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 data enhancement guidelines***](#_Guidelines_CLS_Data) ***prior to completing this form.*** *You must complete the most recent version of this form, which can be found on the* [*CLS data enhancement webpage*](https://cls.ucl.ac.uk/data-access-training/data-enhancements/)*.*

## 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:** |  |
| **Website (e.g., ORCID or institutional website):** |  |
| **Telephone:** |  |

## Research team and collaborators

Please list the names of all members of your research team who need access to the data, their affiliation, and their contact email addresses.

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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 (NCDS, or the 1958 Birth Cohort Study)

[ ]  1970 British Cohort Study (BCS)

[ ]  Next Steps (Next Steps)

[ ]  Millennium Cohort Study (MCS)

## Title of the research project

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## Plain language abstract summarising the research project

Please provide a short description of the proposed research you plan to do with the data, including the main research question(s). Maximum 150 words.

The plain-language abstract will be published online and should be written in accessible language that cohort members would readily understand. For further guidance on writing a plain-language abstract, please see Appendix 1 of [the CLS Data Access Framework](https://cls.ucl.ac.uk/wp-content/uploads/2020/12/CLS_Data_Access_Framework.pdf).

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## Project keywords

Please add at least five keywords related to your project, for publication online.

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## Description of the research project

Please provide a full and detailed description of the purpose for which the data are requested, describing the aims of the study/research, methodology, and ethico-legal considerations. 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, in particular regarding sensitive or socially controversial topics. *We strongly advise that you 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 guidance.*
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## 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, i) why the longitudinal study design is important, ii) whether the research questions are relevant to a particular life stage, and iii) what would be the potential use by the research community:

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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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## Cost of data collection

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## Has the project been funded?

Funding is not mandatory but provides an additional reassurance for the project.

[ ]  Yes. Please provide the name of the funder and the end date of the funding:

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[ ]  No. If the project is not funded or you are waiting to hear from a funder, please provide a statement on whether the project will still go ahead without funding and how you will proceed:

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## Has the project received ethical approval?

Ethical approval is not mandatory for this DAC application but might be required by your institution.

[ ]  Yes. Please provide the name of the Ethics Committee Board, reference, and date of approval:

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[ ]  No. Please explain why the project has not received ethical approval:

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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 outputs

Please describe what derived variables or other individual-level data outputs you plan to generate or compute as part of your proposal. Relevant data outputs and documentation must be sent to CLS if requested.

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## 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.

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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

This section concerns the conditions of use of Data that form part of the research Project hereafter referred to as 'the Materials'. The term ‘Data’ refers to the Data requested, as well as any new derived variables or data arising from this CLS DAC application. CLS data sharing is governed by the [CLS Data Access Framework](https://cls.ucl.ac.uk/wp-content/uploads/2017/02/CLS_Data_Access_Framework.pdf).

In signing this Agreement, the main data applicant agrees to use the Materials according to the CLS conditions listed below:

1. Use the Materials only for the research Project approved by the CLS DAC.
2. Understand that the Materials requested, and any Data or documentation returned to CLS, may be shared by CLS for wider use via the UK Data Archive or other repositories.
3. Preserve the confidentiality of, and not attempt to identify individuals, households, or organisations. Materials cannot be linked or combined to other information in a way that could re-identify the research participants, even if access to those Materials has been granted.
4. Store the Materials 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
5. Be aware of, and follow, any information security guidelines provided by the Recipient’s Institution.
6. Ensure that the means of access to the Data (such as passwords) are kept secure and not disclosed to anyone.
7. Notify UCL/CLS of any non-compliance they are aware of. Any incidents of unauthorised access to, Processing of, or disclosing of the research Materials must be reported immediately. Such incidents will be considered as data breaches and CLS will report them to the UCL Information Security Group (ISG) and, where the breach is notifiable within the applicable laws, to the Information Commissioner’s Office (ICO) and the data subjects.
8. Not use the Materials for commercial purposes.
9. Notify CLS of any errors discovered in the Materials by emailing clsdata@ucl.ac.uk.
10. Understand that CLS does not transfer any interest in Intellectual Property to the Recipient’s Institution.
11. Understand that the Materials are provided without warranty or liability of any kind.
12. The Materials must not be passed to a third Party (i.e., to anybody that is not included in the list of applicants on this Project, nor is a direct employee of one of these applicants).  This includes sharing of publicly available individual level Data. If collaborators are based in different organisations, they should sign a separate Data Sharing Agreement (DSA).
13. 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.
14. Ensure that all reporting of Project results and press releases use careful and balanced language in order to avoid misinterpretation or exaggeration of the findings. Live interactions with the media (including social media) should use careful and balanced language.
15. 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 and immediately followed by the running of a secure erasure programme.
16. Inform CLS of any publications that arise from this Project, which CLS will cite and publish on the CLS website.
17. Be aware that CLS will publish anonymised basic information about this CLS DAC approved Project on the CLS website.
18. Understand that this Agreement is subject to review and without limitation whenever a change in the law, contracts for services with third Parties, other procedures, or other relevant circumstances take place.
19. Agree to comply with the General UCL Terms and Conditions described in Section 6 and with the Data Protection requirements described further in Schedule 1. In case of a conflict with Schedule 1, the provision of sections 5 and 6 shall prevail.
20. 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.

