

**\*Updated 25<sup>th</sup> September 2020\***

**ADR UK Research Fellowships:  
Data First — Magistrates' and Crown Court Data  
CALL SPECIFICATION**

**Contents**

1	Changes made to this call specification as of 25 <sup>th</sup> September 2020 .....	2
2	Introduction .....	2
2.1	Summary.....	2
2.2	About ADR UK .....	3
2.3	ADR UK Research Fellowships .....	4
3	ADR UK Research Fellowship — Magistrates' and Crown Court Data.....	4
3.1	What is Data First? .....	4
3.2	What are the magistrates' and Crown Court datasets?.....	4
3.3	What is the linking magistrates' and Crown Court dataset?.....	5
3.4	Objectives and Expectations of the ADR UK Research Fellowships .....	6
3.4.1	Objective 1: Useful Research .....	6
3.4.2	Objective 2: Useful Data .....	7
3.4.3	Objective 3: Useful Engagement.....	8
3.5	A note about research impact and knowledge exchange .....	9
3.6	Assessment Criteria .....	9
3.7	Criteria for Early Career Researchers, if applicable.....	11
3.8	Outputs and Reporting .....	12
3.9	Call-specific funding conditions.....	13
3.10	Benefits for researchers .....	13
3.11	Funding and duration.....	14
4	Timetables.....	14
4.1	Timetable for the Funding Decision .....	14
4.2	Timetable for gaining access to the data (successful Research Fellows only) .....	14
4.3	Timetable for awards and project start ((successful Research Fellows only) .....	15
4.4	Key milestones for successful award holders.....	15
5	Working with Data Owners.....	15
6	Further details for applicants.....	16
6.1	How to Apply .....	17
6.2	What we will do with your information .....	17
6.3	Research Project Approval.....	18
6.4	Data Access .....	19
7	Additional enquiries.....	19

## 1 Changes made to this call specification as of 25<sup>th</sup> September 2020

As of 25<sup>th</sup> September 2020, researchers can now apply to use the case level and defendant level linking data which will enable the joining of the single source magistrates' and Crown Court datasets already promoted through this call. This provides the opportunity to identify where records in the two criminal courts datasets refer to the same people and cases.

To recognise this additional opportunity researchers can now apply for between 6 and 12 months of funding (previously 6 months funding only). That said, using the linking data and/or extending the duration of the award beyond 6 months is not mandatory. Proposals can apply to access any combination of the single source magistrates' data, single source Crown Court data and linking data which would allow them to be combined. Proposals will not be disadvantaged if the linking data is not used or the project does not extend beyond six months.

In accordance with above changes, amends have been made to the originally published version of this call specification in the following places:

Section no.	Description of change
2.1	<b>Summary:</b> extension in scope to include linkable data; extension in scope to allow for awards of duration between 6 and 12 months (plus an associated pro-rated increase in the maximum sum available to apply for);
3.3	<b>What is the linking magistrates' and Crown Court dataset?:</b> new section describing the linkable data;
3.4.1	<b>Objective 1 – Useful research:</b> updated list of research questions to include those now possible with the linkable data;
3.11	<b>Funding and Duration:</b> updated details about funding available and duration.

- **Note:** ADR UK will launch a series of Research Fellowships over the next 6–12 months each promoting different data sets. This linkable data will also be available in subsequent Data First Research Fellowship calls.

## 2 Introduction

### 2.1 Summary

ADR UK, in partnership with the Ministry of Justice (MoJ), invites applications for Research Fellows to conduct research and analysis to demonstrate the potential policy impact of the magistrates' and/or Crown Court datasets, or the linking magistrates' and Crown Court datasets, are the first research-ready datasets resulting from the [Data First](#) project.

Researchers can apply for research grant lasting at least six months, and no more than 12 months, with an end date of no later than 31<sup>st</sup> March 2022. Funding will be pro-rated depending on duration up to a maximum of £130,000 per annum at 100% full economic cost

(FEC). The research is expected to be of an appropriate scale to still allow enough time for data discovery, policy and public engagement and output production.

Proposals are welcome from individual researchers from eligible UK Research and Innovation (UKRI) Research Organisations (ROs), including Early Career Researchers (where a mentor is mandatory). Researchers on fixed term contracts are eligible to apply if their institutions are willing to extend their contracts to cover the period of the Fellowship.

We are looking for demonstrable experience of working with large datasets coupled with a willingness to engage with other researchers across the ADR UK partnership as well as policy makers. Experience of magistrates' and/or Crown Court data is not essential. Applications will be assessed based on their scientific merit and potential for policy impact as well as their ability to deliver within the timeframe.

Applications can be for either part-time or full-time Research Fellows, but the minimum should be for 60% full time equivalent. Proposals may also include research support, additional expertise and/or mentorship (*NB: mentorship is a requirement for applications from Early Career Researchers*). Joint or team applications are not eligible for this scheme, though letters to support the research from other academic or non-academic organisations are encouraged.

