



Secure Access Research Project Application (SERL)

Public

May 2022

Version: 02.00

T +44 (0)1206 872143

E secure.applications@ukdataservice.ac.uk

W ukdataservice.ac.uk

Background to the form

Applications for controlled access data provided by the Smart Energy Research Lab (SERL) project use the Smart Energy Code and the GDPR as the legal gateways for access. These require a number of safeguards to be put in place, including appraisal of all research projects using the data by a governance board and all members of the research team to have Accredited Researcher (AR) status before a project application is submitted.

The form that follows is for a **Research Project Application** that will be submitted to the SERL Data Governance Board (DGB), which independently approves projects. This form is adapted from the UK Statistics Authority Research Project Accreditation Application form for accessing data via the Digital Economy Act (DEA) 2017.

Completing the form

The project lead should complete this application, using the excellent guidance available for a very similar application process used for requesting data under the Digital Economy Act ([DEA Research Project Applications](#)) and send it to the **UK Data Service** by email to secure.applications@ukdataservice.ac.uk.

We further advise you to consult the [exemplar](#) completed project application provided by the UK Statistics Authority, to see the standard of form completion that is required. Note that the SERL DGB will only consider applications that meet an appropriately high standard.

Importantly, to ensure the fastest possible throughput, please ensure that:

- **All sections:** are completed in full, with sufficient information provided. Those marked with an asterisk are mandatory;
- **Sections 2 and 3:** the people listed (Research team) *correspond exactly* with the members of your UK Data Service Project for which controlled data has been requested. All members of the research team must have gained **Accredited Researcher (AR) status**;
- **Section 5:** the UK Data Service Project title matches the project you have registered on the UK Data Service website and the **Project Number is noted**;
- **Section 10.1:** you list only UK Data Service Secure Access dataset(s) you intend to use here, including the UK Data Service **Study Number (SN)**. The data must correspond exactly with those SNs data requested in your UK Data Service Project.
- **Section 10.2:** you list any other UK Data Service datasets you require in this section, for example, datasets available under End User Licence or Special Licence conditions, or other Secure Access datasets that use different legal gateways. Where datasets require a separate application process, such as Special Licence or other Secure Access datasets, you must have applied for and been granted access to those datasets before you list them here. If you intend to bring in (import) any additional data, give details of the data including the owner(s) and provide evidence that the owner(s) has given permission for their data to be used by you (and any other research team members), for this project;
- **Section 12:** you have gained approval from your University/organisational Research Ethics Committee (REC) and have evidence.
- **Section 15:** you include details of the products/outputs that will be produced from your use of the data in the Secure Lab (e.g. articles, books, reports, tables, dissertations, presentations and blogs etc.). You are required to use the UK Data Service DOIs when citing data in all outputs.

Turn-around time

Expected time for review/approval - in cases where no clarification or additional information is required before the project goes to the SERL DGB panel - is usually around 4-6 weeks. Project applications that lack the required detail, rigour or associated evidence will delay approval for your project.

1 Application Type: *

Research project

Exploratory analysis

2 Project Lead: *

2.1 Personal details and contact information of project lead.

Last name	
First name	
Middle names (if any)	
What is your role on the project?	<input type="checkbox"/> Accredited Researcher ¹
Accredited Researcher (AR) Number?	AR Number:
Organisation name ²	
Organisation address	
Organisation telephone no.	
Work email	

3 Research Team:

3.1 As the Project Lead, please provide the names and details of all members of the team. Please add more tables if required.

Last Name*	
First Name*	
Middle names (if any)	
What is their role on the project?*	<input type="checkbox"/> Accredited Researcher ¹
Do you authorise this person to deputise for you as Project Lead?	Yes <input type="checkbox"/>
Accredited Researcher (AR) Number? *	AR Number:

¹ To apply for Accredited Researcher status, please follow the instructions in your UK Data Service account. All team members listed must have AR status before SERL DGB approval.

² The Project Lead must be a member of staff at a UK Higher Education institution.

Organisation name ^{2*}	
---------------------------------	--

4 Research Funder/ Sponsor: *

4.1 *Is your research funded, commissioned or sponsored by a funding body or any other organisation? If 'Yes', please provide details including funding reference numbers where applicable.*

Yes

No

4.2 *If 'Yes', please provide the details, including funding reference numbers where applicable.*

Sponsor/ funder Organisation name*	
Last Name of your main contact in that organisation	
First Name of your main contact in that organisation	
Contact's address	
Contact's postcode	
Contact's telephone no.	
Contact's email	
Grant/award reference no.	

5 Title of Research Project: *

Please ensure that this matches your project already registered with the UK Data Service. You can check this in the 'Projects' section of your UK Data Service account.

UK Data Service Project Number	

6 Estimated Duration of Research Project: *

Start Date: Click here to enter a date.	Publish Date: Click here to enter a date.
--	--

7 Abstract of Research Project: *

Include a short description of the project and its benefits, in no more than 100 words.

