

ADR UK Research Fellowships: MoJ-DfE Linked Dataset

Frequently Asked Questions (FAQ)

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1 Eligibility

1.1 Is it necessary for researchers to apply through a UK host institution or can overseas residents apply?

Yes, researchers must apply through a UK host institution. The Secure Research Service (SRS) where the datasets are hosted cannot be accessed from abroad.

1.2 Can I submit a joint application with others, or include others in the application?

No, joint applications are not permitted for this call; it is the expectation that these grants are awarded to single accountable researchers. However, applications can still include mentorship or senior advice and research assistance where necessary, although the Fellow should be the one mainly using and leading on the analysis of the dataset(s). Letters of support from other organisations both academic and non-academic are also welcomed as we are keen to ensure that research is relevant and well-received.

1.3 Will you accept an application for a part-time Research Fellows on less than the advertised minimum of 60% full time equivalent?

Applications can be for either part-time or full-time Research Fellows, but the recommended minimum is 60% full time equivalent. A summary of our requirements of research fellows is given below:

Research Fellows are required to fulfil these three objectives (details are available in the [Call Specification found here](#)):

1. To demonstrate the potential of administrative data research for public policy impact within the timeframes.
2. To develop the data as a useful research resource for future users.
3. 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.

As well as deliver against the following milestones:

- Consultation with the User Representative Panel.
- Contribution to collective stakeholder engagement events organised by ADR UK.
- At least two accessible and user-friendly outputs plus a blog post.
- At least two 'Data Explained' to summarise and record their learnings about the data for the benefit of others one within (or shortly after) the funding period and the other within a 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).

Moreover, Fellows will be working with newly linked data so, as a guide, 2 – 4 months should be allowed for data discovery and cleaning.

1.4 What counts as an “Early Career” Researcher?

For the purposes of this scheme an Early Career Researcher is someone who has yet to make the transition to be an independent researcher. Early Career Researchers may have participated in research projects as co-investigators or research staff but not had the opportunity to lead a research project. By referring to independent researchers we are referring to someone who has submitted their own proposal and taken on the role of principal investigator (PI). The PI takes the lead for both the intellectual leadership and conduct of the research as well as managing the project and team including observance of the terms and conditions.

In recognition of the increasing diversity of career trajectories, we are not providing a timebound definition of Early Career Researcher as our ambition is to be inclusive of people with different career paths and trajectories. As such, it is not possible to come up with a single definition that could apply to everyone therefore the onus is on applicants to articulate why they should be considered an Early Career Researcher. This justification will be considered as part of the review process.

1.5 What additional documentation do I provide if I want to apply as an “Early Career” Researcher?

In addition to all other application requirements of the scheme, Early Career Researchers are also asked to submit the following attachments:

A **‘Statement of Eligibility and Skill Development Programme’** which should cover both eligibility to be considered an Early Career Researcher and the programme of skills development they’re planning to undertake; and how the award of an ADR UK Research Fellowship grant will have a demonstrable impact on their trajectory to becoming an independent researcher.

A **‘Mentor Statement and CV’** a supporting statement describing the support that will be provided by your nominated mentor at the host or other institution and a short CV.

1.6 Can I apply if my current contract is due to expire before the project ends?

Yes. In this situation, applicants should ensure that the letter of support from their Head of Department confirms that, in the event of a grant being awarded, their existing contract would be extended for the duration of the funding on the grant.

1.7 Do researchers need to be employed by an accredited institution to be eligible to apply?

No. Researchers themselves need to be accredited (this is true of successful applicants only and must take place prior to the data access approval). Researchers can apply for accreditation through the [Research Accreditation Service](#) (RAS). More details can be found on the [Researcher accreditation](#) webpage.

Researchers do not need to be employed by an accredited institution. If you contact adruration@ons.gov.uk they can tell you how to apply for AOC status and whether your organisation already has this in place. However, due to Covid restrictions the safe rooms are currently closed (and are unlikely to re-open in the near future), therefore access to the SRS is currently only available to organisations with an Assured Organisational Agreement (AOC) in place. More details [here](#). **Applicants are advised to check whether their organisation already has an AOC agreement in place, as there are time implications if this needs to be set up.** Willingness to undertake this process, if necessary, will need to be addressed in the Head of Department statement.