Applicants will also need to become an Accredited Researcher and have their project approved by the [UK Statistics Authority Research Accreditation Panel \(RAP\)](#), and data owner approval via the [MoJ application form for secure access to data \(SAD\) form](#). More details below.

The deadline to apply is **20 October 2020**.

## 2.2 About ADR UK

ADR UK (Administrative Data Research UK) is a partnership transforming the way researchers access the UK's wealth of public sector data.

Our aim is better information for policy decisions to improve lives. We enable vital research that has the potential to lead to more effective public services by linking together administrative data held by different parts of government and making it available for research. We have new deidentified linking datasets in the pipeline which will support research on a wide range of education, healthcare, justice and employment questions.

The ADR UK Strategic Hub at ESRC coordinates three national partnerships across the programme – ADR Scotland, ADR Wales, and ADR Northern Ireland – and the Office for National Statistics (ONS). All partners ensure data provided by UK Government bodies is accessed by researchers in a safe and secure manner.

ADR UK is initially a 3-year investment supported by £44 million drawn from the National Productivity Investment Fund (NPIF). The ADR UK Fellowship Scheme is supported by its Strategic Hub Fund, which is available through to April 2022. This has already been used to support invited bids to conduct research in line with identified strategic priorities around public service delivery and the creation of new deidentified linking datasets. Research Fellowships are the next phase – to provide secure, funded academic access to these datasets for research projects with the potential for policy impact. All new and existing datasets we

support are included in the [ADR UK Data Catalogues](#).

## ADR UK Research Fellowships

. To be the first to hear about newly available data or funding opportunities, please [sign up to our mailing list](#).

### 3 ADR UK Research Fellowship — Magistrates' and Crown Court Data

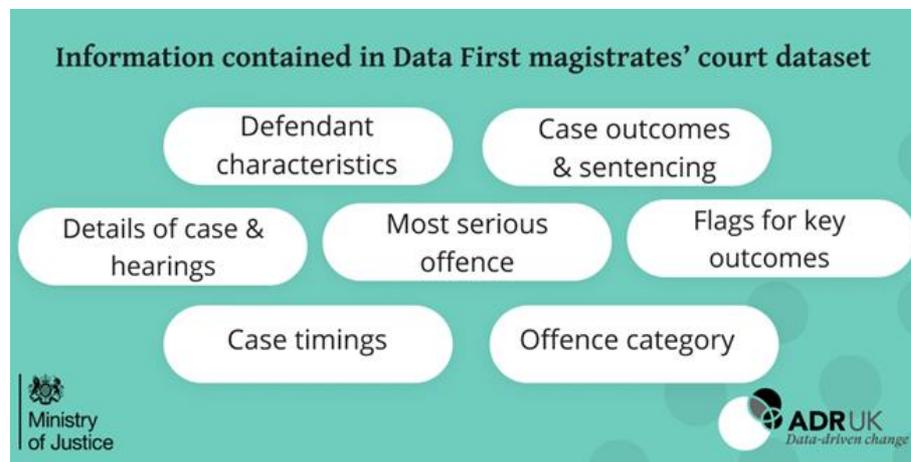
#### 3.1 What is Data First?

**Data First** is an ambitious data-linking programme led by MoJ and funded by ADR UK. It aims to harness the potential of the wealth of data already created by MoJ by linking administrative datasets from across the justice system and beyond and enabling researchers within government and academia to access the data in an ethical and responsible way.

By working in partnership with independent and expert academics to facilitate and promote research in the justice space, we will create a sustainable body of knowledge on justice system users and their interactions with government and across the family, civil and criminal courts, to provide evidence to underpin the development of government policies and drive real progress in tackling social and justice problems.

#### 3.2 What are the magistrates' and Crown Court datasets?

The 'magistrates' court defendant case level dataset' and the 'Crown Court defendant case level dataset' provide data on magistrates' and Crown Court use between 2011 and 2019 (note: data for Crown begins in 2013). This data will provide insight into the magistrates' and Crown Court user populations, including the nature and extent of repeat users. It will enable researchers to, for the first time, establish whether a defendant has entered the courts on more than one occasion, and will drive better policy decisions to reduce frequent use of the courts.





### 3.3 What is the [linking magistrates’ and Crown Court dataset](#)?

The linking dataset acts as a lookup and will allow users to join up information in the magistrates’ and Crown Court datasets. It offers the opportunity to identify where records in the two criminal courts datasets refer to the same people and cases. This linkage will allow new and more complex analysis, building up a fuller picture of defendants’ interactions with the criminal courts, and how individual cases progress through the criminal court system from end to end.

The magistrates' and Crown Court datasets, including the linking data, are supported by a suite of materials to enable accredited researchers – across government and academia – to make the best of use of this data to improve our understanding of justice-system use. These resources include a [Data First user guide and data catalogue](#), which describe the nature and the quality of the data shared. There are three data catalogues, one for the magistrates’ court, one for the Crown Court, and one for the linking data. These catalogues provide an overview of the data, its structure, and a list of all variables included. Within the [linking data catalogue](#), we provide an extra tab called “Linking\_Guidance\_FAQ” which gives a worked example of how records can be linked from the magistrates’ and Crown Court datasets using the data. There is also another tab called “Case\_Crossover” which provides an overview of where we can see case crossover between the magistrates’ and Crown Court datasets.

