will be published on the UK Statistics Authority’s (UKSA) register of accredited research projects if accredited under the Digital Economy Act (DEA) or Approved Researcher gateway of the Statistics and Registration Service Act (SRSA).Max 40 words |
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| Project AbstractProvide a short description of the proposed research project and the public good it will provide. Max 150 words. |
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| Project PurposeProvide a detailed description of your research proposal, including:* the background to the research and whether it is part of a larger programme of work.
* the aims of the project.
* the hypothesis or research questions being addressed.
* the data involved, both data from the SRS catalogue and external data to be ingested for this project.
* why access to unpublished data is required. This should include specific details of other publicly available data you considered. Why were these unsuitable for use in this project?
* a summary of how your research will deliver public good.

This information will help assess whether your proposal is feasible, will deliver clear public good and is an appropriate use of unpublished data. When completing this section please provide a level of detail that would enable someone not familiar with the project to understand the aims and how your project is being undertaken. There is further guidance on what to include in the project purpose available on the UKSA website - [DEA Project application Guidance](https://uksa.statisticsauthority.gov.uk/wp-content/uploads/2019/07/DEA_Research_Project_Application_Guidance_v1.1.pdf).Max 600 words |
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| Research ThemeSelect the theme that most closely matches the subject of your research project. If your project theme is not included below, please select ‘Other theme’ and specify it in the box provided. |
| [ ]  Births and mortality[ ]  Business and industry[ ]  Crime and justice[ ]  Economic output and productivity[ ]  Economy and trade[ ]  Education, training and skills[ ]  Employment and labour market[ ]  Environment, housing and infrastructure (including transport)[ ]  Health, social care and wellbeing[ ]  Migration[ ]  Personal and household finances[ ]  Population and social insights (e.g. social mobility and inclusion)[ ]  Sector specific[ ]  Country specific[ ]  Other themeIf you have selected “other” please specify below: |
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| Project durationProvide the START date, i.e. the date you would like to start accessing the data in the project.Estimate the END date, i.e. date from which you will no longer need access to the data. Consider the length of time needed for your analysis and for your research results to be cleared and output. Access to legally protected data should be minimised. You will receive a notification before the project end date and will have the opportunity to request an extension. |
| Estimated project start date: |  | Estimated project end date:  |  |   |
|  |
| Project organisation(s)Provide the name and address of the organisation(s) that will hold primary responsibility for the research area. |
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| Commissioner or Funder Has the research team received a grant or been commissioned by an organisation to perform this research? If so, please advise from or by whom. |
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| Project teamPlease select each team member and note their role in the project team. Any researcher requiring access to the SRS must be an accredited researcher.The full name and organisation of each team member will be published in a Public Register of Accredited Researchers (AR) on the UK Statistics Authority (UKSA) website. Email SRS.customer.support@ons.gov.uk if you have any queries on this.The **Project Coordinator** is responsible for:* overseeing the project application
* overseeing and monitoring the project
* requesting changes to project team, including any movers or leavers
* requesting changes to the project, such as purpose, datasets and timescales
* responding to audit requests from the Security Compliance and Audit (SCA) team and any other SRS audit teams
* ensuring team members are aware of access conditions
* if planning to leave the project, submitting a change request via RAS to nominate a new Project Coordinator or Deputy Project Coordinator before leaving.

The **Deputy Project Coordinator** supports the Project Coordinator and provides cover if they are unable to fulfil their role.These roles are purely in respect of administration of the project in the SRS. Insert more rows if required. |
| Full name | AR # | Organisation | Email address | Accredited? | Project Role |
|  |  |  |  |  | Project Coordinator |
|  |  |  |  |  | Deputy Project Coordinator |
|   |   |   |   |   | Researcher |
|   |   |   |   |   | Researcher |
|   |   |   |   |   | Researcher |
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| Project SoftwareYou will be provided with the following tools in the project workspace. Please tick those that you intend to use to help us develop this and future services. If there are tools that are not listed and you would like to be able to use, please note these in the text box and we’ll consider adding them to the SRS. |
| [ ]  SPSS  [ ]  Anaconda 3  [ ]  QGis  [ ]  Spyder  [ ]  ArcGIS  [ ]  STATA  [ ]  R for Windows  [ ]  SAS  [ ]  Notepad++  [ ]  Qtconsole  [ ]  Jupyter Notebook  [ ]  R Studio  [ ]  ML-WIN  [ ]  Adobe Acrobat Reader DC  [ ]  Winzip  [ ]  Microsoft Office Professional Plus  Other (please list below)  |
| 2. Datasets |
| Project DatasetsPlease list the Secure Research Service (SRS) datasets you plan to use, only data from the [SRS Metadata Catalogue](https://ons.metadata.works/browser/landing) should be included here. Email SRS.customer.support@ons.gov.uk if you need help finding a dataset for your project. |
| Dataset title | **Date coverage**such as years, range of years, or releases you will use. | **Geography Level** Please note the geographical level of the research, for example Local Authority. | **Data Source**[linked from metadata catalogue, e.g. “Geospatial, webscraping, Image/video, administrative, survey, qualitative, other.”] | **Reason for access**Briefly note how this requested data helps to answer your research question(s), and why the requested coverage for each data source is proportionate. You have a maximum of 50 words. | **Future Releases**Required?  |
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| Supporting documentationInclude supporting documentation, if applicable. Instructions regarding the datasets you have selected may be found on the data catalogue or requested following submission of the application form. This could include documents such as variable request forms or additional data owner approval forms.These documents should be attached to the email sent with this application.   |
|   |
| External Datasets Do you intend to bring data into the SRS? |
|  [ ]  No – skip to methods [ ]  Yes – please complete the sections below |
| External Data justification, approvals and detailYour external data request will be reviewed to see if it can be accessed alongside the data you have requested from the SRS catalogue. Only request variables necessary to answer your project’s research questions; the SRS operates a policy of data minimisation.Please ensure you include the following when requesting the data: Data descriptions and justification * Description of the data you request.
* **Justify** **why you need to bring in the data**. Link this to your purpose and how it is needed in your methodology to reach your public good.

