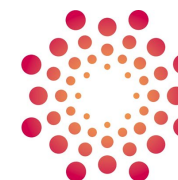# Project application overview

- Detailed instructions on all aspects of the application process are [available here.](#)
- N.B: Many of these actions can be done in parallel. They are listed below in the generally recommended order.
- Additional researchers can be added following project setup.

SMART ENERGY RESEARCH LAB
UNIVERSITY RESEARCH FOR PUBLIC GOOD

#	Action needed	Action required by	Format / task type	Estimated time for applicant	Estimated processing time	Detail/notes (if applicable)	Can be done in parallel
	UK Data Service (UKDS) account set up						
1	[Set up UKDS account](#)	All team	Online form	10mins	n/a		Y
2	**Create UKDS project, add SERL dataset**	Project lead	Online form	15 mins	n/a	PhD students will need to add their supervisors to the project.	After 1
3	[UKDS Secure User Agreement Form](#)	All team	PDF form	15 mins	2-4 weeks (depends on institution procedure)	Authorised signatory at institution required, UKDS check form and signatory correct.	Y
	Digital Economy Act (DEA) Accreditation and Safe Researcher training DEA accreditation issued by Office for National Statistics (ONS) following ONS or UKDS training						
4	[Application for DEA Accredited researcher status](#)	All team	Online form	10 mins	See 6 below		Y
5	[UKDS/ONS Safe Researcher training](#)	All team	Half day online training session	3-4 hours	See 6 below	Doing UKDS hosted (rather than ONS) training means number 11 below not required.	Y
6	**Safe researcher training exam**	All team	Online exam	1 hour	4 weeks for items 4-6	Turnaround time to book training, take exam, get results, UKDS/ONS to verify status.	After 5
	Ethics assessments and SERL application items in this section are assessed by UK Data Service team before being passed to SERL Data Governance Board (DGB)						
7	**Institutional ethical approval**	Project lead	Typically word form for institution REC	3 hours	3-4 weeks (depends on institution procedure)	Generally needed for research projects so not specific to SERL. Proof of REC approval required.	Y
8	**SERL Data Governance Board project application form**	Project lead	Word form	2-3 hours	6-8 wks for full UKDS triage & SERL DGB assessment	Key document giving details of data use. More detail here will ensure quickest turnaround.	Submit after 1-7
	UKDS technical set up (post project approval)						
9	**SecureLab Account Set Up form under "SecureLab Access" step in UKDS account.**	All team	Online form/email exchange with UKDS teach team	20 mins	1-2 weeks depending on if any institutional IT dialogue needed	See https://ukdataservice.ac.uk/find-data/access-conditions/secure-application-requirements/apply-to-access-serl/ technical set up tab. Please note additional requirements for working from home.	After 1-8