



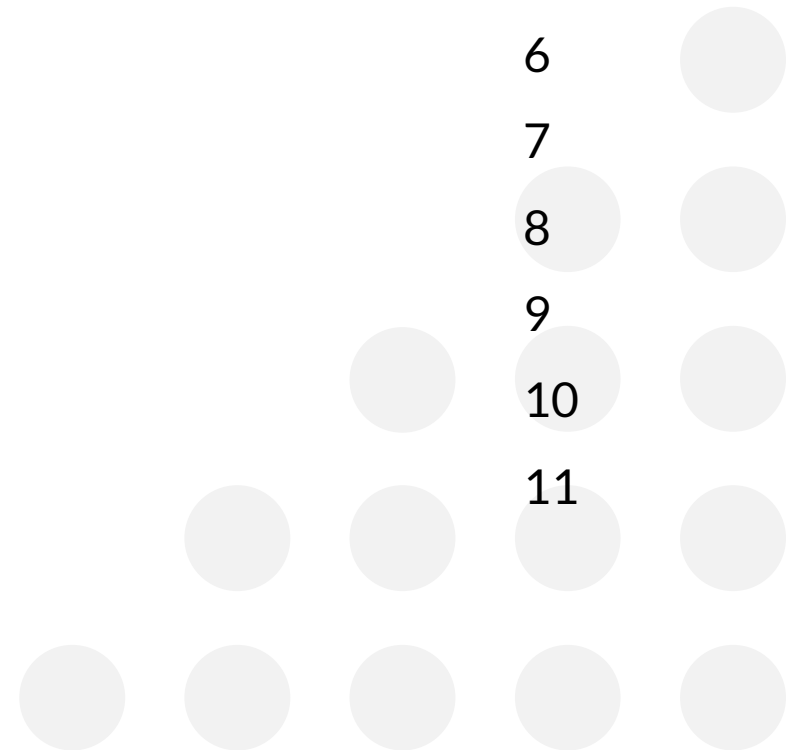
Flagship Data Access Checklists

October 2023



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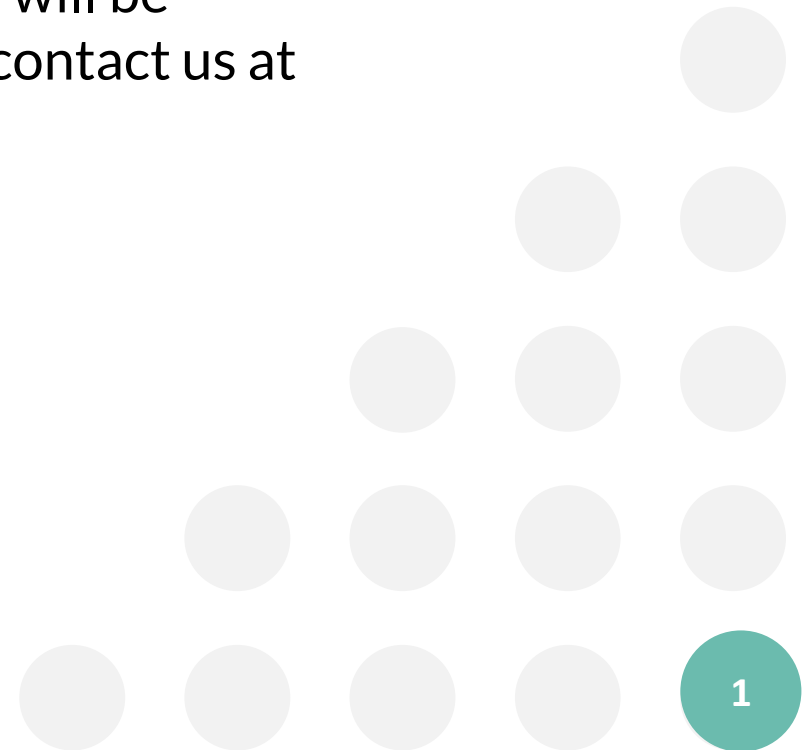
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Introduction

The following checklists provide a quick and concise set of steps to access each of ADR UK's flagship datasets that will be used by the 2023 ADR UK PhD cohort.

Please note: some dataset names have been updated, and some will be refreshed over the next few months. For any questions, please contact us at ADRStudentships@esrc.ukri.org.



Annual Survey of Hours and Earnings linked to 2011 Census – England & Wales

1. Apply to become an accredited researcher under the Digital Economy Act 2017

- Complete the application form through the ONS [Research Accreditation Service](#). Contact srs.customer.support@ons.gov.uk with any questions.

