Research Data Centre (FDZ)
of the German Federal
Employment Agency (BA)
at the Institute for
Employment Research (IAB)

FDZ

How to prepare an application for remote data processing of weakly anonymous data of the research data centre (FDZ) of the BA at the IAB

To ensure that your request can be processed as quickly as possible, please fill in the request form **very carefully**, coherent, and completely.

1. Information about the project

No.	Notes
ad 1a	**Title of the specific research project** Title of the research project for which the data will be used. Please note that a new application is necessary if you want to use the same data for another project.
ad 1b	**Description of the research project including objectives as well as basic hypotheses and methodologies used** A detailed summary of the research project with a comprehensible description of the following points (approx. 1-2 pages in total): ■ Research goals ■ Relevant questions ■ Methods/empirical approach ■ Significant variables/outcomes The summary should be formulated in such a way that it may include non-substantial changes or extensions of the questions of the study. **Note**: The description of the research project must clearly show that at least part of the project explicitly deals with a question related to labour market research. This should be briefly described here. 1c is intended for a more comprehensive explanation.
ad 1c	**In what way is the research project related to scientific labour market research?** The description of the research project must clearly indicate that at least one part of the project addresses topics concerning labour market research. It must be clearly stated which effects on the labour market are analysed. It is not enough to derive conclusions for the labour market only indirectly from the research results. This section might include a (very) brief and non-technical discussion of the scientific literature or existing challenges regarding labour market policy.
ad 1d	**End date of the project** Please state the exact date of the planned project end or the date when the data use period in the project ends. The end of the project represents the end of the term of the data use agreement to be concluded with the FDZ.

No.	Notes
ad 1d	**Is the research project third-party funded?** A third-party funded project is one that is at least partially financed by external institutions, e.g. science foundations (DFG, NSF, Bertelsmann Foundation...), the EU, ministries, companies, associations etc.

2. Information about the data requirements

No.	Notes
ad 2a	**Description of the data requirement:** By default the FDZ always provides the current versions and all available waves of the required data product at the time of the conclusion of the data use agreement. For the Establishment History Panel (BHP) it is necessary to specify the required years because of the file size. After the data use agreement is signed, additional years of the BHP, the IAB Establishment Panel and the German Job Vacancy Survey of the IAB can be requested by email at any time. If you want to use older versions or data products from the FDZ Data Archive we ask you to contact us directly (iab.fdz@iab.de). The data are only provided in Stata format. If more than one data product is requested, please note the following restrictions: Each data product will be provided in its own project folder. It is not possible to copy or move files from one project folder to the other, i.e. the merging of the micro data is impossible. Anonymous aggregate data can be transferred from one project folder to another by FDZ staff (see 2e and the 'Guidelines for On-Site Use and Remote Date Access', chapter 5.5). Additionally, the FDZ offers extension files for many data products which can be provided in the same project folder (see 2c and 2d).
ad 2b	**Reasons why the data under item 2a are required for the research project** Please explain why the data are required for the research project. Why are other data sets and/or particularly anonymous or aggregate data not suitable? If more than one data product is requested for one research project, please explain why one data file is not sufficient and why several data products are needed.
ad 2c	**List of the required sensitive variables or extension files** Exact names and labels of the required sensitive variables. Exact name of extension files. Name of the data product to which you want to link them.These are described in the FDZ data reports. Please do not list regular variables here as they will always be provided. The number of sensitive variables or extension files should be kept as small as possible.

