Administrative Data
Research Network

An ESRC Data
Investment

Guidance Notes

ADRN Researcher application

Contents

Scope

This document provides guidelines on how to fill in the ADRN Researcher Application form. The structure of this document follows that of the application form.

For information on how to complete the ADRN project proposal, see the *ADRN Project Proposal Guidance Notes (ADRN006)* document.

Definition of Terms

See ADRN018 Glossary for a definition of the common terms in this document.

A Researcher Application form needs to be filled in by each researcher participating in the programme. The form includes details about themselves, their research and their experience with accessing sensitive data.

Information provided on the Researcher Application form will help us assess whether you are eligible to use ADRN services.

1.   Personal Details and Contact Information

Provide information about you and how we can contact you.

Name and Title:	Provide your family name and first name as on your passport/or ID including any middle names. Please include your title, too. e.g. *Goodwill, Mary Annabel (Dr.)*
Institution/ organisation:	Include the full title of the institution to which you are affiliated e.g. *Hope University*
Position:	Include your position in the current institution to which you are affiliated, e.g. *Independent researcher, Lecturer*
Address:	Include the institutional address that we can use to correspond with you
Telephone no:	Include a work phone that we can use to contact you
Email:	Include your institutional email address

2.   Relevant Publications as main author or contributor

Provide up to three examples of publications/outputs where you are listed as a main author or contributor relevant to the examples provided in the previous section. Please provide online links to publications where possible.

3.   Professional Bodies Memberships & Affiliations

List here any membership details of professional bodies, including associations or societies as well as information about your membership status (e.g. associate member, graduate/student, guest, full) and membership level (e.g. member, chair, secretary etc). Current details are of more interest but you may provide details of past memberships where you consider them appropriate.

You may add more rows to the table if necessary.

4.   Details of Previous Research Using Microdata

This section will help us find out more about your previous experience and work with sensitive data. Please provide **two** examples of previously completed research using microdata or other related experience that has involved sensitive data and is relevant to the project proposal.

In the tables include:

1. the title of your research topic and the starting and ending date of the research
2. a description of which data were used, mentioning details of datasets and variables if

possible
3. a broad description of statistical use of the data
4. your role in the project, i.e. as lead researcher or collaborator
5. the data owner/provider of the data you were using
6. any measures taken to ensure the confidentiality and security of the data and outputs produced
7. details of any research impact

If you are unable to complete this section, please write "no relevant experience" and continue with the next section.

5.   Previous Use of Secure Data Access Services

5.1 Place an X in the appropriate box, indicating whether you have previously been granted access to sensitive data via other secure environments e.g. UKDS Secure Lab, ONS-VML, HMRC Datalab, SAIL, Farr Institutes, ONS-LS, NILS or any other secure access facility.

Previous experience is desirable, but not essential for accessing data via ADRN, as researchers will be provided with training and support. Providing this information will help us assess your needs and identify the most relevant ways to support you.

5.2 If you have previously accessed secure data in such services or environments, please include more information such as the data you accessed (dataset title or reference number), facility used, when you accessed the data, and the scope of your research project at the time.

If not, write n/a.

6.   Further evidence to support your application

6.1 If you are unable to complete sections 2, 3, or 4, if you are a PhD/MSc student or would like to provide additional supporting information, please provide the contact details for your academic supervisor or a senior member of staff at your institution or organisation who is willing to support your application.

Fill in the table as accurately as possible:

Name and Title	Include the family name and first name as on their passport/or ID including any middle names. Please include their title, too. *e.g. Goodwill, Mary Annabel (Dr.)*
Institution/ organisation	Include the full title of the institution to which they are affiliated *e.g. Hope University*
Position	Include their position in the current institution to which they are affiliated, *e.g. Independent researcher, Lecturer*
Address	Note their institutional work address that we can use to contact them
Telephone no	Include a work phone that we can use to contact them
Email	Include their institutional email address

6.2 Provide details of secure data access service accreditation training workshops that you

have undertaken e.g. HMRC data lab, UK Secure Lab etc. Include details of the dates, who provided the training and what topics were covered.

6.3 If there is any additional information which you think may support your application as a trusted researcher relevant to the project you are applying for, please include it here. For example, you can include presentations to conferences/seminars, training, continuous professional development (CPD) undertaken in the last year relevant to your application, etc.

7.   Breaches

If you have ever been sanctioned or received a warning of any kind for misuse of data, please provide details of the data, penalty and service used.

Include details of any sanctions or warnings received in the past for misuse of data. Please include information about the data used, the penalty or details of the warning and the service used. ADRN may liaise with other services to identify any related past breaches in UK secure environments.

More information about breaches and penalties, see ADRN Breaches (ADRN003) document.

8.   Researcher Declaration

This section must be completed by the Researcher submitting the form, named in section of the form. Please read through the declaration and the documentation proposed.

Emailing the form to your Institutional Guarantor constitutes acceptance of the ADRN Terms of Use (ADRN021).

Next steps checklist

This section outlines the next steps which the applicant needs to follow in order to progress their application. You do not need to check anything here – the list is there for your reference

☐   Send your researcher application form(s) to your institutional guarantor for approval, from your institutional email, who should then forward the forms by email to help@adrn.ac.uk Remember to attach a copy of the ADRN Terms of Use (ADRN021) document, the ADRN Breaches Policy (ADRN003) and the ADRN Penalties policy (ADRN023).

☐   Check that every researcher involved in your project proposal has filled in an ADRN researcher application form and forwarded it to their institutional guarantor.

☐   Fill in the ADRN project proposal form (if you are the lead researcher) and forward by email to help@adrn.ac.uk

9.   Institutional Guarantor Declaration

This section must be completed by a person in the institution who will act as the institutional guarantor for the individual named in Section 1 of this application. This should be a person with a role of the Director of Research Grants and Contracts (or equivalent post) at the institution named in Section 1 with the legal status to represent the institution.

Please forward this guidance document, a copy of the ADRN Terms of Use (ADRN021) document, the ADRN Breaches Policy (ADRN003) and the ADRN Penalties policy (ADRN023) to

them by email when forwarding your application – and ask that they forward your application to ADRN by emailing help@adrn.ac.uk using their institutional email address.