2 Application and assessment

2.1 How and when should I apply for this call?

Funding applications for Research Fellowships **must** be made on the [Je-S Proposal Form](#) (link below). Data owner approvals for the Research Fellowship must be made on the SAD application form.

The two forms (Je-S and SAD) are not available in one place because they are all owned by different organisations, as well as being different types of form.

Form title	Link
Je-S form (ADR UK grant application)	Je-S site login
SAD application (MoJ/DfE Secure Access to Data)	SAD form download

The ADR UK application should be submitted through the Joint Electronic Submission (Je-S) system no later than 16:00 on 30 March 2021 (please see the [Je-S guidance](#) for further information).

You will be asked to submit the first two sections of the [MoJ/DfE Application Form for Secure Access to Data \(SAD\)](#) by 30 March 2021 for data owner light touch review and then this form will need to be fully completed if you have been successful in getting your funding provisionally approved.

Funding decisions will be provisional pending MoJ/DfE's full review of the fully completed SAD form. If the applicant receives conditional funding approval following the funding panel

then they will then complete the full SAD form and submit it to MoJ/DfE for a full review via their data access governance panels. At this stage, it is important that the applicant returns the fully completed SAD form to the data owners as soon as possible as well as responding quickly to any subsequent queries from data owners to ensure full data owner approval is not unnecessarily delayed. The fully completed SAD form should be emailed to datalinkingteam@justice.gov.uk and data.sharing@education.gov.uk.

2.2 When is the earliest expected start date and why do Research Fellows need to start no later than 15th November 2021?

ADR UK has a finite and time-limited research budget to demonstrate the potential of administrative data within a certain time period. It is therefore essential that we are able to move rapidly and start funding research as soon as possible. The sooner researchers start the better although this cannot be before the researcher is accredited; legal access to the data has been granted; data is deposited in the researcher's project space and, if applicable, the researcher's institution has been awarded AOC status to allow secure remote access to the data.

2.3 What is the difference between the Timetable and Workplan sections of the Je-S form and can information be duplicated across them?

The Timetable section is a part of the Je-S form itself and is a free text box for you to write out your planned work in as much detail as you would like. The Workplan is a mandatory attachment and should be visual, such as a Gantt chart. As both cover the same information presented in different ways, we do expect the information to be similar.

2.4 Do I need to attach a list of my publications to my proposal?

The bibliography for references cited in the proposal should be listed in the 'List of publications' attachment to the Je-S proposal. This should only include publications cited in the proposal. A list of the most relevant and recent publications should be included in the CV.

2.5 Are letters of support mandatory?

Letters of support are not mandatory for each application. Letters of support from the data owners (Ministry of Justice or Department for Education) are actively discouraged as data owner approval is a key aspect of the funding decision which will be coordinated centrally by ADR UK.

In all other cases, letters of support are optional, but the following types of support evidenced in correspondence would be well received:

- Evidence of a relevant public service organisation declaring their interest in the findings of the research and, where possible, why this matters to them and how they may use the findings.
- Evidence of public service organisation or other partners having been consulted in the design of the research.

This does not include Head of Department Statement, which is essential for *all* applications, and a Mentor Statement which is essential for applications from Early Career Researchers. Head of Department Statements must address willingness to apply for Assured Organisational Connectivity in the instance that secure remote access to data is required (also see question 4.1 below) and commitment to support the researcher throughout the duration of their grant.

2.6 Can project partners be included?

Yes, we encourage project partners to be included, where appropriate, and if so, you must include this information in your proposal. An organisation should only be named as a project partner if it is providing specific contributions (either direct or indirect) to the research project. If you have secured a direct cash and/or in-kind contribution from another organisation or funding body, details should be included in the Project Partners section of the Je-S form. A project partner letter of support from each partner organisation confirming the level of support specific to this proposal must be uploaded via the Project Partner details screen (not in the attachments section). Project partner letters of support can be accepted by email after the call closes and must be signed and dated within six months of the proposal submission date.

Examples of project partners include:

- An individual that has agreed to be on the project Advisory Board.
- An organisation that has agreed to provide cash support for a specific activity relating to the project.