Data owner and data subject approvals* Include the **owner(s)** of the dataset(s) and **evidence that the owner has given permission** to be used in your research. You can give this evidence in form of an email attached to this application.
* Have the data subjects **consented** for your data to be used this way? This is besides the legal gateway, because ethical consent differs slightly. For instance, if you are bringing in social media data did people consent for their data to be used this way?

Data detail and samples* If any of your data requested is publicly available, where applicable, **share the weblink to the data**. If it’s a link to a webpage hosting a data download, clearly state the title and where it is on the webpage.
* If publicly available or not and web link it is not available, **provide a data dictionary/variable list**.
* Please remove any direct or indirect identifiable variables of an individual or business from the data.
* You can **only request variables that are** **not identifiable**. If applicable, please remove any direct or indirect identifiable variables from the data dictionary and data, including data about body corporates.
* Please state the **size of the dataset**. Larger datasets may take longer to check and ingest into your space.
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| Supporting documentationPlease attach any data dictionaries or sample data and the evidence of consent from the data owner and the data subjects.We support the following types of documents:• Word documents• PDF• Excel documentsMaximum accepted file size 20MB. |
|  |
| Inter-Departmental Business Register Services (only applies with business data)Do you require the service of the ONS' Inter-Departmental Business Register (IDBR) team for your project?If you need to identify a specific subset of businesses within datasets held in the Secure Research Service (SRS) and/or match data in the SRS to data you already hold for a subset of businesses, this can be using either Companies House Reference Number (CRN), or business names and addresses.There is a potential charge for this service. Researchers wanting to make a request for a business-linked dataset should contact idbrdas@ons.gov.uk to discuss their requirement. If this service is required, researchers will need to confirm they are happy to proceed with their project on this basis. Researchers must be willing to pay for the matching work based on the cost provided by the ONS before the application is submitted to the Research Accreditation Panel for approval.For either method, the results will be de-identified before being made available to you in your project. |
| [ ]  Yes [ ]  No |
| For each linkage, please provide as much detail as possible, to help us understand the confidentiality risks involved, including:* descriptions of the data sources to be linked
* a summary of key variables that will be used
* a summary of the linking methodology
* a justification for the linking

