

## How to prepare a request for access to social data or data coequal to social data of the FDZ of the BA at the IAB

To ensure that your request can be processed as quickly as possible, please fill in the request form **very carefully**, in clear language and completely.

### 1. Information about the project

No.	Notes
ad 1a	<p><b>Title of the specific research project</b></p> <p>This means the research project for which the data are to be used. The title must be written in German. Please ask the FDZ for help if you have problems translating your title into German.</p>
ad 1b	<p><b>Description of the research project including objectives as well as basic hypotheses and methodologies used</b></p> <p>The <u>description of the research project</u> should be phrased in such a way that any minor changes or small extensions to your research questions will be covered.</p> <p>The description should consist of <u>two parts</u>:</p> <p><u>1<sup>st</sup> part</u>: This not-technical summary should also be comprehensible for readers who are not familiar with social sciences because it will be forwarded to the Federal Ministry of Labour and Social Affairs for approval (approx. 0,5 pages). This 1<sup>st</sup> part must be written in German. Please ask the FDZ for help if you have problems translating your description into German.</p> <p><b>Please note:</b> The description of the research project needs to make apparent that at least a part of the project explicitly and directly deals with a question concerning the <u>German social security system</u>. It must be clearly stated which repercussions on the German social security system will be analysed. These repercussions should be described briefly in part 1. Please be aware that it is <u>not</u> enough to derive inferences for the social security system.</p> <p><u>2<sup>nd</sup> part</u>: Comprehensible information regarding the following points is required (no more than 2 pages):</p> <ul style="list-style-type: none"> <li>• Research goal:</li> <li>• Issues to be observed</li> <li>• Relevant questions</li> <li>• Purpose of the research (what do you want to find out?)</li> <li>• Criteria for having achieved the research goal, to mark the end of the project (what defines the end of the project?)</li> <li>• Methodology</li> <li>• If applicable, the role of any cooperation partner(s) in the research project</li> </ul>
ad 1c	<p><b>In what way is the research project related to the social security system?</b></p> <p>It should be explicitly stated, how the results of the research project affect the social security system (see explications in 1b). This part must be written in German. Please ask the FDZ for help if you have problems translating your text into German.</p>

No.	Notes
ad 1d	<p><b>Why is the research project of considerable public interest?</b></p> <p>Considerable public interest is given if, for instance, important findings substantial to the social security system may be derived from the project's outcome.</p> <p>This part must be written in German. Please ask the FDZ for help if you have problems translating your text into German.</p>
ad 1e	<p><b>Date on which the project ends</b></p> <p>Please state the <b>precise</b> 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 data use agreement concluded with the FDZ.</p>
ad 1f	<p><b>Is the research project third-party funded?</b></p> <p>A third-party funded project is one that is at least partially financed by external institutions, e.g. science foundations (DFG, NSF, Bertelsmann Foundation...), the EU, ministries, companies, associations etc.</p>

## 2. Information about the data requirement

No.	Notes
ad 2a	<p><b>Description of the 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. Solely for the Establishment History Panel (BHP) it is necessary to specify the required years because of the particular file size. After the data use agreement is signed, additional years of the BHP can be requested by email at any time.</p> <p>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 only provided as <u>Stata files</u>.</p>
ad 2b	<p><b>Reasons why the data under item 2a are required for the research project</b></p> <p>Reasons must be given as to why the data are required for the research project. It should be explained for example why other data sets and/or in particular anonymous or aggregate data are unsuitable. Especially in cases where more than one data file is to be used for one research project, reasons must be given as to why one data file is not sufficient and why several data files are needed.</p>
ad 2c	<p><b>List of the required sensitive variables or extension files</b></p> <p>Exact designation of the required <u>sensitive variables</u>. These are described in the FDZ Datenreport issues. The number of variables should be kept as small as possible.</p> <p><u>Additional note for requesting the Establishment-History-Panel (BHP):</u> Exact designation of the required extension files. These are described in the FDZ Datenreport issue BHP.</p> <p><u>Additional note for requesting IAB Establishment panel, SIAB, LIAB or ALWA-ADIAB:</u> If</p>

	necessary for the research project, selected establishment characteristics from the BHP as well as BHP extension files can be merged to the data. Please specify the sensitive variables, blocks of variables and extension files according to <a href="#">this list</a> of BHP variables.
ad 2d	<p><b>Why are the variables/extension files listed under item 2c required?</b></p> <p>Explain <u>why access to variables/extension files</u> listed under item 2c is required for conducting the research project. Following the principle of data parsimony, only necessarily required variables are to be made accessible. The variables may be pooled, i.e. explanations may be given per <u>variable pool</u>.</p> <p>Please note that some of the sensitive variables are already included in the data in a slightly aggregated form (e.g. nation_gr is a slightly aggregated version of nation). If you need to use the detailed information (nation), please explain why the aggregated version (nation_gr) is not sufficient to reach the research goal. The combination of sensitive variables (e.g. place of residence and place of work) may increase the risk of reidentification substantially. In these cases, please explain very carefully and comprehensibly.</p>

### 3. Information about the institutions submitting the request

No.	Notes
ad 3a	<p><b>Name, address and legal form of the institutions conducting the research</b></p> <p>The <u>institutions conducting the research project</u> must be named specifically and in a legally binding way in the request. Any cooperation partners involved in the study must be listed if they are to work with the micro data independently. They additionally have to submit an own application.</p>
ad 3b	<p><b>Name of the person authorized to sign</b> for the institutions conducting the research</p> <p>Please indicate the name of the person which signs the data use agreement for your institution.</p>

### 4. Information about the users

No.	Notes
ad 4a	<p><b>Names and e-mail addresses</b> of the researchers provided access to the anonymous social data for the purpose of on-site use at the FDZ</p> <p>The number of staff dealing with data must be as small as possible.</p>



## Other notes

### On-site use at external FDZ locations

#### 1. Germany

Besides on-site use for guest researchers in Nuremberg, the FDZ also offers on-site use at selected other locations.

A list of all external locations and contact details can be found on the FDZ-website:

[http://fdz.iab.de/en/FDZ\\_Data\\_Access/FDZ\\_On-Site\\_Use/Standorte.aspx](http://fdz.iab.de/en/FDZ_Data_Access/FDZ_On-Site_Use/Standorte.aspx)

#### 2. Ann Arbor (USA)

In addition to the use agreement with the FDZ there are two extra requirements for on-site use at Ann Arbor: a Confidentiality Agreement with the Michigan Center on Demography and Aging (MICDA) and where required, an approval of the project in the course of a Human Subject Review Process.

The FDZ will contact you and help with the application process. Due to the additional requirements the application procedure for Ann Arbor takes more time than standard applications.

### Data use for students

Students may also use social data via on-site use at the FDZ in the context of their theses or dissertations. In this case the faculty responsible for the student is to submit the request for data use.

### Amendments to the data use agreement

In the case of existing agreements, amendments concerning the following aspects can be incorporated via a supplementary data use agreement:

- project end
- data requirement
- inclusion of further researchers

A form to request relevant amendments can be found under:

[http://doku.iab.de/fdz/access/Ergaenzungsantrag\\_GA\\_EN.zip](http://doku.iab.de/fdz/access/Ergaenzungsantrag_GA_EN.zip)

Changes in the contents of the project require a new request for data use.

### What to do if you move to a different research institution or a new cooperation partner is involved

If a user changes employer 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. For this the new institution have to submit an own application to the FDZ. If there are other users of the data 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.