

## How to prepare a request for a supplementary data use agreement for transmission of Scientific Use Files 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.

Amendments may only be requested for current data use agreements. A new application is required at the end of the contract term or in the event of changes to the project content and the institution conducting the research.

The form for a new request for the release of data can be found under:

[http://doku.iab.de/fdz/access/Antrag\\_SUF\\_EN.zip](http://doku.iab.de/fdz/access/Antrag_SUF_EN.zip)

### 1. Information about the project

No.	Notes
	<p><b>Title of the specific research project</b></p> <p>Please state the title of the project for which a supplementary data use agreement is to be concluded.</p>
	<p><b>Project number</b></p> <p>Please enter the six-digit project number that you were given by the FDZ when then data you have been using so far were transmitted to you.</p>

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

No.	Notes
ad 1d	<p><b>New project end date</b></p> <p>Please state the <b>precise</b> 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><b>Description of the additional data requirement</b></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. If you want to use older versions or data from the FDZ <a href="#">Data Archive</a> we ask you to contact us directly (<a href="mailto:iab.fdz@iab.de">iab.fdz@iab.de</a>).</p> <p>The data are provided as <u>Stata and SPSS files</u>.</p> <p><b>Special note for IZA/IAB Linked Evaluation Dataset:</b> 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</p>

No.	Notes
	the IZA ( <a href="http://dx.doi.org/10.15185/izadp.8337.1">http://dx.doi.org/10.15185/izadp.8337.1</a> ). 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.
ad 2b	<p><b>Reasons why the additional data are required for the research project</b></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 3b	<p><b>New or additional addresses of the premises where the data are held and processed</b></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><b>Updated data security concept</b></p> <p>In case of changes in the technical and organisational measures to ensure data security, please complete the separate form for the data security concept again completely.</p> <p>Form for the data security concept: <a href="http://doku.iab.de/fdz/access/Ergaenzungsantrag_SUF_EN.ZIP">http://doku.iab.de/fdz/access/Ergaenzungsantrag_SUF_EN.ZIP</a></p>

### 4. Information about additional users

No.	Notes
ad 4a	<p><b>Names, addresses, phone numbers and e-mail addresses of additional</b> researchers requesting access to the Scientific Use Files. Please make sure that the number of data users is as small as possible.</p> <p>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.</p> <p>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 <b>Annex 1</b> of the data use agreement.</p>

## 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.

### **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.