Max 500 words |
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| 3.Methods |
| Public goodFor the research project to be accredited under the Digital Economy Act 2017 or the Statistics and Registration Service Act 2007, the primary purpose of a research project must be to serve the public good. We are seeking assurance that the methods used with the requested data, the number of assumptions, level of granularity, geography along with the outcomes derived are accurate and will inform the public good and policy makers.Select the following statement that best applies to your research: |
| [ ]  There is evidence that the methods used, and quality of data will lead to valid conclusions and the public good being realised.[ ]  There is limited evidence, or it is unsure whether the methods used, and quality of data will lead to valid conclusions and the public good being realised.[ ]  There is no evidence suggesting that the methods used, or the quality of the data will lead to valid conclusions. This is uncertain and there is a risk that the public good may not be realised |
| Project methods For a research project to be accredited under the Digital Economy Act (DEA) 2017, it must serve the public interest which is a legal requirement set out in the DEA Code of Practice and Accreditation Criteria. We need information on your planned research methods to ensure they are valid when used with the data and can achieve the stated public good of the research project.If there is a risk that the method(s) selected will not lead to valid conclusions and the public good of the project not being realised, your project may require further review before an accreditation decision can be made.Guidance on project methods - According to the Code of Practice for Statistics, methods should be based on national or international good practice, scientific principles, or established professional consensus. The list of methods was taken from the National Centre for Research Methods. A definition of each method listed is available on the [SRS project methods guidance page](https://uksa.statisticsauthority.gov.uk/what-we-do/data-ethics/centre-for-applied-data-ethics/guidance-and-support/ethics-guidance-documents/). Practical user guidance on a range of applied data ethics topics has been published by the [Centre for Applied Data Ethics](https://uksa.statisticsauthority.gov.uk/what-we-do/data-ethics/centre-for-applied-data-ethics/).Select all of the methods you will be using; |
| [ ]  Longitudinal Data Analysis [ ]  Simulation[ ]  Data Mining[ ]  Descriptive Statistics[ ]  Econometrics[ ]  Event History Analysis[ ]  Latent Variable Models[ ]  Microdata methods[ ]  Multilevel models[ ]  Non-Parametric Approaches[ ]  Q Methodology[ ]  Regression Models[ ]  Small Area Estimation[ ]  Spatial Data Analysis[ ]  Statistical Theory and Methods of Inference[ ]  Time Series Analysis[ ]  Machine Learning[ ]  Other methodsIf you have ticked 'Other methods' please explain the method(s) that will be used and provide methodological references (max 500 words) |
|  |
| Project MethodologyFor the data you are accessing in the SRS, please explain:* How the methods selected above will be applied to the data to answer the research questions in your proposal.
* How you will use variables from the datasets you requested
* How you will use the external data with the datasets in the SRS (if applicable)
* The geographical coverage your analysis is at, e.g. England or UK, and reference it alongside the names of the datasets (SRS catalogue and external datasets) you’re analysing.
* How the methods when used with the data you selected for access will lead to valid conclusions and achieve the public good.
* On any methods being used that could lead to unsound or experimental conclusions, resulting in the public good not being fully realised. Please include how you will mitigate this.

All relevant evidence to support your selection should be referenced. Please note that opinions offered without evidence may require further justification. Max 750 words |
|  |
| Project method biases and limitations**You must show that you have thought about the limitations of your methods and have put plans in place to mitigate any risk. This is a requirement from the Code of Practice for Statistics.** Limitations include a weakness in the quality of statistics, data or statistical methods that should be understood to ensure their appropriate use and interpretation. Identifying and managing bias and limitations is essential in research and, to ensure its integrity, it is important that you consider the:* data sources used and how these are produced
* effect of researcher or observation bias throughout the lifecycle of the project
* methods and algorithms used, their assumptions and constraints
* outcomes of your research and how your research is presented