2.7 Are academic publications supported?

Yes, academic publications are supported. The user friendly/accessible publications required by the grant and outlined in the [main call specification](#) are to be prioritised and delivered within the funded period (for more details see section 2.7 of the [main call specification](#)). ADR UK would welcome updates on plans for academic publication once the grant has terminated and anticipate publications to be submitted after the funding period. Any academic publications associated with research funded by ADR UK are expected to appear in an **open access** publication.

2.8 Are there any tips for writing a good application?

Below are tips based on feedback received from a Commissioning Panel:

- Make sure the data is available to research the proposed questions;
- Avoid emotive language which is value-laden;
- Don't exaggerate the real-world impact of the research. The data is relatively new to researchers, so if planned research is necessarily more exploratory or investigative (NB it must still be grounded in public policy) then outputs and impact described should be appropriate and realistic;
- Do demonstrate how the proposal will build on existing research in the area;
- Research may focus on identifying problems with, e.g. data available, and not just on solutions;
- Consider controlling for exposure periods, e.g. incarceration, if applicable, in your research;
- Display an understanding of the system being researched, e.g. the courts.

2.9 I have applied for a research fellowship in the past and been unsuccessful; can I apply again?

The ADR UK Research Fellowship scheme will be announcing a collection of novel data linkages over the coming 12 months and we would welcome any previously unsuccessful applicants to reapply. We understand that ESRC usually disallows resubmissions unless specifically invited. (ESRC's resubmission policy is [here](#).) You can, however, resubmit to future ADR UK Research Fellowship calls if you take account of all feedback provided to the unsuccessful submission in any future applications. Any future calls launched in collaboration with MoJ Data First will offer the cumulative collection of data that is building, e.g. the magistrates' and Crown Court data will be available at each call. We also would encourage the use of the new as well as existing data linkages.

3 Data

3.1 Where can researchers find out more about the MoJ-DfE linked dataset?

Data documentation/metadata which includes the variables within the data linkage will be provided to the researchers that request access to it by emailing datalinkingteam@justice.gov.uk and data.sharing@education.gov.uk.

3.2 What further information can you tell us about the data?

The MoJ-DfE linked dataset provides data on childhood characteristics, education outcomes and (re)-offending. The shared information consists of data on the educational characteristics

of young people, from DfE, linked to data on their interactions with the criminal justice system, from MoJ.

The data in this share relates to those offenders with at least one record from 2000 or later, who were on the Police National Computer (PNC) at the end of 2017 and were matched to individuals on the National Pupil Database (NPD). Only offenders who were born on, or after 31 August 1985 were matched, because earlier groups do not have a realistic chance of matching. The earliest year shared will cover those aged 16 during the 2001/02 academic year, the oldest group likely to be present in the NPD.

This data linkage includes 20 DfE datasets, including data on academic achievement, pupil absence and pupil exclusions. It also includes 11 MoJ datasets, including data on offenders' criminal histories, court appearances and time in prison. Each dataset has a unique ID variable that can be used to link across the datasets.

Moreover, Fellows will be working with newly linked data so, as a guide, 2 – 4 months should be allowed for data discovery and cleaning.

3.3 How can I better familiarise myself with the data before my research starts?

You cannot access the data before your research proposal has been approved. However, we have created metadata (list of the data variables) so you can become as familiar as possible with the data. We highly recommend requesting access to the metadata. Please contact datalinkingteam@justice.gov.uk and data.sharing@education.gov.uk expressing your interest in accessing the metadata, or with any questions after you have looked at it.

3.4 Will researchers be expected to use only the core dataset(s) – or can they link to another third source?

All applicants are expected to use the core-dataset and it is optional for applicants to propose to match publicly available data to the core dataset.

It is possible for proposals to contextualise findings with additional publicly available data from sources outside the core dataset(s) (for example, published school level data or geographic indices). Where additional publicly available data sources are included as part of a proposal these data can be made available in the researcher's project area following funding and data owner approvals. Publicly available files can be ingested into the ONS SRS for researchers to match and use alongside the core datasets, so long as there is express permission granted by the data owners. Researchers should make their intended use of any publicly available data clear within their funding proposal and SAD form to ensure data owner approval for all requested data can be evidenced to ONS.

