

How to prepare a request for transmission of a Scientific Use File 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. 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 provided as <u>Stata and SPSS files</u>.</p> <p>Special note for IZA/IAB Linked Evaluation Dataset: The FDZ only provides the administrative part of the SUF (IZA/IAB Linked Evaluation Dataset (administrative data v3)). The second part (IZA/IAB Linked Evaluation Dataset (survey data v3)) has to be requested at the IZA (http://dx.doi.org/10.15185/izadp.8337.1). Due to different legal requirements for data access at IAB and IZA the permission for data access of one of these institutions does not entitle to data access at the other institution by default. After the two parts of the SUF have been transferred, the researchers have to merge the data on their own by using the enclosed individual ID.</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>

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>Address of the premises where the data are held and processed</p> <p>Here the precise address(es) must be reported (more than one address should be given if applicable, for example if the data are held or processed at different locations of the institution conducting the research). The use and storage of data outside the premises of the institution conducting the research and in private rooms is not permitted.</p>
ad 3c	<p>Data security concept:</p> <p>See separate form under http://doku.iab.de/fdz/access/Antrag_SUF_EN.ZIP</p> <p>The data security concept is incorporated into the agreement concluded with the FDZ as Annex 3.</p>
ad 3d	<p>Proof that the institution conducting the research is to perform tasks defined as independent scientific research</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.)
ad 3e	Name, address and legal form of all cooperation partners involved in the study 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.

4. Information about the users

No.	Notes
ad 4a	Names, addresses and e-mail addresses of the researchers requesting access to the Scientific Use Files. Please make sure that the number of data users is as small as possible. Please note that the research institution is not permitted to use the help of third parties (contractors, self-employed persons, freelancers) for storing, processing or using the Scientific Use Files. Furthermore the members of staff and the management of the institution conducting the research must sign a declaration of commitment to data protection regulations in Annex 1 of the data use agreement.

Other notes

Data use for students

Students may use Scientific Use Files in the context of their thesis or dissertation. In this case the faculty responsible for the student submits the request for data use. The SUF may then be used by the student on the faculty premises only. Students who are employed by a scientific research institution may also use the SUF there after consultation with their employer. A separate request has to be submitted for each thesis/dissertation.

Amendments to the data use agreement

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

- project end
- data requirements
- address of the premises where the data are held and processed
- data security concept
- inclusion of further researchers

A form to request relevant amendments can be found here:

http://doku.iab.de/fdz/access/Ergaenzungsantrag_SUF_EN.zip

Changes in the contents of the project and changes of the institution conducting the research or amendments after the contract has expired 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.