We also have two **synthetic datasets** for both the magistrates’ and Crown Court data which contain 1000 fake records each. The data is fake, and any outputs created will be meaningless. However, the data is structurally mirrored where the variables and allowed values reflect what would be in the real data hosted on the ONS SRS. To access this resource, please email [datafirst@justice.gov.uk](mailto:datafirst@justice.gov.uk) expressing your interest in applying for this Funding Call.

The magistrates' and Crown Court data, including the linking data are the first research-ready datasets to become available for use by accredited researchers as a result of [Data First](#). Data First is a ground-breaking 3-year data linking programme, led by MoJ and funded by ADR UK. The project aims to unlock the potential of the wealth of data already held by MoJ, linking

administrative datasets from across the justice system and beyond to better inform policy related to crime and justice.

For any additional enquires please refer to Section [Z](#) for the most appropriate email address.

### 3.4 Objectives and Expectations of the ADR UK Research Fellowships

The ADR UK Research Fellowships scheme has been developed to meet the following three objectives with associated expectations of researchers and research projects.

#### 3.4.1 Objective 1: Useful Research

**Useful Research: to demonstrate the potential of administrative data research for public policy impact within the timeframes.**

We are looking for proposals that will act as ‘pathfinders’ for conducting research and deriving insights from deidentified linking administrative data, which showcase the potential for policy impact and public benefit.

We are looking for proposals with focused and well-defined research questions though accept that analysis plans, research, and production of outputs may adapt as new information comes to light during data discovery or stakeholder engagement (*NB: this may involve submitting additional proposals to the Research Accreditation Panel (RAP) during the funding period*). Given the research and other requirements of the fellowship call, we expect the research to be scaled according to the length of the Fellowship, to ensure it can be delivered alongside the data discovery, policy and public engagement and output production.

The policy relevance of research questions or themes should be evidenced at least by reference to published documents including MoJ’s [‘Areas of Research Interest’](#).

Research topics which could be developed include, but are not limited to: equity of remand and/or sentencing outcomes across users, taking into account defendant’s characteristics; timing and effect, if any, of pleas; and whether defendants are repeat users and/or repeat offenders.

Broad research questions which could be explored with the single source and/or linking data include:

- Who are repeat users of the magistrates’ and/or Crown Courts?
- What is the nature and extent of repeat users of the magistrates’ and/or Crown courts?
- How does sentencing change with repeat use of the criminal courts?
- At what stage in a case do people plead guilty and what impact does this have on sentencing outcome?
- How do experiences and outcomes in the magistrates’ court and Crown Court differ by characteristics such as offender age and ethnicity?
- How many appearances in the magistrates’ court have individuals had before first being sent to Crown Court?

- How do outcomes differ for triable-either-way cases heard in the magistrates' or Crown Court?
- How do criminal court cases change through proceedings from original receipt to the result or conviction?
- What are the differences in the characteristics of defendants appearing before the two courts for similar offences?

In addition, or as an alternative, evidence can also be provided that the research questions being addressed are of interest to public service organisations. For example, via a letter of support or evidence from relevant existing collaborations and partnerships between universities and their wider communities, such as, local authorities or public service providers, including with the charitable and voluntary sector. Named Project Partners are also welcomed where a specific contribution (either direct cash and/or in-kind) is being made to the project. Project Partners and letters of support are encouraged but not essential. [Note – please do not seek a letter of support from the MoJ; their approval is essential for access to this data and will be coordinated by ADR UK.]

Proposals must also be of public benefit as set out in the [Code of Practice for Research](#) issued under the Digital Economy Act 2017. It will **not** be possible for a project to pass through RAP otherwise.

### 3.4.2 Objective 2: Useful Data

**Useful Data: To develop the data as a useful research resource for future users.**

In addition to demonstrating the value of administrative data for public good, we also want to ensure the individual and collective efforts of the Fellows enhance the research value of the dataset for the benefit of others, including future researchers and data owners.

**All successful applicants will be required to support the development of these datasets by committing to the following which will all be call-specific funding conditions:**

- supporting work to improve the user guide and metadata files;
- openly sharing code with other Research Fellows and ultimately publishing it; and
- making recommendations for plausible extensions to the data for the future.

We welcome (*but do not require*) proposals to develop new research concepts with the data or contextualise findings with additional publicly available data from sources outside the core dataset(s) (for example, adding geospatial, land use or energy data; or quality of life or Indices of Multiple Deprivation). All additional data should be matched, analysed and, after the end of the project, made available to other users via the ONS SRS. Research Fellows will be responsible for organising the matching of any other data. Where additional publicly available data sources are included for matching as part of a proposal, the data must be deposited in the SRS. If it is not currently available in the SRS, ONS will review the data requested in the RAP proposal and deposit the data in the researcher's project area when approved.

