Special Licence: Project application form

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# Definitions

**Licence holder**: the licence holder(s) specified in section 1.

**Data depositor**: depositor of the studies detailed in section 2.3.

**Data**: the special licence study numbers detailed in section 2.3.

**Dispute arbitrator**: The Economic and Social Research Council (ESRC).

# How to complete this form

**This application form should be completed by the project lead.** The project lead will be the single point of contact for the UK Data Sevice in relation to this project both at the application stage, and through the full lifetime of the project. The project lead will be contacted with reminders about project expiries, and must submit any extension requests, or requests to vary the project or project team members.

For a research project being undertaken by academics the project lead **does not** have to be the Principal Investigator. Where there is funding associated with a project the project lead **does not** have to be the award holder.

Our [example application](https://ukdataservice.ac.uk/app/uploads/example-special-licence-application.pdf) shows the level of information that data owners expect to see in a well written application.

If more than one person is involved in the project and will have access to the data your are applying for, list them in section 1.2 and ensure **each** **additional** team member completes the Special Licence additional researcher form.

Only list individuals who **will see the raw data** in Section 1.2.

If you are a student conducting research related to your studies your supervisor **only** needs to be listed in Section 1.2 if they will be consulting the raw data.

We recommend the project lead liaises with all project team members to finalise the project details and ensures all necessary documentation is gathered before submitting to the UK Data Service by email to [help@ukdataservice.ac.uk](mailto:help@ukdataservice.ac.uk).

The project lead and **all** individuals listed in Section 1.2 must **also** complete and submit a signed UK Data Service Special Licence User Agreement.

# About your project

| **UK Data Service project number**  *This is found on your UK Data Service account* |  |
| --- | --- |
| **Project title** |  |
| **Project start date**  *When do you want to start working with the data?* |  |
| **Project end date**  *When do you plan to complete your project work?* |  |
| **Is your project funded?**  *Funding is not mandatory but provides additional reassurance for the project* |  |
| **If yes, which organisation/institution is funding the research?** |  |

Project lead/project team details:

## Project lead

Please list the details of the project lead as listed on the UK Data Service website.

|  |  |
| --- | --- |
| **First name(s)** |  |
| **Surname** |  |
| **Institution/Organisation** |  |
| **Institution/Organisation address** |  |
| **Telephone number** |  |
| **Email**  *This must be the email address associated with your UK Data Service user account* |  |
| **Location of access**  *Please state the site of access for the project lead. Include the address of where the data will be hosted and stored, including your organisation/institution name* |  |
| **Measures in place to protect the data**  *Refer to section 4.1.1 (on page 8) of the* [*Research data handling and security guide for users*](https://ukdataservice.ac.uk/app/uploads/cd171-researchdatahandling.pdf) *when completing this section.* |  |

**Please note:** Home working access is available for some Special Licence data, see [Special Licence home working arrangements](https://ukdataservice.ac.uk/help/covid-19/covid-19-special-licence-faqs-and-permitted-datasets/), and the list of studies approved for home working access. If home working access is required, complete the Appendix of the Special Licence User Agreement.

## Research team

In addition to the project lead details given above, please list the names and email address of all member(s) of your research team who **will access** the data.

* All researchers listed below should be invited to the project on the [UK Data Service website](https://ukdataservice.ac.uk/).
* Each person listed below will need to complete a Special Licence additional researcher form **and** a Special Licence User Agreement.

| **Name** | **Email address** |
| --- | --- |
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*Add additional rows to the table if necessary.*

# Project details

The information you provide here will be used by the data owner to make a decision about whether or not to approve your application to use this data.

## Abstract

Using plain language, without jargon, please include a short description of the project and its benefits.

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## Research proposal

Please provide a full and detailed description of the purpose for which the data are requested, describing the aims of the project. Where research is part of a larger programme, please include details below.

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## Data required for the project

List the UK Data Service study number and full study title.

In this section you only need to detail Special Licence studies required (data subject to the Special Licence user agreement). For example: [SN 6931 - *Understanding Society: Waves 1-14, 2009-2023 and Harmonised BHPS: Waves 1-18, 1991-2009: Special Licence Access*](https://beta.ukdataservice.ac.uk/datacatalogue/studies/study?id=6931).

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## Justification

Please provide a justification as to why you are requesting access to the data listed in section 2.3. You should include:

* An explanation as to why you require these data, including information about specific variables or questions of interest and how you’ll use these in your research.
* An explanation demonstrating that you have considered alternative sources of data, and reasons why these data are not sufficient for your research.

IMPORTANT: when applying for social survey data, we strongly recommend that you consider using less restrictive versions of the data that are available. Please visit the [UK Data Service catalogue](https://beta.ukdataservice.ac.uk/datacatalogue/studies/) to locate less restrictive sources, where available.

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## Does your project proposal include any linking of data sources?

If yes, please provide the following details below:

* A description of the data source(s) to be linked to the data.
* A summary of the key variables.
* A summary of the linking methodology.
* Justification for the linking.

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## Expected outputs

Please give details of the products/outputs that will be produced from your use of the data. This might include things like: analysis, reports, tables, journal articles, books, chapters, blog posts or theses. If applicable, please describe the impact and public benefit which you expect will occur as a result of your use of the data.

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## Protection of confidentiality

Describe the methods you will use to determine whether the outputs listed in Section 2.6 above are disclosive and the measures you will use to protect confidentiality in those outputs.

Methods and standards specified in the [Research data handling and security guide for users](https://ukdataservice.ac.uk/app/uploads/cd171-researchdatahandling.pdf) and [Office for National Statistic’s Disclosure control for tables produced from surveys](https://analysisfunction.civilservice.gov.uk/policy-store/gssgsr-disclosure-control-guidance-for-tables-produced-from-surveys/) must be applied to statistical outputs.

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[www.ukdataservice.ac.uk](http://www.ukdataservice.ac.uk)

[help@ukdataservice.ac.uk](mailto:help@ukdataservice.ac.uk)

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