It is equally vital that you provide mitigations for any identified bias. As bias could also be identified later in the research process, it is important to stay aware of this and provide mitigations when appropriate.What are the biases/limitations that you have identified so far? |
| Text Box, 500 words |
| Mitigation Select the extent of mitigations you have in place to address the identified bias or limitations. |
| [ ]  I can mitigate the biases or limitations[ ]  I am unsure about the mitigation for my bias or limitations[ ]  I could not find a mitigation for the bias or limitation in my work |
| Please explain your selection. If you have identified that there is bias and that you can mitigate this, outline these steps. Please also include how likely you imagine these biases are to occur. Max 500 words. |
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| 4. Research sensitivity |
| Will any part of your project focus on protected characteristic or sensitive data?Protected characteristics and sensitive data include age, disability, gender reassignment, pregnancy and maternity, political opinions, trade union membership, genetic data, biometric data to uniquely identify a natural person, health data, race or ethnic origin, religion or belief, sex and sexual orientation, as per the Equality Act 2010 and GDPR. Additional guidance relating to inclusivity of data for research can be found in the UKSA Centre for Applied Data Ethics (CADE) webpage [Ethical considerations related to the inclusivity of data for research and statistics – UK Statistics Authority](https://uksa.statisticsauthority.gov.uk/publication/ethical-considerations-related-to-the-inclusivity-of-data-for-research-and-statistics/).  |
| [ ]  Yes [ ]  No  |
| Potential harm, including outputsYou should consider whether the project could cause any potential negative consequences to the public, and whether these are proportionate to the proposed public benefits of the project. Where appropriate, you should also consider whether the activities involved with conducting the research project could cause potential harm or distress to any of the individuals involved, including the research participants, the research team, or the research facilitators.Please select one of the following; |
| [ ]  Negligible harm to anyone involved, including the public[ ]  Identified potential harm to anyone involved that can be justified and mitigated against[ ]  Identified potential harm that cannot be mitigated against |
| How do you plan to mitigate against the risk of this project impacting on individual’s protected characteristics and/or potential harm?Max 500 words |
|  |
| 5. Public Benefit |
| Public acceptability testingThe Research Code of Practice and Accreditation Criteria requires researchers undertaking research using the data provided under the Digital Economy Act or Statistics and Registration Service Act to provide a clear public good for their project.Further guidance on public acceptability testing: Research does not happen in isolation, so the wider environment in which researchers operate should always be considered. This does not mean that the public’s views must be sought for every project, as this would be time and resource consuming, but an overall awareness of public acceptability must be considered. Information from engagement events for similar projects, government initiatives, public polls and literature reviews are reasonable alternatives to large public consultations, focus and expert groups. Please see [Considering public views and engagement regarding the use of data for research and statistics – UK Statistics Authority](https://uksa.statisticsauthority.gov.uk/publication/considering-public-views-and-engagement-regarding-the-use-of-data-for-research-and-statistics/pages/1/) for more information.Is there evidence that this research is publicly acceptable?Select one of the following: |
| [ ]  Yes, there is evidence that this research is publicly acceptable[ ]  No, but there is evidence that similar research is publicly acceptable[ ]  There is no evidence that this research is publicly acceptable  |
| JustificationPlease provide a justification that supports your statement. This should explain why this is an appropriate use of the dataset that you are requesting access to. Cite and list relevant supporting evidence. If you are undertaking any public engagement, please mention it here.Max 500 words |
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| Type of Public BenefitTo become accredited, all research projects must demonstrate that they will deliver clear benefit to the UK, using the definition set out in paragraph 33.1 of the Research Code of Practice and Accreditation Criteria. Think beyond the statistical outputs that will be produced. What impact is your research going to have on people's lives? See [Considering Public Good in Research and Statistics: Ethics Guidance – UK Statistics Authority](https://uksa.statisticsauthority.gov.uk/publication/considering-public-good-in-research-and-statistics-ethics-guidance/)Select all of the public good points your research project will accomplish; |
| [ ]  Public policy decision making [ ]  Public service delivery [ ]  Decisions likely to significantly benefit the UK economy, society or quality of life of people in the UK [ ]  To replicate, validate or challenge Official Statistics and/or 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[ ]  None of these definitions are applicable to my research |
| JustificationPlease explain how your research will achieve each of the public benefits that you have selected above. If you have ticked 'None of these definitions are applicable to my research', explain why and explain how your project will deliver the clear public benefit to the UK.Max 500 words |
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| Population coverageWhen considering the public benefit of the project you should assess how many people would be affected. For example, are the benefits focused on a particular group within society, or will they impact the whole population?If the study is focused on a small proportion of the population, or a particular group, then:* the research might disproportionally benefit or disadvantage a group,
* the societal impacts of the research might be limited,
* the risk of breaching confidentiality via re-identification increases.

You should justify why the research is focused on that group, and whether this, or other groups, might be adversely affected by this research.Select who you think will benefit from the outputs of this research, one only; |
| [ ]  Public good applicable to entire population[ ]  Societal benefits might be limited to certain groups or areas[ ]  Societal benefits will be limited to certain groups or areas[ ]  Not applicable - scope of this research specifically targets a particular group |
| JustificationPlease explain why your research is likely to achieve a public good under this scale. If you select "not applicable" you should justify why the research is focused on that group, and whether this, or other groups, might be adversely affected by this research.Max 500 words |
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| Publication StrategyThe outcomes from your project should be made available in a way that is publicly accessible and could be reasonably expected to be permanent. This might be achieved by publishing research findings on a website, in press releases or in announcements about new policy decisions. If you require any advice completing this section please contact SRS.customer.support@ons.gov.uk.What research outputs do you intend to produce to make your research available to the public?Select all that apply; |
| [ ]  Refereed journal publication[ ]  Report for Government Department or funder [ ]  Internal report or working paper [ ]  Book chapter or book[ ]  Published presentation (conference, workshop, seminar etc.)[ ]  Research dissertation/thesis (PhD/ MSc/ MA etc.)[ ]  Published news piece/blog post/audio interview[ ]  Other |
| If you have selected 'Other' provide further details on any other research outcomes you intend to produce. |
|  |
| How will your research outputs be disseminated to achieve the stated public good of your project?What to include 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?
* Will the methods and tools you used in the SRS be part of your publication?

Max 500 words |
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| Estimated publication dateWhat is your best estimate of when you expect to publish your final results?We will use this estimate to guide us on when to contact you about putting the publication information on our website. We understand that publication of research results may be dependent on other factors so please give the best estimate you can.  |
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**Please ONLY use this form if you are unable to use the service.**

**Once complete, email to** **srs.customer.support@ons.gov.uk** **A member of our customer support team will contact you to support processing your application through the service.**