

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

To ensure that your application is processed as quickly as possible, please complete your application form **very carefully**, completely and comprehensively.

1. Information about the project

No.	Notes
ad 1a	<p>Title of the specific research project</p> <p>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.</p>
ad 1b	<p>Description of the research project including objectives as well as basic hypotheses and methodologies used</p> <p>A detailed summary of the research project with a comprehensible description of the following points (approx. 1-2 pages in total):</p> <ul style="list-style-type: none"> • Research goals • Relevant questions • Methods/empirical approach • Significant variables/outcomes <p>The summary should be formulated in such a way that it may include non-substantial changes or extensions of the questions of the study.</p> <p>Note: The description of the research project must clearly show that at least part of the project explicitly deals with a question related to <u>labour market research</u>. This should be briefly described here. 1c is intended for a more comprehensive explanation.</p>
ad 1c	<p>In what way is the research project related to scientific labour market research?</p> <p>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.</p>
ad 1d	<p>End date of the project</p> <p>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.</p>
ad 1e	<p>Is the research project third-party funded?</p> <p>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.</p>

2. Information about the data requirements

No.	Notes
ad 2a	<p>Description of the data requirement:</p> <p>By default the FDZ always provides the current versions and all available waves of the required data 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.</p> <p>If you want to use older versions or data from the FDZ Data Archive we ask you to contact us directly (iab.fdz@iab.de).</p> <p>The data are <u>only provided in Stata format</u>.</p>
ad 2b	<p>Reasons why the data under item 2a are required for the research project</p> <p>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 file is requested for <u>one</u> research project, please explain why one data file is not sufficient and why several data files are needed.</p>
ad 2c	<p>List of the required <u>sensitive variables</u> or <u>extension files</u></p> <p>Exact names of the required variables or files <u>and</u> the data set 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.</p> <p><u>Additional note for requesting the Establishment-History-Panel (BHP):</u> The exact names of the required extension files can be found in the FDZ data report for the BHP.</p> <p><u>Additional note for requesting IAB Establishment panel, SIAB, LIAB or ALWA-ADIAB:</u> 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.</p>
ad 2d	<p>Why are the variables/extension files listed under item 2c required?</p> <p>Explain <u>why access to the variables/extension files</u> 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 <u>groups</u>.</p> <p>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.</p>
ad 2e	<p>Will aggregate data be created during the project for transfer to other project folders or for export?</p>

	<p>In justified individual cases, the FDZ provides absolutely anonymous aggregates from the research data for transfer to other project folders 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).</p> <p>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.</p>
ad 2f	<p>Description of content and structure of the required aggregated data (in point 2e)</p> <p>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.</p>
ad 2g	<p>Why are the aggregated data (in point 2f) required?</p> <p>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.</p>

3. Information about the institution submitting the request

No.	Notes
ad 3a	<p>Name, address and legal form of the institution conducting the research</p> <p>The <u>institution conducting the research project</u> must be named specifically and in a legally binding way in the request. When several institutions are involved, each submits an identical application.</p>
ad 3b	<p>Proof that the institution conducting the research is to perform tasks defined as independent scientific research</p> <p>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.)</p>
ad 3c	<p>Name, address and legal form of all cooperation partners involved in the study</p> <p>Any cooperation partners involved in the project must be listed here if they are associated with a different institution than the one named in 3a and if they request data access, too. Cooperation partners without data access are not to be listed.</p>

4. Information about 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.
ad 4b	Locations to be used by the researchers listed under 4a for on-site visits. <p>There are two groups of locations for on-site visits. Due to data protection regulations, we have to take additional anonymization measures when our data is used in the second group (USA, Canada and Great Britain).</p> <p>If you want to use the data at locations from both groups (e.g. Germany and the USA), further anonymization is also necessary. This applies, for example, if several data users of the same project work at different locations. A parallel use of the more and less anonymized data in the same project is not possible.</p> <p>If you want to change from a German to a US location during the course of the project, for example, please contact the FDZ as early as possible, as a change without additional anonymization measures is not possible. For shorter stays abroad (less than 9 months) a change is unfortunately not possible, because the workload for the anonymization is disproportionate. In these cases, however, it is still possible to analyze the data abroad using our online application JoSuA.</p> <p>Once the data of a project has been further anonymized, it is not possible to switch back to the original version in the event of a change of location.</p>

Other notes

Data use for students

Students may use social data via on-site use or remote data processing 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_GA_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

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



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.