[SIGNATURE BELOW]

**Signed:** Click or tap here to enter text.

**Print name:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

# CLS data enhancement guidelines

## Introduction

The Centre for Longitudinal Studies (CLS) is responsible for four national cohort studies: the National Child Development Study (NCDS, or the 1958 Birth Cohort Study), the 1970 British Cohort Study (BCS70), the Millennium Cohort Study (MCS) and Next Steps, which follow the same group of people from childhood and throughout their lives.

CLS research data are publicly available to researchers through a number of data repositories. The vast majority of CLS research data are available from the UK Data Service (UKDS):

* [NCDS](http://discover.ukdataservice.ac.uk/series/?sn=2000032)
* [BCS70](http://discover.ukdataservice.ac.uk/series/?sn=200001)
* [MCS](http://discover.ukdataservice.ac.uk/series/?sn=2000031)
* [Next Steps](http://discover.ukdataservice.ac.uk/series/?sn=2000030)

## Data enhancements via the CLS DAC

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.

The CLS Data Access Committee (CLS DAC) evaluates 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 NCDS 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 data enhancement application for 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 application form to clsdata@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 of data use](#_CLS_conditions_of).

Researchers must allow plenty of time between submitting their application and when they plan to undertake research on the data requested. 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 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 (PIs) and Co-Investigators (co-Is)

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.

## The CLS DAC approval process

All proposals are discussed at a meeting of the CLS Data Access Committee (CLS DAC), which typically meets every month.

The CLS DAC’s decisions will be based on the information provided in the application form and accompanying documentation. The approval criteria are listed in section 8.2 of the [CLS Data Access Framework](https://cls.ucl.ac.uk/wp-content/uploads/2017/02/CLS_Data_Access_Framework.pdf).

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, the 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 if consent collection is requested.
	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. 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 Committee and to modify their proposal to render it suitable for further consideration.

### CLS Strategic Advisory Board

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

The CLS 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 must provide information about the proposed enhancement and a short report explaining why it had been rejected.

## Data release

Once access has been granted, research data will be released via a suitable mechanism, free of charge.

The data release mechanism will depend on the level of disclosivity and sensitivity of the data requested, which will determine the relevant “tier” according to the [CLS Data Classification Policy](https://cls.ucl.ac.uk/wp-content/uploads/2017/02/CLS_Data_Classification_Policy.pdf). The four research data tiers are:

* Safeguarded data – Tier 1a: low level of disclosure and sensitivity. This corresponds to the UKDS End User Licence.
* Special safeguarded data – Tier 1b: medium level of disclosure and/or sensitivity. This corresponds to the UKDS Special Licence.
* Controlled data – Tier 2: high level of disclosure and/or sensitivity. This corresponds to the UKDS Secure Access.
* Special controlled data – Tier 3: very level of disclosure and/or sensitivity. These data must be accessed via the UCL Data Safe Haven.

The CLS DAC considers appeals from researchers regarding the tier level allocated to any CLS data. For further information on how to proceed, please contact clsdata@ucl.ac.uk.

For safeguarded data (tiers 1a and 1b) and controlled data (tier 2) will generally be shared via the UKDS. However, depending on CLS capacity, interim arrangements will be made occasionally to provide the applicants with the requested data prior to these becoming available at the UKDS.

CLS data releases will be governed by a CLS data sharing agreement (DSA) and subject to data security arrangements equivalent to those from the UKDS.

In circumstances where access is granted to special safeguarded data (tier 3), this would only be permitted via the highly secure UCL Data Safe Haven.

All researchers working on CLS data will observe the CLS conditions of data use that can be found at the end of the application form ([section 19 of the CLS data enhancement application form](#_CLS_conditions_of)), and will not attempt to identify individual cases, or share data with other unauthorised person/s.