2. Apply for an accredited research project

- View the ASHE -2011 Census dataset on the [ADR UK Data Catalogue](#)
- Submit an application to the Research Accreditation Service: [Apply for an accredited research project – ONS](#).

3. Access the data securely

The options available to access this dataset are:

- **Safe Rooms** – based in ONS offices in Titchfield and Newport, open Monday-Friday, 9.00-16.00
- [SafePod Network](#) – a small, self-contained secure room with a single workstation
- **Assured Organisational Connectivity** – the ability to access the ONS Secure Research Service from your office or home. Check what arrangements your institution already has or can put in place.



Economic
and Social
Research Council

[Read more on
this dataset](#)

Data First: Cross-Justice System – England & Wales

1. Apply to become an accredited researcher under the Digital Economy Act 2017

- Complete the application form through the ONS [Research Accreditation Service](#). Contact srs.customer.support@ons.gov.uk with any questions.

2. Apply to access the cross-justice system linked dataset

- View details of the dataset on the [ADR UK Data Catalogue](#) and the [MoJ Data First Data Catalogues](#)
- Submit an application form to the MoJ: [Data First secure access to data - GOV.UK](#)
- Submit an application to the Research Accreditation Service: [Apply for an accredited research project – ONS](#).

3. Access the data securely

The options available to access this dataset are:

- **Safe Rooms** – based in ONS offices in Titchfield and Newport, open Monday-Friday, 9.00-16.00
- [SafePod Network](#) – a small, self-contained secure room with a single workstation
- **Assured Organisational Connectivity** – the ability to access the ONS Secure Research Service from your office or home. Check what arrangements your institution already has or can put in place.



[Read more on this dataset](#)

Data First: Family Court linked to Cafcass – England & Wales

1. Apply to become an accredited researcher under the Digital Economy Act 2017
 - Complete the application form through the ONS [Research Accreditation Service](#). Contact srs.customer.support@ons.gov.uk with any questions.
2. Project application and scoping
 - View details of the dataset in the [family court data catalogue](#) and [Cafcass data catalogue](#)
 - [Contact the SAIL Databank](#) to discuss your research project and its viability
 - Complete the scoping document setting out SAIL Databank related activities, timescales, resource usage and costs. *NOTE: ADR UK will cover data access costs for ADR UK-funded PhD students.*
3. Information governance
 - Sign and submit a project scoping document
 - Complete the online Information Governance Review Panel application form. Contact help.saildatabank.com for access
 - SAIL will also help you to complete a [UKSA Research Accreditation Panel](#) application.
4. Gain approval to use the SAIL Gateway
 - Complete the SAIL Gateway Account Request Form: [New User Application \(ukserp.ac.uk\)](#)
 - Sign and return the SAIL data access agreement (this will be e-mailed to you).

Data First: Ministry of Justice & Department for Education linked dataset – England

1. Apply to become an accredited researcher under the Digital Economy Act 2017

- Complete the application form through the ONS [Research Accreditation Service](#). Contact srs.customer.support@ons.gov.uk with any questions.

2. Apply to access the MoJ-DfE linked dataset

To access the MoJ-DfE linked dataset, researchers must *directly apply to both the MoJ and DfE*:

- Complete this [ethics self-assessment tool](#) (and/or equivalent institutional ethical approval)
- Complete the application form for secure access to data: [Data First secure access to data - GOV.UK](#)
- Send all required paperwork (above) to data.SHARING@education.gov.uk and DataLinkingTeam@Justice.gov.uk.

3. Access the data securely

The options available to access this dataset are:

- **Safe Rooms** – based in the ONS offices in Titchfield and Newport, open Monday-Friday, 9.00-16.00
- [SafePod Network](#) – a small, self-contained secure room with a single workstation
- **Assured Organisational Connectivity** – the ability to access the ONS Secure Research Service from your office. Check what arrangements your institution already has or can put in place.

Refresh of this dataset expected early 2024. Contact MoJ and DfE to request the metadata.

Grading and Admissions Data for England (GRADE)

1. Apply to become an accredited researcher under the Digital Economy Act 2017

- Complete the application form through the ONS [Research Accreditation Service](#). Contact srs.customer.support@ons.gov.uk with any questions.

2. Apply for an accredited research project

- View the GRADE dataset on the [ADR UK Data Catalogue](#)
- Submit an application to the Research Accreditation Service: [Apply for an accredited research project – ONS](#).

Applications to access GRADE are currently on hold as the DfE is refreshing the data to include additional years of data. Please get in touch with any queries.

3. Access the data securely

The options available to access this dataset are:

- **Safe Rooms** – based in ONS offices in Titchfield and Newport, open Monday-Friday, 9.00-16.00
- [SafePod Network](#) – a small, self-contained secure room with a single workstation
- **Assured Organisational Connectivity** – the ability to access the ONS Secure Research Service from your office or home. Check what arrangements your institution already has or can put in place.