	Additional note for requesting the Establishment-History-Panel (BHP): The exact names of the required extension files can be found in the FDZ data report for the BHP. Additional note for requesting IAB Establishment panel, SIAB, LIAB or ALWA-ADIAB: Selected establishment characteristics from the BHP as well as BHP extension files can be merged to the data. Please specify the sensitive variables, blocks of variables and extension files according to **this list** of BHP variables.
ad 2d	**Why are the variables/extension files listed under item 2c required?** Explain **why** access to the variables/extension files listed under item 2c is essential for conducting the research project. Following the principle of data parsimony, variables or modules will only be made accessible if they are essential for the project. Explanations may be pooled by variable groups. Please note that some of the sensitive variables are already included in the data in a slightly aggregated form (e.g. nation_gr is a slightly aggregated version of nation). If you need to use the detailed information (nation), please explain why the aggregated version (nation_gr) is not sufficient to reach the research goal. The combination of sensitive variables (e.g. place of residence and place of work) may increase the risk of reidentification substantially. In these cases, please explain very carefully and comprehensibly.
ad 2e	**Will aggregate data be created during the project for transfer to other project folders or for export?** In justified individual cases, the FDZ provides absolutely anonymous aggregates from the research data for transfer to other project folders (see 2a) or for export (in the Stata data format). The FDZ defines aggregate data as e. g. average wages at the district level, key performance indicators for establishments by economic activity or employment flows over time. No aggregate data in this sense are results of estimation or descriptive methods which can be directly incorporated as tables in a publication (these would be part of the regular log file). For reasons of data protection, such aggregate data can only be generated once per project. In order to ensure data parsimony and to minimize the effort during disclosure review, please contact the FDZ **before** generating aggregated data.
ad 2f	**Description of content and structure of the required aggregated data (in point 2e)** Required information on the aggregate data is, for example, a precise description of the planned aggregation level (e.g. by state and 3-digit industry over time) or of the generated variables (e.g. calculation of totals, averages or indices). The aggregated data must comply with the "Guidelines of the FDZ of the BA at the IAB as to Remote Data Access and On-site Use" with regard to data protection, data parsimony and documentation.
ad 2g	**Why are the aggregated data (in point 2f) required?**

The export of aggregate data is only permitted if the subsequent analyses based on the aggregated data cannot be carried out within the FDZ guest network. Only aggregated data that are directly necessary for answering the research question in accordance with point 2b may be exported. In addition, only aggregated data that cannot be obtained from other sources, such as the statistical office of the Federal Employment Agency or the Federal Statistical Office, are permitted.

3. Information about the institution submitting the request

No.	Notes
ad 3a	**Name, address and legal form of the institution conducting the research** The institution conducting the research project must be named specifically and in a legally binding way in the request. When several institutions are involved, each submits an identical application.
ad 3b	**Proof that the institution conducting the research is to perform tasks defined as independent scientific research** Please enclose the relevant document(s) together with the application form. Proof of independent scientific research may be, for example, the Articles of Association of the research institution conducting the research. No proof is required in the case of public universities. (Please make a note of this on the request form.)
ad 3c	**Name, address and legal form of all cooperation partners involved in the study** Any **cooperation partners** involved in the study must be listed if they are to work with the micro data independently. They additionally have to submit an own application.

4. Information on the users

No.	Notes
ad 4a	**Names, addresses and e-mail addresses** of the researchers requesting access to the anonymized social data for the purpose of on-site use or remote data processing. Please make sure that the number of data users is as small as possible.

Other notes

Data use for students
Students may use social data via on-site use at the FDZ in the context of their thesis or dissertation. In this case the faculty responsible for the student submits the request for data use.

Amendments to the data use agreement

In case of existing agreements, amendments concerning the following aspects can be incorporated via a supplementary data use agreement:

- project end
- data requirements
- inclusion of further researchers

A form to request relevant amendments can be found here:
http://doku.iab.de/fdz/access/Ergaenzungsantrag_Dafe_EN.zip

Changes of the contents of the project require a new request for data use.

What to do if you move to a different research institution or a new cooperation partner is involved

If a user changes employers and wishes to continue using the data, or there is a new cooperation partner involved in the study, a new data use agreement is concluded with the new institution. The new institution has to submit a new application to the FDZ. If there are other data users for the corresponding project at the previous institution, the data use agreement with the FDZ remains valid. If this is not the case, the agreement ends when the user leaves the institution.