

ADR UK Research Fellowship

GRADE: GRading and Admissions Data for England

Research fellowship terms and conditions

The following are terms and conditions specific to the Administrative Data Research UK (referred to as 'ADR UK') Research Fellowship Call and reflect the particular requirements in addition to the standard Terms and Conditions of ESRC as funder.

The Grant is inclusive of VAT where VAT is applicable. Except where specifically stated otherwise, this grant is subject to normal ESRC funding regulations, as stated in the ESRC Research Funding Guide, and to any subsequent amendments as displayed [on the ESRC website](#).

1. Start date

Work on this Fellowship grant must begin no later than **24 June 2022**.

2. Data access

Research Fellows must meet any conditions set by the UKSA's Research Accreditation Panel, ADR UK and the data owners to ensure lawful data access can be approved.

Where ONS Safe Rooms are unavailable, researchers must seek remote access. 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. A Head of Department letter of support was required as part of the original Fellowship application, which also confirmed that the institution was AOC certified or committed to applying for certification. As the award is due to start no later than 24 June 2022, any delays in the AOC application may result in withdrawal of the Research Fellowship offer. In order for the Research Fellowship to start on time ADR UK requires confirmation of the Research Organisation's action plan for getting AOC in place and, along with ONS, is willing to offer any necessary support.

3. Governance

The ADR UK assurance framework ensures there is appropriate oversight in the delivery of activities that are funded with public funds and that activities support achievement of the

aims and objectives of ADR UK. To assist the ESRC an ADR UK [Programme Delivery Board](#) (referred to as the "Board") has been established as the overarching governing board for ADR UK and will provide independent oversight as well as overseeing strategic development. It is owned by the ESRC. ADR UK performance will be regularly reviewed by the Board. The Board will seek assurance on progress via reports from the ESRC and progress updates from the Research Fellow may be represented in these reports.

For the duration of the funding period, the Research Organisation and Research Fellow must provide the ESRC with all reasonable assistance and co-operation in relation to any information requests made by the ESRC in relation to the Funded Activities which might also include identifying lessons learned. This is not expected to create an additional reporting requirement on the Research Fellow although informal updates may be periodically requested by ESRC.

4. 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, as set out in the [Funding Opportunity Specification](#):

- 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.
- Research Fellows are asked to 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;
- During the award, Research Fellows are required to deliver on the following outputs for publication on the ADR UK website and/or Ofqual/DfE landing pages. These include:
 1. One [‘Data Insight’](#) (~2-4 pages) showcasing the findings of the work at a relevant point during or within one month of the funded period ending. A Data Insight template will be provided, and all Data Insight outputs will be checked before leaving the secure research environment.
 2. At least one [blog](#) discussing the importance of the work for the public good (additional blogs are optional).
 3. At least one [‘Data Explained’](#) output to summarise and record their learnings about the data for the benefit of others, during or within one month of the funded period ending. Templates and guidance will be provided for Fellows. These will be made available to future users of the data via the ONS SRS.
- Enhanced or derived data, code, products or tools for reuse created during this grant will be deposited in the ONS Secure Research Service as set out in 'Intellectual Property' below.

- Unless conflicting factors are reported, Research Fellows are expected to openly share derived code with other Research Fellows and other users of the respective ADR UK dataset, and ultimately publish it, where conditions allow and using the channels ADR UK make available or endorse to do so. ADR UK will endeavour to provide training on developing good code to support researchers.
- 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 [UKRI's open access policy](#), any academic publications associated with research funded by ADR UK are expected to appear in an open access publication.
- Outputs published after the end of the grant should be reported to ADR UK and the UKSA's Research Accreditation Panel as well as on UKRI's Research Fish. Detailed requirements for publication are set out in Acknowledgements, Citation and Public Statements, below.
- The Research Fellows will meet with an appropriate representative from ADR UK regularly, and the Ofqual/DfE/UCAS team as required to review progress and ensure that funding conditions are being met. Agendas for these meetings will be drawn up in collaboration with the Fellows, and guests, eg policy analysts, invited as appropriate.
- In addition to the standard [ESRC reporting requirements](#), 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. The Research Organisation and Research Fellows are required to submit an End of Award report within 3 months of the termination date of the grant. Final payment of the grant will not be paid until an End of Award report is received and accepted.
- All outputs will be checked pre-publication by Ofqual/DfE/UCAS as the data owners in addition to the checks carried out by the ONS. Any delay in publication resulting from the conduct of these checks shall not impact the Grant Recipients receipt of funds. Checks and approvals pre-publication are covered below.

5. Public engagement

As set out in the Call Specification, all Research Fellows are expected to consult the [ADR England Children and Young People Representative Panel \(CYPRP\)](#) about their proposed research question(s) and design once funding has been awarded.

The CYPRP is made up of third sector representatives and other practitioners working directly with or on behalf of children and young people in England. Engagement with the Panel will enable Fellows to receive feedback on their planned work relating to, for example: the focus of research questions; further qualitative context to the issues being explored; and potential unforeseen ethical concerns. Panel members will also be able to offer advice to Fellows on facilitating direct engagement with children and young people. See the full [Terms of Reference](#) for the Panel.

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. Another meeting will be facilitated around the end of the funding period

to present research findings to the Panel for feedback on the implementation of findings into policy.

If justified and costed, and its feasibility demonstrated within the research proposal, Fellows are also welcome and encouraged to conduct further public engagement work relevant to their project. The ADR UK Communications and Engagement Team can offer advice on public engagement.

