

How to request a supplementary data use agreement for access to social data or data coequal to social data of the 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**, in clear language and completely.

1. Information about the project

No.	Notes
ad 1a	<p>Title of the specific research project</p> <p>Please state the title of the project for which a supplementary data use agreement is to be concluded.</p>
ad 1b	<p>Project number</p> <p>Please enter the project number(s) (e.g. fdz999) that is given in the header of your use agreement.</p>

Please fill in the applicable fields only. You may also request more than one amendment in one form (e.g. request for additional data and the inclusion of further researchers).

No.	Notes
ad 1e	<p>New project end date</p> <p>Please state the precise new planned end date of the project or the date when the data use period in the project ends. The end of the project represents the end of the duration of the supplementary data use agreement concluded with the FDZ.</p>

2. Information about additional data requirement

No.	Notes
ad 2a	<p>Description of the additional data requirement</p> <p>By default the FDZ always provides the current versions and all available waves of the required data at the time when the data use agreement is concluded. Solely for the Establishment History Panel (BHP) it is necessary to specify the required years because of the particular 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 only provided as <u>Stata files</u>.</p> <p>Note: Additional data have to be approved by the Federal Ministry of Labour and Social Affairs.</p>

No.	Notes
ad 2b	<p>Reasons why the additional data are required for the research project</p> <p>Reasons must be given as to why the data are required for the research project. It should be explained for example why other data sets and/or in particular anonymous or aggregate data are unsuitable. Especially in cases where more than one data files is to be used for one research project, reasons must be given as to why the data used so far are no longer sufficient and why further data files are needed.</p>
ad 2c	<p>List of the additional required sensitive variables or extension files</p> <p>Exact designation of the required <u>sensitive variables</u>. These are described in the FDZ Datenreport issues. The number of variables should be kept as small as possible.</p> <p><u>Additional note for requesting the Establishment-History-Panel (BHP)</u>: Exact designation of the required extension files. These are described in the FDZ Datenreport issue BHP.</p> <p><u>Additional note for requesting IAB Establishment Panel, SIAB, LIAB or ALWA-ADIAB</u>: If necessary for the research project, 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 additional variables/extension files listed under item 2c required?</p> <p>Explain <u>why access to variables/extension files</u> listed under item 2c is required for conducting the research project. Following the principle of data parsimony, only necessarily required variables are to be made accessible. The variables may be pooled, i.e. explanations may be given per <u>variable pool</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.</p> <p>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>

4. Information about additional users

No.	Notes
ad 4a	<p>Names, addresses and e-mail addresses of the additional researchers provided access to the anonymous social data for the purpose of on-site use at the FDZ</p> <p>The number of staff dealing with data must be as small as possible.</p> <p>If several institutions are named in 3a the researchers additionally has to be assigned to the institution they are employed by.</p> <p>Note: Additional researchers have to be approved by the Federal Ministry of Labour and Social Affairs.</p>

Other notes

On-site use at external FDZ locations

1. Germany / UK

Besides on-site use for guest researchers in Nuremberg, the FDZ also offers on-site use at selected other locations.

A list of all external locations and contact details can be found on the FDZ-website:

http://fdz.iab.de/en/FDZ_Data_Access/FDZ_On-Site_Use/Standorte.aspx

2. USA

In addition to the use agreement with the FDZ there are additional requirements for on-site use at our locations in the US. Please name the location in the US which you want to visit for on-site use. The FDZ will contact you and help with the application process. Due to the additional requirements the application procedure for on-site use in the US takes more time than standard applications.

Data use for students

Students may also use social data via on-site use at the FDZ in the context of their theses or dissertations. In this case the faculty responsible for the student is to submit the 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 employer 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. For this name, address and legal form of the new institution have to be submitted to the FDZ. If there are other users of the data 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.