Growing Up in England (GUIE)

1. Apply to become an accredited researcher under the Digital Economy Act 2017
 - Complete the application form through the ONS [Research Accreditation Service](#). Contact srs.customer.support@ons.gov.uk with any questions.
2. Apply for an accredited research project
 - View the GUIE dataset on the ADR UK Catalogue. Note the different waves:
 - [GUIE Wave 1](#) (Standard conditions for the use of data in the SRS)
 - [GUIE Wave 2 - Children in Need, Children Looked After](#) (Special statistical disclosure rules)
 - [GUIE Wave 2 - Exclusions, Absences and English School Census](#) (Special statistical disclosure rules).
 - Submit an application to the Research Accreditation Service: [Apply for an accredited research project – ONS](#).
3. Access the data securely

The options available to access this dataset are:

 - **Safe Rooms** – based in ONS offices in Titchfield and Newport, open Monday-Friday, 9.00-16.00
 - [SafePod Network](#) – a small, self-contained secure room with a single workstation
 - **Assured Organisational Connectivity** – the ability to access the ONS Secure Research Service from your office or home. Check what arrangements your institution already has or can put in place.

Longitudinal Education Outcomes – England (LEO)

1. Apply to become an accredited researcher under the Digital Economy Act 2017
 - Complete the application form through the ONS [Research Accreditation Service](#). Contact srs.customer.support@ons.gov.uk with any questions.
2. Apply for an accredited research project
 - View the LEO dataset on the [ADR UK Data Catalogue](#)
 - Submit the following to the ONS:
 - main project application form: [Apply for an accredited research project – ONS](#)
 - [ethics self-assessment tool](#) (and/or equivalent institutional ethical approval)
 - [EO I1SE Variable Request Form](#) (variables required for your project).

Visit GOV.UK's [Apply to Access LEO](#) page and review the [FAQs](#) for all the info you need to access LEO.

3. Access the data securely

The options available to access this dataset are:

- **Safe Rooms** – based in ONS offices in Titchfield and Newport, open Monday-Friday, 9.00-16.00
- [SafePod Network](#) – a small, self-contained secure room with a single workstation
- **Assured Organisational Connectivity** – the ability to access the ONS Secure Research Service from your office. Check what arrangements your institution already has or can put in place.

Looked After Children – Wales

1. Apply to become an accredited researcher under the Digital Economy Act 2017
 - Complete the application form through the ONS [Research Accreditation Service](#). Contact srs.customer.support@ons.gov.uk with any questions.
2. Project application and scoping
 - [Contact the SAIL Databank](#) to discuss your research project and its viability
 - Complete the scoping document setting out SAIL Databank related activities, timescales, resource usage and costs. *Note: ADR UK will cover data access costs for ADR UK-funded PhD students.*
3. Information governance
 - Sign and submit a project scoping document
 - Complete the online Information Governance Review Panel application form. Contact help.saildatabank.com for access.
4. Gain approval to use the SAIL Gateway
 - Complete the SAIL Gateway account request form: [New User Application \(ukserp.ac.uk\)](#)
 - Sign and return the SAIL data access agreement form (this will be e-mailed to you).

Looked After Children Longitudinal Dataset - Scotland

1. Apply to become a certified researcher
 - Apply for the [ONS Safe Researcher Training course](#). Contact scadr@ed.ac.uk with any questions.
2. Apply for a research project
 - View the Scottish Government: Looked After Children Longitudinal Dataset on the [ADR UK Data Catalogue](#)
 - Complete an initial enquiry form to be submitted to the eDRIS team: [Initial enquiry form | Research Data Scotland](#)
 - An eDRIS Research Coordinator will help you submit an [application form](#) to the Statistics Public Benefit and Privacy Panel and inform you if further approvals or training are required.
3. Access the data securely (assuming linked data is required)
 - Currently the only option for access to this data is the [Scottish National Safe Haven](#) – there is remote access through a secure portal.
 - This is being reviewed at which point additional options will include a secure access point in Edinburgh and through the [SafePod Network](#).

Welsh Environment Dataset

1. Apply to become an accredited researcher under the Digital Economy Act 2017
 - Complete the application form through the ONS [Research Accreditation Service](#). Contact srs.customer.support@ons.gov.uk with any questions.
2. Project application and scoping
 - [Contact the SAIL Databank](#) to discuss your research project and its viability
 - Complete the scoping document setting out SAIL Databank related activities, timescales, resource usage and costs. *Note: ADR UK will cover data access costs for ADR UK-funded PhD students.*
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