CLS Application for Data Access

The Centre for Longitudinal Studies (CLS) welcomes proposals to access CLS data in the exceptional circumstances that they are *not currently available* via the defined mechanisms governing the release of CLS data, which are:

* UK Data Service (UKDS) for the main survey data
* METADAC or WTCCC DAC for genotypic data.

The data access applications may include (but are not restricted to):

* **Main survey data**: some data collected by the CLS cohort studies have not been deposited at the UKDS due to their sensitive nature or because they have not been prepared sufficiently to be archived.
* **Linked administrative records:** CLS has a programme of record linkages underway and the data are made available through the UKDS. However, some of these linked data have not been deposited at the UKDS due to their sensitive nature, but are available for research purposes under strict secure conditions from the CLS premises.
* **Paradata:** CLS holds data about the data collection process from some data collection sweeps. These are collected primarily for administrative purposes and are not routinely released for research use.

Further [guidelines for data access](http://stage.ninjasforhire.co.za/cls/wp-content/uploads/2017/02/CLS_Guidelines_proposals_data_access_final.docx) can be found on the website.

If you wish to access CLS data that are held by CLS but not currently available via the UK Data Service (or another mechanism) you should first contact clsfeedback@ucl.ac.uk to explore the likely feasibility of the request. Applicants should next complete this application form and send it to clsfeedback@ucl.ac.uk.

All proposals will be discussed at a meeting of the **CLS Data Access Committee** (CLS DAC). The CLS DAC meets typically every month.

Researchers must allow plenty of time between submitting their application and when they plan to undertake research on the data which they are applying for. In cases where significant resources of the CLS data management team are required to fulfil the request, we suggest an application is submitted at least 3 months before the planned research will take place.

1. **Main data applicant**

For PhD projects, the main data applicant on the application must be the supervisor.

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| **Title, forename, surname:** |  |
| **Work Address:** |  |
| **Academic email address:** |  |
| **Telephone:** |  |

1. **Research team**

Please list the names of all member(s) of your research team who need access to the data and their contact email address.

|  |  |
| --- | --- |
| **Name** | **Email address** |
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1. **Location**

Please specify the location where the data will be accessed and stored if it is different to the organisation/institution specified in section 1.

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1. **Type of data**

Please indicate what not deposited data are being requested:

[ ]  Main survey data

[ ]  Transcribed or digitised legacy data

[ ]  Linked administrative records

[ ]  Paradata

[ ]  Other (please specify)

1. **CLS Cohort(s)**

Please indicate which CLS study or studies this proposal relates to:

[ ]  National Child Development Study (1958 Birth Cohort)

[ ]  1970 British Cohort Study

[ ]  Next Steps

[ ]  Millennium Cohort Study

1. **Title of the research project**
2. **Abstract of the research project**

Please provide a short description of the proposed research you plan to do with the requested data, including main research question(s):

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1. **Details of the research proposal**

Please provide a full and detailed description of the purpose for which the data are requested, describing the aims of the study/research and the potential impact of the research for policymakers and/or practitioners. Where research is part of a larger programme, please include details below.

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1. **Data requested**

Please specify what CLS data to which access is requested. Please provide as detailed a description as possible. If applicable, please list all survey variables, or external data which you require to be linked to the data you are requesting:

1. **Derived variables**

Please describe what derived variables or other data outputs are planned based on your proposed access to this data. All derived variables and related documentation must be returned to CLS as a condition of access.

1. **CLS conditions of data use**

**All data from the CLS cohort studies is documented and archived for potential use by the wider research community.** Therefore, I agree that should access be granted, I will agree to use the data according to the CLS conditions of data use listed below. I understand that the data that I request, and any returned variables, will be documented and deposited at the UK Data Archive, and may be shared by CLS for wider use.

The CLS conditions of data user are:

* I will use the data only for the purposes of research specified in my DAC application
* I will return all derived variables and related documentation arising from this request to CLS within 12 months of receipt.
* I will register at the UK Data Archive <https://www.ukdataservice.ac.uk/get-data/how-to-access/registration/uk-he-fe-users> and will abide by the terms of UK Data Archive Licence which I have signed as part of my registration.
* I will abide by the UKDS Microdata Handling and Security: Guide to Good Practice <https://www.ukdataservice.ac.uk/media/604725/cd171-microdatahandling.pdf>
* I will not link between the research identifiers supplied by the UK Data Service and any other identifiers previously issued.
* I will notify CLS of any non-compliance I am aware of
* I will not to use the data for commercial purposes
* I understand that CLS does not transfer any interest in intellectual property to me
* I understand that the materials are provided without warranty or liability of any kind
* I will abide by any further conditions notified to me
* I will ensure that the means of access to the data (such as passwords) are kept secure and not disclosed to anyone else
* I will preserve the confidentiality of, and not attempt to identify, individuals, households or organisations in the data
* I will use the correct methods of citation and acknowledgement in publications
* I will send CLS bibliographic details of any published work based on the data
* I will notify CLS of any errors discovered in the data collections
* I will store the data following the guidelines data specified in section 3.2 of the UKDS Microdata Handling and Security: Guide to Good Practice
* At the end of the project, I will destroy the data as specified in section 6 of the UKDS Microdata Handling and Security guide
* Any non-compliance with these terms and conditions will lead to immediate termination of my access to the data could result in legal action against me.

**Signed: Print Name:**

**Date:**