ADR UK would also be willing to provide resource to nurture ADR UK Research Fellows as a group of magistrates' and/or Crown Court data **super users**, providing there is enough interest in doing so from ADR UK Research Fellows. Applications can express an interest in

establishing or contributing to a self-led, informal community that could coordinate and build on the collective learning of this group for the benefit of other users and/or data owners. ADR UK would provide administrative support and funding to cover additional expenses for quarterly meetings of such a group and may also consider funding proposals from this group that would benefit the overall research value of the data.

### 3.4.3 *Objective 3: Useful Engagement*

**Useful Engagement: To foster opportunities between academia and government that allow fresh thinking to flourish and to maintain public acceptance for the use of data for research purposes.**

The ADR UK Strategic Hub has developed relationships with key stakeholders, particularly data owners and government departments. We are keen to share these relationships by organising opportunities for Fellows to engage directly with relevant stakeholders around their research. Fellows will be responsible for collectively planning and delivering the content for at least one engagement event, based on the research underway. The timing and nature of these event(s) can be agreed with Fellows at or by the start of the funding period. The purpose of this engagement will be to share and develop data analysis plans, research and output production.

In addition to the need to engage relevant 'users' of the research and stakeholders as set out above, the proposal should also outline how the legacy of proposed activity will be managed to engage beneficiaries and increase the likelihood of its impact in providing lasting value to participants, stakeholders and the wider social science community. To be effective, all communications, engagement and impact activities must be planned in detail and properly resourced in the proposal. Where necessary, we would expect to see evidence of institutional support including (but not limited to) training and mentorship for the Fellow in public and policy engagement.

ADR UK is also keen to ensure that public acceptance for analysing this data is maintained. Public engagement is an important part of research using administrative data, to ensure that the public are aware of and comfortable with how their data is being used, and to allow them to contribute to the research agenda. Engagement is also a powerful tool for maximising the impact of research, allowing you to shape your work so that it is meaningful and useful to the groups whose lives it hopes to benefit. It is important that the interests and needs of the sub-sector of society most likely to be impacted by your research are properly understood, and that you frame your work around this. There are many ways to engage the public with research. The method you choose will depend on your research questions and your own preferences and expertise.

All Research Fellows will be expected to consult the **Data First Representation User Panel** about their proposed research question and design once funding has been awarded. The Representation User Panel will be composed of representatives from criminal, civil and family justice organisations working with and comprise on behalf of system users (such as defendants, prisoners, claimants in civil disputes, or parties to family law cases) to provide representation for a wide range of data subjects included within the scope of Data First. Consultation with the panel will allow Fellows to develop insight into the lived experiences and

interests of justice system users in relation to their proposed research, including any concerns the Panel may have and how the project can address them. A meeting will be planned and organised by the ADR UK Strategic Hub towards the beginning of the funding period at which all Research Fellows will have the opportunity to consult the Panel.

Fellows are also welcome and encouraged to conduct further public engagement work if relevant to their project and feasible within the funding period. This must be justified and costed, and its feasibility demonstrated, within the research proposal. The ADR UK Communications and Engagement Team can offer advice on public engagement, and examples of activities to consider are provided in the Frequently Asked Questions (FAQ) document.

### 3.5 A note about research impact and knowledge exchange

In line with the UKRI position on Excellence with Impact, we expect applicants to have considered the potential scientific, societal and economic impacts of their research. Applicants should evidence how these impacts can be maximised within their proposal.

Opportunities for increasing the impact of the research may arise at any stage during the research lifecycle, from the planning and research design stage and throughout the period of funding. The research lifecycle therefore includes knowledge exchange and impact realisation activities – including reporting and publication, and the archiving, future use, sharing, and linking of data. It is important that researchers have in place a robust strategy for maximising the likelihood of impact opportunities and their own capacity for taking advantage of these. If it supports an application, we would expect to see evidence of institutional support for knowledge exchange and impact.

The ESRC's [Impact Toolkit](#) gives advice on achieving the maximum impact of your research. The toolkit includes information on developing an impact strategy, promoting knowledge exchange, public engagement and communicating effectively with key stakeholders.

### 3.6 Assessment Criteria

Once accepted, following basic office checks, proposals will be sent to a panel of expert independent reviewers. If demand is high or there are conflicts of interest, additional reviewers may be approached. Reviewers will represent academic and non-academic experts including data owners and other government or public service representatives. Applications will be reviewed and scored by at least three reviewers based on the criteria below. Final funding recommendations will be made at a panel meeting of all reviewers.

#### **Criteria 1: Likelihood of demonstrating the potential of administrative data research for public policy impact:**

- Does the proposal make clear the policy relevance and significance of the research? How is this evidenced?
- Does the proposal demonstrate that there is effective demand for the research from policymakers and other non-academic stakeholders beyond the academic community? Are there letters of support in evidence or Project Partners included (these are

welcomed but not required)? NB: applicants are asked not to seek letters of support from data owners.