6. Other engagement

In addition to proposals fulfilling the above reporting requirements, ADR UK also expects successful Research Fellows to:

- Attend an induction meeting with ADR UK and the Ofqual/DfE/UCAS team within a month of starting or before to agree expectations of the Fellowship;
- Attend networking events in order to mix with other ESRC-funded researchers;
- Engage with the Ofqual/DfE/UCAS team to share emerging findings and discuss the implications of their research at the check-ins mentioned above, to maximise the policy relevance and value of the research.
- Engage with ADR UK stakeholder events
- Support ADR UK in the evaluation of the Research Fellowship scheme

7. Acknowledgements, citation and public statements

ESRC requires that the Research Fellows adhere to the following ADR UK communications and engagement protocols:

- Acknowledging ADR UK as the funder in outputs referring to the funded activity, with use of the ADR UK and UK Research & Innovation/Economic & Social Research Council logos where appropriate, adhering to relevant branding guidelines (logos and guidelines are available upon request). Outputs should also acknowledge that the project was made possible under the ADR UK-funded, GRADE programme (Grading and Admissions Data for England) initiative. Logos can be provided to Fellows.
- For research papers publishable in, for example, academic journals, and for policy papers/briefings, the following statement should be included in acknowledgments: *"This work [was/is] supported by ADR UK (Administrative Data Research UK), an Economic and Social Research Council (part of UK Research and Innovation) programme [grant number xxx]."*
- All outputs should use robust and systematic approaches to data citation, attributing data owners and making use of dataset Digital Object Identifiers (DOIs) where they exist in order to support impact tracking and repeatable research.
- Sharing details of the publication of research and policy papers in relation to the funded activity in academic journals and other publications with ADR UK as a courtesy in advance of publication.

- Sharing details of any planned public communications and engagement activities in relation to the funded activity outside of the scope of the fellowship requirements with ADR UK as a courtesy in advance of the activity. This includes but is not limited to: blogs and news articles; public presentations; workshops/focus groups with members of the public.
- Providing appropriate statements in the event of Freedom of Information/other reactive external requests with direct relation to funded activity.

8. Permissions to publish/output clearances

ONS requires access to any written or recorded outputs that will be made available publicly (e.g. books, articles, etc.) incorporating information derived from any data access via the ONS SRS, at least two weeks prior to release. ONS will liaise with Ofqual/DfE/UCAS as the data owners to ensure their approval within this timeframe. These outputs are subject to ONS publication clearances and will need to be checked to ensure they meet confidentiality standards. However, all Researchers are free to publish all results/findings without interference from Ofqual/DfE/UCAS other than to ensure their responsibilities under law, e.g. Data Protection Act 2018, are not breached. Fellows must ensure their outputs comply with approval conditions set out in the Data Owner Approval Letter.

As described below, all statistical results remain Crown Copyright, and should be acknowledged as such and as "Source: ONS". Written work intended for publication should include a note to the effect that: "This work contains statistical data from ONS which is Crown Copyright. The use of ONS statistical data in this work does not imply the endorsement of ONS in relation to the interpretation or analysis of the statistical data". 'Statistical data' refers to the underlying data that was used to generate the outputs.

In the context of publication output clearances, 'statistical results' refers to the summary statistics, analyses and associated reporting resulting from research using record-level data inside the SRS. This can include aggregate tabular outputs, statistical tests, regression analyses, charts and/or other visualisations, and any associated reporting that sits alongside. All of which will have been checked for disclosure by the researcher and independently by two Statistical Support Officers, with relevant disclosure controls applied where necessary.

9. Intellectual property

"Background Intellectual Property" shall mean any Intellectual Property Rights vested in or licensed to the data owners before the start of the Funding Period and/or created by data owners independently of the Funded Activities. "Funded activities" refers to the proposal and associated annexes submitted to the ESRC and subsequently uploaded to Je-S, taking account of any mutually agreed amendments.

"Foreground Intellectual Property" shall mean any Intellectual Property Rights generated or first reduced to practice by the Grant Recipient directly as a result of the Funded Activities.

All Foreground Intellectual Property generated in the course of the Funded Activities shall remain the property of the Grant Recipient. The Grant Recipient hereby grants ADR UK an irrevocable, royalty-free licence to all Foreground Intellectual Property generated in the course of the Funded Activities for the purposes of promoting the ADR UK. ADR UK reserves the right to make foreground intellectual property available under Crown Copyright.

Foreground Intellectual Property in the form of Research Ready Datasets (including enhanced or derived datasets, code, research tools or products for data reuse e.g. 'Data Explained' outputs) will be deposited in the ONS Secure Research Service, or similar to be licenced to accredited UK researchers. These will be ingested on condition that they pass disclosure control checks and that approvals are in place.

All Background Intellectual Property used in connection with the Funded Activities shall remain the property of the Party by whom it was introduced. The Parties agree that any improvements or modifications to a Party's Background Intellectual Property arising from the Funded Activities, which are not severable from that Background Intellectual Property will be deemed to form part of that Party's Background Intellectual Property.

All statistical results remain Crown Copyright and should be acknowledged as such and as "Source: ONS". See above for acknowledging this data.

10. Legacy monitoring

The Research Organisation and Research Fellows will prepare a legacy plan to enable the ongoing monitoring and capturing of outputs, outcomes and impact related to this award that occur after the Funded Activities have ceased, in addition to Research Fish requirement.

The legacy monitoring and reporting, where relevant, should include the sustainability of data assets and research tools for data reuse created under this grant, as well as support for any bodies of knowledge dependent on such data assets.