Linking to third source data on personal identifiers is not permissible in the ONS SRS.

3.5 Is it possible to use the data and the Research Fellowship scheme to evaluate an intervention?

In theory, yes but there are two important points to bear in mind. First, any additional data about the intervention would have to be publicly available if it is to be matched to the core dataset (see earlier question 3.4). Second, ADR UK has funded the University of Bristol to undertake a feasibility study of the MoJ-DfE linked dataset which is due to report later in 2021. This study will consider whether the MoJ-DfE linked dataset can be used to develop matched control groups to support the evaluation of interventions. Applicants considering to submit any proposals for evaluations should familiarise themselves with this work so their proposal is building on, as opposed to duplicating, this study (please see the ADR UK website, [here](#)).

3.6 What other data is ADR UK making available for research?

The ADR UK data catalogues can be found on the [‘Our Data’ page](#) of the website. To be the first to hear about newly available data, please sign up to our [mailing list](#). You can also find additional support for researchers wishing to use data on the [ADR UK website](#).

3.7 Do I need to demonstrate Data Owner Approval?

Data owner approval for projects is essential in order to gain lawful access to the data. Given the importance of data owner approval, ADR UK is working in close collaboration with the MoJ and DfE as the ‘owners’ of the core dataset to ensure they are in support of any projects that ADR UK would like to fund. For example, MoJ/DfE have shaped the call specification, will be reviewing applications and will sit on the ADR UK Research Fellowship Panel. Research Fellows are therefore required to complete the first two sections of the application form for secure access to data, which will be light touch reviewed by data owners prior to the Research Fellowship panel. The process for gaining data on approval is detailed below in section 9. If applicants are proposing to match publicly available data to the core dataset this must be made clear in both the funding application and the data access application.

3.8 What is the difference between the MoJ and DfE extract of the data? Why can’t I apply for the MoJ extract in this Research Fellowship?

There is no difference in the extracts other than that the data can be contextualised differently depending on the extract you request. With the MoJ extract you can contextualise the data with the wider offending population and the DfE extract you can contextualise it with the wider pupil population. For this Research Fellowship you are only able to apply for the DfE extract as the core offending dataset required for context is not available in the ONS Secure Research Service (SRS).

If you would like to request the MoJ extract outside of this Research Fellowship then email datalinkingteam@justice.gov.uk expressing your interest.

4 Data Access

4.1 How do I become an Accredited Researcher?

To access the data an ADR UK Research Fellow will need to be an Accredited Researcher. If you are not already an Accredited Researcher then researchers can apply for accreditation through the [Research Accreditation Service \(RAS\)](#). For further information on Accredited Researchers please see this [link](#). If you are already an accredited researcher then you can access the data through your [RAS home page](#).

It is recommended that the RAS application be completed in parallel to your SAD application form. On completion of submitting your RAS Application you will be placed on an online Safe Researcher Training Course. This course needs to be completed before data can be accessed. Once you have completed the training and your application has been approved and funded by the fellowship you will be given access to the Secure Research Service.

4.2 What is the deadline for becoming an Accredited Researcher?

Only accredited researchers are able to access data in the ONS SRS. The lead researcher on a project application must be an Accredited Researcher by the time the project is submitted to the panels for approval. If applicants are not already Accredited Researchers, they need to allow time to attend the training and complete the assessment before the documents are sent to the data access governance panels by 21 July 2021. [Guidance on Accredited Researcher's access to the SRS is found here](#).

Detailed information is provided in [‘Documents for Download: For Accredited Researchers’](#). If you have any additional enquiries having read the guidance thoroughly, please contact ONS on the details below. More information about ONS's role in supporting [Accredited Researchers](#) is also available.

4.3 Who approves my application to ensure I can gain lawful access to the data?

MoJ and DfE will be operating a joint application process. When you make a SAD application, both MoJ and DfE will submit your request to panels that govern access to the data.

As well as a project being approved for lawful access to the data, the panels will also confirm the proposed research questions can be addressed with the data requested, and that the methods are appropriate and robust.