- Are the stakeholders and/or potential users of research outputs properly identified, and the processes and means for engaging with them appropriate, at all stages of the research process? (NB: This can include through ADR UK engagement events.) Is there evidence of existing collaborations?
- Does the proposal consider the potential scientific, societal and economic impacts of the research?

#### Criteria 2: Scientific Merit:

- Does the proposal look to exploit the unique features of the magistrates' and/or Crown Court data?
- Are the research questions clearly set out?
- Are the research methods clearly specified, robust and appropriate to the stated questions? Are issues of data validity and reliability appropriately addressed?
- Is there evidence of a clear understanding of the issue to be addressed through this research?
- Is the conceptual framework of the proposed research appropriate to address the issue?
- Is there clarity and coherence in the research design between research questions, research methods and anticipated intellectual outcomes?

#### Criteria 3: Feasibility to deliver in the timeframe:

- Does the Fellowship have clear aims?
- Are the project goals achievable in the timeframe?
- If applicable, are plans for use of additional publicly available data feasible, and will they deliver the proposed objectives?
- Are there clear plans to make findings available to target audiences and to maximise potential research impact? Is it realistic and achievable? (including two accessible and/user-friendly outputs – see section [3.8](#))
- Overall, are the timelines, and the project management plan appropriate and credible for the proposed project?

#### Criteria 4: Knowledge and experience:

- Do the credentials of the applicant (plus any nominated support) and their research organisation appear credible for the successful delivery of the proposed research, including:
  - delivering at pace
  - developing accessible/user friendly outputs

- working with large datasets
- collaboration or partnership between researcher and user of the researcher or research beneficiary
- Does the proposal include wider programmes of training for the designated Early Career Researcher, if any are included, and are these appropriate to their stated career development aspirations?
- Where appropriate, is there evidence of the right institutional support and expertise for example for knowledge exchange, impact and policy/ public engagement or other identified areas of expertise?

#### Criteria 5: Value for money:

- Is the budget appropriate, reasonable and justified for the proposed programme of work, including all staff costs, travel, data analysis tasks, and knowledge exchange and impact activities?
- Are there any components of the project costs which appear excessive? (Estates and indirect costs will not be assessed)?
- Are staff doing the appropriate level of work? Is the amount of staff time on the project for research support, additional expertise or mentorship appropriate?

The ADR UK Research Fellowship Panel will make a decision on funding based on the above criteria. In parallel, ONS and MoJ will provide feedback to assure ADR UK that applications are likely to be able to gain RAP and data owner approval against their criteria.

ONS will be ensuring that RAP applications can be finalised in time to be submitted for the identified RAP meeting and have a high confidence of being approved through this process in order to gain legal access to the data.

MoJ will facilitate data owner approval, ensuring the timely review of applications prior to the funding panel and in advance of the RAP panel to ensure that the proposal has the necessary data owner support to meet the criteria for RAP project approval. If applications for ADR UK Research Fellowships do not have a strong enough [RAP application form](#) (as judged by the ONS Triage Team), do not gain data owner approval or there are concerns about whether the project will be approved for data access in the timeframe, the application will not be selected for ADR UK funding. Both ONS and MoJ will be present at the Panel meeting to provide a view about the likelihood of the proposal being approved via RAP and data owners in the necessary timeframes. More information on this process is provided in sections below.

### 3.7 Criteria for Early Career Researchers, if applicable

If applications are from Early Career Researchers, the following information should be provided –more detail is provided within the FAQ document:

- Description of why the researcher is eligible to apply as an Early Career Researcher;

- Articulation of how the award of an ADR UK Research Fellowship grant will have a demonstrable impact on their trajectory to becoming an independent researcher;
- Inclusion of a programme of skill development activities to support their continued development; and
- A nominated mentor from their host institution who should write a supporting statement describing the support that will be provided.

Early Career Researchers are also encouraged to include wider programmes of training and capacity-building that develop their understanding or use of relevant data resources, methods or topic areas. This might be through seminars, workshops or other mechanisms, and should take account of training and events already being offered through other ESRC investments such as the [National Centre for Research Methods \(NCRM\)](#), [UK Data Service](#) and [Doctoral Training Centres](#).

### 3.8 Outputs and Reporting

ADR UK promotes the publication of research findings in forms that are easily digestible and useable for both government policymakers and wider society, as well as academics. Often this will mean a dual publication approach, for instance with findings being published in both an easily-accessible policy paper as well as in an academic journal. The following describes the expectations of Research Fellows in terms of outputs and reporting.