8 Purpose of Research Project: *

Provide a detailed description of the purpose for which the data are requested, describing the aims of the study/research in no more than 500 words. Where research is part of a larger programme please include details below.

9 Research Methodology: *

Provide details of the research protocol or methodology (e.g. data linkage or matching, web scraping, etc.) and how you intend to use the data, in no more than 1000 words.

10 Data Required: *

10.1 *List the full title(s) and years/releases of the Secure Access dataset(s) you will use. Please include the UK Data Service study numbers (SN) and provide enough detail to uniquely identify the data you want. Add more rows if required.*

UK Data Service study number (SN)	Full title of Secure Access dataset (or description, if the dataset is not in the UK Data Service catalogue)

10.2 *If you require any other datasets from the UK Data Service, such as those available under End User Licence or Special Licence Access conditions, please specify these below, using full dataset titles and study numbers (SNs). Where datasets require a*

separate application process, please ensure that you have applied for and been granted access to those datasets before you list them here. Add more rows if required.

UK Data Service study number (SN)	Full title of UK Data Service dataset

10.3 If you intend to bring in (import) any additional data into the UK Data Service Secure Lab for your project, give details of the data including who the owner is and provide evidence that the owner(s) has given permission for their data to be used by you (and any other research team members), for this research.

10.4 Explain why access to legally protected (Secure Access) data, as requested in 10.1 is needed. Please state what other data sources have been considered and why they are not sufficient for your purposes.

10.5 Does your project include any linking of data sources (as defined within the application guidance)?

Yes No

If yes, provide the following details below:

- description of the data sources(s) to be linked;
- summary of the key variables;
- summary of the linking methodology; and
- the justification for the linking.

11 Software Requests:

The standard suite of software available in SERL/UKDS Secure Lab environments is available [here](#). Please provide details below for any additional software requests for your research project. Please note that we make no commitment to provide any additional software requested as it may be incompatible with the configuration of our secure environments.

12 Ethics: *

You will need to provide evidence of an ethics consideration for your research project.

Have you had ethical approval for this project from your organisation or elsewhere?

Yes No

If yes, please give details of the ethical approval body and any caveats, ensuring that you send any relevant documentation (such as a copy of your ethics submission form and the approval), along with this application to secure.applications@ukdataservice.ac.uk.

13 Public Good: *

13.1 Please describe how your research project will provide a public good. Complete all the sections that apply.

Public Good	Describe how this research project will provide this public good
Provide an evidence base for public policy decision-making	
Provide an evidence base for public service delivery	
Provide an evidence base for decisions which are likely to significantly benefit the UK economy, society or quality of life of people in the UK	
To replicate, validate or challenge existing research	
To significantly extend understanding of social or economic trends or events by improving knowledge or challenging widely accepted analyses	
To improve the quality, coverage or presentation of existing statistical information	

13.2 Have any risks to public benefit been identified? What are they and how have they been mitigated?

14 Duration of Access: *

What is your best estimate of the last time you will need access to the Secure Access data?

Note: if applying for exploratory analysis, access will be granted for a maximum of 12 months.

Click here to enter a date.

15 Publications and Outputs: *

In order to use Secure Access data for research purposes, you must ensure that your findings will be made publicly available. Once published, you must notify the SERL DGB and the UK Data Service about where that publication can be accessed, and its DOI where available. Exemptions may only be granted in exceptional circumstances with the approval of the SERL DGB.

Note: If you are applying for exploratory analysis, no publications are permitted.

Please include details of the products/outputs that will be produced from your use of the data in the Secure Lab. You are required to use the UK Data Service DOIs when citing data in all outputs.

Tick all that apply.

- Journal publication
- Working paper
- Book chapter or book
- Final report (e.g. commissioned/policy)
- Interim report
- Presentation (conference, seminar etc.)
- Research dissertation/thesis (PhD/ MSc/ MA etc.)
- News piece/blog post
- Other, please specify _____

15.1 *Do you wish to apply for an exemption from publishing your findings?*

- Yes No ***If yes, skip to question 15.5.***

15.2 *How do you intend to make your research available to the public (including research methods, code etc as appropriate)?*

15.3 *Which specific journals, websites or reports do you intend to use to publish this research?
NB. A link to published papers/reports will be published on SERL and/ or UK Data Service websites.*

15.4 What is your best estimate of the project publication date?

Click here to enter a date.

15.5 What, if any, are the circumstances that mean you need an exemption from making your results publicly available?

15.6 Please indicate if you would be willing to work with SERL and/or the UK Data Service to showcase the impact of your research findings. Your response here will not affect whether your project is approved.

Yes No

Once completed, please return this application, plus evidence of your organisational ethics approval by email to: secure.applications@ukdataservice.ac.uk