

# Research Microdata File (RMF) Application Form

# Research Organisation Project Manager:

# Project Title:

# Research Organisation:

**Number of applicants:**

**Name(s) of all applicants:**

**Instructions for completing RMF Application Form**

**Each applicant must complete Section A.**

This application form must include the names and details of all researchers who will be involved in the proposed research project. All personnel, including supervisors, who will require access to the RMF must individually complete Section A of this application form.

**Use a separate sheet for each applicant.**

**Section B and Declaration are to be completed by the Research Organisation Project Manager.**

**Section A – Researcher details**

Name: Organisation:

Requested duration of appointment (maximum 1 year):

Address:

Address where it is proposed to carry out research:

Position held: Phone:

Email address:

I.P. address (may be used by CSO to restrict logon location):

1. Please outline research/analysis experience (making explicit reference to work on microdata files):

2. Please outline references to publications, articles, etc. that you have written and have been published:

3. Please outline the purpose or main activity of the organisation for which you work:

4. If your organisation has a dedicated research unit, please provide some background details (size, main areas of expertise, etc.):

**Section B – Project details**

**1. RMF Details**

1.1 To which RMF(s) are you requesting access?

1.2 Please specify the data reference period (e.g. *RMF name*, *Quarter, Year*):

**2. Project Overview**

2.1 Please provide details of the proposed research including an outline of the main objectives/goals of the proposed research. Sufficient detail should be provided to allow CSO staff to assess the proposal under the principle of data minimisation.

**3. Statistical Disclosure Control**

3.1 Please outline your understanding of Statistical Disclosure Control (SDC):

3.2 In relation to tabular outputs, please outline the criteria that you will use to determine if the aggregated data is disclosive or not:

3.3 Please outline the approach you will adopt to deal with disclosive aggregates:

**4. RMF Access and Security**

4.1 Are there any other potential data sources for this proposed research? If so, please specify the data sources:

4.2 Why is access to an RMF(s) required for this project? (Explain why aggregated data is not sufficient.)

4.3 Have similar studies/projects been undertaken on this topic previously in Ireland? If so, please provide details:

4.4 Will access to the RMF(s) be used to derive, either directly or indirectly, any monetary gain to you personally or to the organisation for whom you work? If so, please provide details:

4.5 Do you, or the organisation for whom you work, have a vested interest (i.e. have a material interest in the activities or business performance of a particular enterprise or set of enterprises) in any of the entities that you believe may be on the RMF for which you are requesting access*?* If so, please outline details:

4.6 Please detail the physical security measures in place (e.g. location of the PC used, storage of the fob, username and password) to prevent unauthorised access to the VDI by any person who is not an Officer of Statistics:

**5. Outputs**

5.1 Please identify the target audience for the proposed outputs:

5.2 Will outputs from the proposed research be released into the public domain?

Yes

No

Please comment:

5.3 Will there be a cost to the public in accessing the results/outputs from the research? If so, please comment.

5.4 Please outline details of the proposed outputs (e.g. reports, publications, presentations, articles, etc.) from the research:

**6. Contractors**

6.1 Are you undertaking the research on your own behalf (including that of your organisation)?

Yes

No

If not, who is the contracting authority?

6.2 Please provide relevant contact details within the contracting authority:

Name:

Full address of Organisation:

Position held:

Email:

Phone:

**Declaration**

I confirm that the details provided in this application form are correct.

Name (block capitals):

Date:

Organisation:­

Signed:

Name of relevant statistician:

***Please note that any reference to signature and date in this document can be read as meaning the typed name and date where such an application is forwarded electronically.***