- All research projects funded by ADR UK are required to have a [project page](#) detailing the aims of the research on the ADR UK website. Research Fellows will be expected to work with the ADR UK communications team to publish this at the beginning of the funding period.
- During the award, Research Fellows are required to deliver at least **two accessible/user-friendly outputs** for publication on the [ADR UK website](#) and linked to the [MoJ Data First landing page on gov.uk](#). This should include one 'Data Insight' detailing research findings at an appropriate point during or at the end of the funding period; plus another output of the Fellow's choosing which could include, for example, descriptive summaries, findings, visualisations or policy briefings. Fellows will also be asked to produce a blog post for the ADR UK website. The ADR UK Communications team will support Fellows in the production and publication of these outputs.
- Research Fellows are also expected to produce at least two, '**Data Explained**' outputs to summarise and record their learnings about the data for the benefit of others. This will include a shorter summary within or shortly after the funding period; and a detailed document to be deposited into the ONS SRS within a year of the funding period. These documents will be made available to future users of the data.
- Academic outputs are supported but we anticipate these to be published outside of the funding period and do not expect academic publication to delay other research outputs. In line with [UK Research & Innovation \(UKRI\)'s open access policy](#), any academic publications associated with research funded by ADR UK are expected to appear in an open access publication.

- The Research Fellows will meet with an appropriate representative from ADR UK to review progress on a quarterly basis.
- In addition to the standard [ESRC reporting requirements](#)<sup>1</sup>, a report on the conduct and outcome of the fellowship –including recommendations for plausible extensions to the research or enhancements to the data for future use, and suggestions for how the metadata and user guide can be improved –must also be submitted by the Research Fellow within 3 months of the end of the award period.

### 3.9 Call-specific funding conditions

In addition to proposals fulfilling the above call criteria and reporting requirements, there will be other expectations placed on ADR UK Research Fellows. These will be set out as conditions in the grant offer letter as follows:

- Attend an induction meeting with ADR UK within a month of starting or before;
- Agree to the principle of a dual publication strategy for research outputs, with easily digestible outputs aimed at government policymakers and wider society published in addition to papers submitted to academic journals;
- With support from ONS, submit an application to RAP in line with the timetable below;
- Submit an application for data access to MoJ via the SAD form once the RAP form has been screened by ONS, in line with the timetable below;
- Address any conditions set by the UKSA's Research Accreditation Panel to ensure lawful data access can be approved. The ADR UK Research Fellowship proposal should also be retrospectively amended accordingly (if applicable).

### 3.10 Benefits for researchers

As a successful ADR UK Research Fellow, you will be supported in several ways, in addition to receipt of funding, as follows:

- Support in securing data owner approval for your project, which is a criterion for projects to be approved by RAP;
- Guidance on preparing your documentation for RAP (*NB: this stage comes after the funding decision*);
- A priority place on the Accredited Researcher training (if necessary);
- Advice and guidance from the ADR UK Communications and Engagement Team on telling your story, promoting your work through the ADR UK website, and public engagement;
- Facility for checking and verification of outputs in a secure setting;
- Support in reaching government departments, where this is relevant to your research;

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<sup>1</sup> ESRC Reporting outcome information using ResearchFish:  
<https://esrc.ukri.org/funding/guidance-for-grant-holders/reporting/>

- Attendance at events organised and sponsored by ADR UK to develop and/or share your research with stakeholders;
- Opportunity to join a network of other ADR UK Research Fellows to support learning and skills transfer/exchanges;
- Possibility of extension to March 2022 or beyond, if ADR UK is successful in obtaining longer term investment, and where proposed extensions are seen to be of particular strategic value (*NB: process and criteria to be determined*).

### 3.11 Funding and duration

A number of 6–12 month research grants will be available, up to a **maximum value of £130,000 per annum** (full economic cost) in the first instance. All Fellowships will need to start by no later than 15 May 2021 and complete within 12 months. Researchers on fixed term contracts are eligible to apply if their institutions are willing to extend their contracts to cover the period of the Fellowship.

Eligible costs are those that cover salaries plus nominated research support staff or mentorship time; travel and subsistence; project-specific engagement/events; public engagement; production of outputs; and training.

Additional ADR UK funds will be allocated to cover the costs of running the ADR UK organised stakeholder engagement event(s) described above on behalf of all the Research Fellows including travel of attendees; venue hire; and catering. Do *not* include these costs in your proposal other than for your own travel and subsistence (for which, please assume a London venue). All events will be organized in keeping with current government guidelines on social distancing.

Additional ADR UK funds may also be available if there are small (e.g. <£10,000) and rapid, high-value opportunities to extend the data analysis or research, especially where there is value to a research beneficiary, data owner or other users of the data.

