**CLS Data Enhancement Request**

# CLS Data Enhancement Application Form

The CLS Data Access Committee (CLS DAC) welcomes applications for data enhancements that relate to a new data collection, addition of additional questions within an existing survey instrument, and digitisation, transcription and/or coding of legacy data.

***Please read the*** [***CLS Guidelines for Data Enhancement***](#_Guidelines_CLS_Data) ***prior to completing this form.***

## Main data applicant

For applications by students, the main data applicant must be the project supervisor.

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| --- | --- |
| **Name:** |  |
| **Affiliation and work address:** |  |
| **Academic email address:** |  |
| **ORCID link:** |  |
| **Telephone:** |  |

## Research team and collaborators

Please list the names of all member(s) of your research team who need access to the data.

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| --- | --- | --- |
| **Name** | **Affiliation** | **Email address** |
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You may add rows for additional users if required

## Type of enhancement

Please indicate whether this is a proposal for the following:

[ ]  Additional questionnaire/survey time within an existing survey instrument

[ ]  New data collection beyond the existing survey instruments

[ ]  Transcription or coding of not transcribed or digitised legacy data

[ ]  Other (please specify)

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## CLS Cohort(s)

[ ]  National Child Development Study (1958 Birth Cohort)

[ ]  1970 British Cohort Study

[ ]  Next Steps

[ ]  Millennium Cohort Study

## Title of the research project

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## Plain language abstract of the research project

Please provide a short description of the proposed enhancement study. Maximum 200 words:

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## Description of the research project

Please provide a full and detailed description of the purpose for which the data enhancement is requested, describing the aims of the study/research. Please specify if the research project is part of a larger programme.

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| 1. Research project description *(up to 500 words)*
2. Brief methodology description *(up to 500 words)*
3. Ethico-legal issues including sensitive or controversial social topics (up to 500 words)

*If you are undertaking research in potentially socially controversial areas, please consult section 6.8 of* [*the CLS Data Access Framework*](https://cls.ucl.ac.uk/wp-content/uploads/2020/12/CLS_Data_Access_Framework.pdf) *for additional guidance.* |

## Justification of the data enhancement

Please provide an explanation of why the proposed enhancement needs to take place in the context of the specific cohort study, including, for example, why the longitudinal study design is important, or whether the research questions are relevant to a particular life stage:

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## Proposed sample size and study design

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## Burden on cohort members

Please describe the likely burden on respondents, as indicated by:

* The proposed number of contacts with respondents
* The length of time the interviews will take
* Any other aspects of the data collection which could be burdensome

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## Instruments of data collection

Please provide details of the instruments to be used, including, for example:

* References to any validation of these instruments
* References to evidence of their acceptability to respondents of similar age/background

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## Ethical issues

Please specify any ethical issues arising:

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## Cost of data collection

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## Funding

An indication of potential funders and whether any preliminary approaches have been made to funders:

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CLS’ policy is that the Principal Investigator of the study would normally be the Principal Investigator for any funding application to enact record linkages in the CLS cohorts, and for all formal applications for linkage to any data controller, and any other associated applications. Please comment if this causes any particular issues for your application:

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## Project dates

Please specify when you estimate that the project will start and finish.

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| --- | --- |
| Start date (MM/YYYY) |  |
| Finish date (MM/YYYY) |  |

## Data Access

Please specify the server where the data will be accessed and stored and indicate if it is different to the organisation/institution servers specified in section 1.1.

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## Data outputs

Please describe what derived variables or other data outputs are planned as part of your proposal. At the request of CLS, relevant data outputs and documentation must be sent to CLS.

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## Plans for research outputs resulting from the study

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## Potential use by the research community

Please describe what research questions which could potentially be answered by other researchers using the data created:

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## CLS conditions of data use

All data from the CLS cohort studies are documented and archived for potential use by the wider research community.

I agree that I will use the newly created data according to the CLS conditions listed below:

* Use the data only for the research project approved by CLS DAC
* I understand that the data that I request, and any data or documentation I return to CLS, may be shared by CLS for wider use via the UK Data Archive or other data repositories.
* Preserve the confidentiality of, and not attempt to identify, individuals, households, or organisations. Data cannot be linked or combined to other information in a way that could re-identify the research participants, even if access to that data has been formally granted
* Store the data securely in an organisational setting; if data are placed in a shared directory or on a Local Area Network (LAN), access must only be available via personal authentication.
* Be aware of, and follow, any information security guidelines provided by the applicant’s organisation.
* Ensure that the means of access to the data (such as passwords) are kept secure and not disclosed to anyone else.
* Notify CLS of any non-compliance they are aware of. Any incidents of unauthorised access to, processing of, or disclosing of, the research data must be reported immediately
* Not use the data for commercial purposes.
* Notify CLS of any errors discovered in the data by emailing *clsfeedback@ucl.ac.uk*.
* Understand that CLS does not transfer any interest in intellectual property to the Recipient Institution.
* Understand that the data are provided without warranty or liability of any kind.
* Ensure that the data must not be passed to a third party (i.e., to anybody that is not included in this list of applicants on this project, nor is a direct employee of one of these applicants). This would include any sharing of publicly available individual level data.
* At the request of CLS, return derived variables and related documentation arising from this request to CLS within 12 months of receipt of the requested data.
* At the end of the project, data must be deleted from the system on which it has been stored using a secure erasure programme. The recycle/trash bin must be emptied, preferably to be immediately followed by running a secure erasure programme.
* Inform CLS of any publications that arise from this project, which CLS will cite and publish on the CLS website.
* Be aware that the CLS will publish anonymised basic information about the CLS DAC approved project to the CLS website.
* Understand that any non-compliance with these terms and conditions will lead to immediate termination of access to the data and could result in legal action.