## 4 Timetables

### 4.1 Timetable for the Funding Decision

Call launch	Wednesday 12 August 2020
Applicant webinar	18 September 2020
Closing date for Je-S proposals	16:00 on Tuesday 20 October 2020
Closing date for RAP applications	16:00 on Tuesday 20 October 2020
Decision meeting	Tuesday 12 January 2021 (TBC)

### 4.2 Timetable for gaining access to the data (successful Research Fellows only)

Preparation of RAP documentation with ONS	12 August – 20 October 2020
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Submission of RAP applications	16:00 on Tuesday 20 October 2020
Email feedback on RAP form (ONS feasibility screening)	latest 3 November 2020
Preparation of draft MoJ application form for secure access to data (SAD) <b>(note: reuse of content between RAP and SAD form is encouraged)</b>	12 August– 20 October
Submission of final MoJ SAD application <b>(note: reuse of content between RAP and SAD form is encouraged)</b>	within 1 week of ONS screening feedback: (latest 10 November 2020)
Documentation to RAP meeting	February 2020
RAP meeting	Tuesday 9 March 2021

#### 4.3 Timetable for awards and project start ((successful Research Fellows only)

ADR UK Research Fellowship Offer Letter Negotiations	from January 2021
Data available in SRS project space including relevant metadata	late-March 2021
ADR UK Induction Meeting for all Research Fellows	March 2021 (TBC)
Latest start date	15 May 2021

#### 4.4 Key milestones for successful award holders

- Consultation with the Representative User Panel
- Contribution to collective stakeholder engagement events organised by ADR UK
- At least two accessible and user-friendly outputs during the funding period plus a blog post
- At least two 'Data Explained' one within (or shortly after) the funding period and the other within 1 year of the funding period.
- End of award report including suggestions for updating and improving meta-data and user guide
- Academic publications (outside the funding period).

A [flow diagram of how the processes interact, and indicative timelines](#) for the perspective of applicants, is also available to view.

## 5 Working with Data Owners

This call has been developed with the data owners (MoJ) and data processors (ONS) who have had the opportunity to shape the call objectives and assessment criteria as well as promoting their own strategic research needs.

Data First will facilitate data owner approval, ensuring the timely review of applications prior to the funding panel and in advance of the RAP panel to ensure that the proposal has the necessary data owner support to meet the criteria for RAP project approval.

To apply for data owner support, applicants are required to complete an [application form for secure access to data](#) (SAD form) and submit to MoJ. It is recommended that applicants complete a draft alongside their Je-S and RAP forms, but submit the form only once ONS have screened the RAP form. This will ensure that any clarifications requested by ONS can be reflected in the form before data owner review. The applicant will be informed when the ONS screening is complete.

**NOTE: reuse of content between the RAP form and the SAD form is encouraged**

Data owners will review applications to ensure that all external requests for individual data are legal, ethical, proportionate and secure, and will ensure that applications meet the following general criteria:

1. Research is aligned with the data owner's areas of research interest;
2. There is overall benefit to the data owner and wider public;
3. Ethical considerations have been made;
4. Data protection and security;

**Please note:** applicants are asked not to seek Business Sponsorship as this will be coordinated by MoJ. Only sections on HMCTS data need to be completed. For further details, please see the FAQs.

Data owners will be represented on the ADR UK Research Fellowship Panel who review all proposals and then make recommendations to ADR UK about which applicants to fund. This is to make the process transparent to data owners in support of building their trust in academic access to government data.

Data owners will also be asked to commit to engaging with award holders at key points throughout the funding period; for example, at the planned engagement event(s), with the anticipated goal of them benefiting from:

- Better understanding of their own data
- Enhanced meta data
- Insights from the data/research
- Opportunity to shape research and identify future extensions to the dataset
- Be part of a community of research use and application.

## 6 Further details for applicants

## 6.1 Quick application links

Form title	Link
Je-S form (ADR UK grant application)	<a href="#">Je-S site login</a>
RAP application (ONS research accreditation)	<a href="#">RAP site registration</a>
SAD/DAP application (MoJ secure access to data)	<a href="#">SAD form download</a>

## 6.2 How to Apply

A Head of Department letter of support is required as part of the application, which also confirms that the institution is AOC certified or committed to applying for certification.

All proposals must be made on the **Je-S Proposal Form**.

**Je-S** is the electronic submission system which is used by all Research Councils to provide a common electronic system that supports research administration. **In particular, applicants should note the registration requirements for making a Je-S submission.** Please also refer to the Je-S Guidance for this scheme in conjunction with this Call Specification.

Only those proposals submitted through the Je-S system will be accepted for processing. The proposal submitted through Je-S will be taken to be the final version and will be the version used for external assessment. Please note the RAP application form required as part of the application is not submitted onto Je-S but should be submitted to the Research Accreditation Service (RAS) [here](#). This link will take you to a registration page to create your account. If you already have an account then you can log in [here](#). Once you have done this you will be able to log in and click 'Start a new project application'. If proposals are submitted onto Je-S but do not have an accompanying RAP form, then applications may be rejected. *[Note – the RAP application form can be revised following advice from ONS before being submitted for consideration by the RAP. Only once the RAP form has been screened by ONS should applicants submit their application form for the SAD form for data owner approval – see 'Working with Data Owners']*. Remember, reuse of content from the RAP form into the SAD form is encouraged.

## 6.3 What we will do with your information

In accordance with General Data Protection Regulation (GDPR) the personal information that you provide within the proposal will specifically be used for the purpose of administering this call. The information will be viewed by ESRC and ADR UK staff and selection panel members, and your information will not be used for any other purpose without your specific consent.

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact the Joint Information Services Unit ([jis@epsrc.ac.uk](mailto:jis@epsrc.ac.uk)).

## 6.4 Research Project Approval

The ADR UK Research Fellowship scheme will award funding. Once funding is secured, the successful Research Fellows will take their project through a second process to gain legal permission (via the Digital Economy Act) to access the data. This is the [UK Statistics Authority's Research Accreditation Panel](#) run by ONS. ADR UK, MoJ and ONS have collaborated to ensure the application and decision-making process between this call and RAP is aligned. You can see an example RAP application on the [UK Statistics Authority website](#). Please see the [flow diagram](#) for ADR UK and RAP decision making processes and indicative timelines.

As described in the 'Working with Data Owners' section above, the ADR UK funding decision will consider data owner approval for the project through feedback from data owners and via representation on the ADR UK Research Fellowship Panel. This is a key criterion you will need to meet if your project is to be accredited. Others include the research being in the public good and ethics.

You will be required to submit your RAP form along with your application for the ADR UK Fellowships Call. ONS will be on hand during the application writing stage to answer any queries you may have about completing the form. ADR UK have also invited ONS to provide an 'early RAP triage'/screening function at the funding decision-making stage to highlight any concerns that projects would not be approved by RAP. Less fundamental concerns that ONS feel could be addressed in the documentation before submission to RAP would be added as funding conditions. More significant concerns about a project passing successfully through RAP may result in a project being ruled out of the funding decision. This would not prevent or go against an applicant applying to access the data through RAP without ADR UK funding at a later date.

It is the responsibility of the applicant to draft a sufficiently comprehensive RAP form, addressing the [RAP guidance](#) and drawing on the support of ONS where necessary (see contact details below). After ADR UK's funding decision, ONS will work closely with all the successful ADR UK Research Fellows to ensure their documentation is prepared in time for the next RAP meeting.

RAP assess each project against the following criteria:

- i. Is there public benefit?
- ii. Is there demonstrable analytical merit?
- iii. Is the project feasible?
- iv. Are any relevant privacy implications sufficiently mitigated?
- v. Has the project successfully completed a formal ethical review?

Data owner approval, (MoJ), is also required for a project to proceed. Once the RAP form is finalised, applicants will need to complete the application form for secure access to data (SAD), resuing content from the RAP form where possible.

The project will also need to demonstrate that the proposed research questions can be addressed with the data requested, and that the methods are appropriate and robust and in

line with the requirements of UKSA research accreditation panel.

## 6.5 Data Access

To access the data ADR UK Research Fellow will need to be an Accredited Researcher under the 2017 Digital Economy Act. For those not already accredited an Accredited Research form will need to be completed with the RAP Application form, see [link](#) for application form and information on how to become a DEA Accredited Researcher. Places will be reserved on training course for any successful Research Fellows that still needs to undergo training. This needs to be completed before data can be accessed, but will not prevent the application from proceeding through the early stages of the RAP process. Data owner approval will also be required before the project will be considered.

Researcher access to the dataset will be through the ONS SRS safe settings. If the Covid-19 emergency is ongoing at the time projects begin we will seek to find alternative arrangements to ensure Research Fellows can access the data. Further advice will be issued nearer the time if alternative arrangements are required.

One possibility is temporary remote access to the SRS until such time as the SRS safe settings re-open. One of ONS's pre-conditions for remote access is that researchers must work for an organisation with an Assured Organisational Connectivity (AOC) agreement in place. Applicants are advised to check whether their organisation already has an AOC agreement in place as there are time implications if this is required. Willingness to undertake this process, if necessary, will need to be addressed in your Head of Department's statement.

## 7 Additional enquiries

### I have a question not answered in any of the call documents –who should I contact?

The full specification and a range of supporting guidance documents for this call are available on the [ADR UK website](#). Having read these, if you still have enquiries please contact us as follows:

Query category	Contact
Call queries	<a href="mailto:hub@adruk.org">hub@adruk.org</a>
Je-S System queries	<a href="mailto:JeSHelp@je-s.ukri.org">JeSHelp@je-s.ukri.org</a>
General or unknown, to be passed on to appropriate recipient	<a href="mailto:hub@adruk.org">hub@adruk.org</a>
Methodology queries	<a href="mailto:adrcuration@ons.gov.uk">adrcuration@ons.gov.uk</a>
Accredited Researcher queries	<a href="mailto:adrcuration@ons.gov.uk">adrcuration@ons.gov.uk</a>
RAP queries	<a href="mailto:adrcuration@ons.gov.uk">adrcuration@ons.gov.uk</a>
Dataset queries	<a href="mailto:datafirst@justice.gov.uk">datafirst@justice.gov.uk</a>

Research question queries

[datafirst@justice.gov.uk](mailto:datafirst@justice.gov.uk)