**Signed: Print name:**

**Date:**

# Guidelines for CLS Data Enhancements Proposals

## Introduction

The Centre for Longitudinal Studies (CLS) is responsible for four national cohort studies that follow the same group of people from childhood and throughout their lives:

* the National Child Development Study (NCDS, or the 1958 Birth Cohort Study
* the 1970 British Cohort Study (BCS70),
* the Millennium Cohort Study (MCS)
* Next Steps

CLS has an active programme of data collection, which covers a wide range of data such as surveys, biomedical data, and qualitative data. As part of this programme of data collection, CLS welcomes data enhancement proposals to collect additional data, as well as to enhance legacy data previously collected.

## Data enhancements via the CLS DAC

The CLS Data Access Committee (CLS DAC) welcomes proposals for data enhancements to its four cohort studies. The functioning of the CLS DAC is described in detail in the [CLS DAC Terms of Reference](https://cls.ucl.ac.uk/wp-content/uploads/2020/12/CLS_DAC_Terms_of_Reference.pdf).

CLS data enhancements may take the form of:

* **New data collection** beyond the existing survey instruments, either at a sweep or between sweeps
* **Additional questionnaire/survey time within an existing survey instrument**
* **Digitisation, transcription and/or coding of legacy data:** some data collected in earlier sweeps of NCS and BCS70 cohorts have not yet been digitised from original paper questionnaires. Such legacy data can be digitised and/or processed as a data enhancement project.

Data enhancements may apply to the full sample or to a sub-sample of the cohort. They may relate to collection of new or additional qualitative or quantitative data.

## Request process

To apply for CLS research data enhancement please follow these steps:

1. Those wishing to submit a proposal for a data enhancement on one of the CLS cohort studies should get in touch with the [Principal Investigator (PI) of the relevant cohort study](http://www.cls.ioe.ac.uk/page.aspx?&sitesectionid=794&sitesectiontitle=Data+enhancements) to discuss their request
2. Upon agreement with the PI, please complete the [CLS Data Enhancement Application Form](#_CLS_Data_Enhancement)
3. Send the completed application form to *clsfeedback@ucl.ac.uk**.*

CLS data can be used according to the consents and ethical approvals of the studies and cannot be varied under any circumstance. The applicant’s funders’ and publishers’ requirements must be compatible with these and cannot require anything in conflict with the CLS conditions.

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 are required to fulfil the request, we suggest an application is submitted at least 6 months before the planned research will take place.

Requests to create **new linked data**, including new geographical linkages, are governed by separate CLS guidelines and require the submission of the [CLS Record Linkage application form](https://cls.ucl.ac.uk/data-access-training/data-enhancements/).

Requests to **access data not publicly available or biosamples** require the submission of the [CLS Data Access application form](https://cls.ucl.ac.uk/data-access-training/data-access/accessing-data-directly-from-cls/).

**Principal Investigators and co-PIs**

Data enhancements should name the PI of the cohort study as the Principal Investigator of the project. The team or researcher proposing the enhancement would normally be Co-Investigator(/s) of the project. This allocation of PI and Co-I roles does not reflect the extent of the scientific contributions of the investigators. Instead, it is intended to ensure that the PI of the cohort study retains full responsibility for the conduct of the study, and that CLS retains appropriate control over issues such as ethical permissions, data security, and the timely documenting and deposit of data. This condition relates to all types of proposals enumerated above.

## CLS DAC approval process

All proposals for data enhancements will be discussed at an internal meeting of the CLS DAC, attended by the PIs, an external advisor from the UK Data Service and the Senior Data Manager. The CLS DAC meets typically every month.

Decisions about which enhancements to support will be based on the information provided in the application form and a clear set of criteria as follows:

* 1. The scientific merit of the proposed enhancement. If necessary CLS DAC may seek further expert input on this, though this is not intended to replace a peer review process at the funding proposal stage;
	2. Whether the proposed study needs to take place in the specific cohort study proposed, or could feasibly occur elsewhere;
	3. Respondent burden;
	4. The potential wider benefits of the enhancement to the scientific community beyond the research set out by the proposer;
	5. Other possible ethical issues;
	6. The CLS resources required to deliver the enhancement, and any risk posed by the enhancement to CLS’ ability to deliver on its core mission or other existing commitments.

Following the CLS DAC discussion, the applicant of the data enhancement may be asked to respond to any queries raised by the meeting and to modify their proposal to render it suitable for further consideration.

**CLS Strategic Advisory Board**

All those proposals for data enhancements that are deemed to meet the initial criteria will be forwarded to the CLS Strategic Advisory Board, accompanied by a brief report on the views of CLS DAC about the strength of the case for the enhancement. The Strategic Advisory Board will note these decisions.

The Strategic Advisory Board should only become involved in decision making if a request was initially turned down by the PIs’ Group. In these circumstances the PI group would need to provide information about the proposed enhancement and a short report explaining why it had been rejected.

## Data release

All researchers working on CLS data will protect the privacy of cohort members, and will not attempt to identify individual cases, or copy any data to other people who may not have signed the appropriate undertaking. All data released from the project to applicants (outside of CLS or a nominated data controller) will be de-anonymised.

All researchers making a proposal for an enhancement will be asked to sign a declaration that the data from any proposed enhancement project will be documented and archived for use by the wider research community as soon after data collection and preparation as practically possible (usually within 12 months).