For MoJ, the Data Access Group (DAG), a panel comprised of Data and Analytical Services staff, will evaluate your request and make a recommendation to the Data Access Governance Board (DAGB). Chaired by the MoJ's Chief Statistician, this board will have the final decision on whether data will be shared. Both the DAG and DAGB meet when needed to consider requests.

For DfE, a team of dedicated caseworkers will evaluate your request and make a recommendation to the Data Sharing Approval Panel (DSAP). DSAP provides the necessary governance and scrutinises every application for personal child, pupil, learner and workforce data to external organisations including to third party researchers. DSAP meets weekly and is made up of a number of senior analytical staff from across DfE, as well as non-DfE members.

A decision will be made based on the outcomes of the panels from both MoJ and DfE, with agreement from both parties required to proceed.

4.4 Where will I actually access the data from?

The ONS team have put a range of measures in place to enable secure remote working wherever there is a high priority need, and where the obligations to data security can be maintained. Visit the [ONS website](#) for more information.

Researchers can securely access the data in a number of ways as follows – please describe your approach in your application.

However, during the COVID-19 restrictions, researchers can only access the SRS remotely via Assured Organisational Connectivity (AOC), from their workplace if this is open. Applicants are advised to check whether their organisation already has an AOC agreement in place, as there are time implications if this needs to be set up. Willingness to undertake this process, if necessary, will need to be addressed in your Head of Department's statement.

When the COVID-19 restrictions are lifted, access to the SRS will be available via:

- ONS SRS safe settings (in London, Hampshire and South Wales), or
- Safe rooms hosted by other organisations (NISRA, Scottish Government, Perinatal Institute, Universities of Leeds, Liverpool and West of England) or
- The [SafePod Network](#).

However, researchers who are able to use AOC to access the SRS remotely will be able to continue to do so from their workplace (subject to data owner approval).

4.5 How could I gain data owner approval for accessing the data via secure remote access?

Researchers should address how they would like to access the data in their SAD application. They will only be able to access the share using the traditional formats of AOC in their place of work and with SafePods; they are not able to access it via homeworking.

4.6 What is involved in applying for AOC? How long will it take?

To apply for Assured Organisational Connectivity (AOC), please refer to the ONS website, where Section 18 of the [AOC webpage](#) includes a policy document with further information. More information about Accredited Processors can be found on the [UKSA website](#). There may be costs involved as there are standards that your organisation has to meet in order to be certified; these can be included in the Fellowship application as long as they are fully justified. The certification process can take from two weeks to four months. Please note that each applicant must ask their Head of Department to state their willingness to apply for AoC status in their statement of support.

5 Public and Stakeholder Engagement

5.1 What additional advice is there about how to develop a public engagement plan, if relevant?

There are many ways to engage the public with research and research issues. If you choose to conduct further public engagement beyond the expected consultation with the Data First User Representation Panel, the method you choose will depend on your reasons for engaging the public and your own preferences and expertise. Activities that you might consider could include, for example:

- a consensus conference;
- debates;
- festivals and public events;
- public lectures; or
- workshops.

You can find more information about running each of these activities on the [ESRC website](#).

Public engagement may involve direct engagement with members of the public relevant to your research, and/or engagement with relevant community representatives – for example, NGOs, community groups and other organisations – able to represent the sub-sector(s) of society to whom your research is most relevant. Public engagement activity may occur at any point during the research cycle up to the time when funding has ended, and the timing of the activity should be justified.

The [ESRC's Guide to Public Engagement](#) offers a host of advice and guidance on how to plan and implement meaningful public engagement activities.

5.2 Can you tell me more about the stakeholder engagement events that ADR UK has offered to sponsor and organise?

ADR UK Strategic Hub will fund, brand, advertise and organise at least one stakeholder engagement event during the funded period. Appropriate representatives from ADR UK's network will be invited and events will be aimed at developing relationships with key stakeholders, particularly data owners and government departments to share and develop data analysis plans, research and output production. ADR UK will cover all appropriate costs other than Research Fellow time, travel and subsistence. The nature and timing of these events can be discussed at the induction meeting (see later question).

Research Fellows would be responsible for working together to collectively plan and deliver the content, based on the research underway. The nature of the events is flexible and might include, for example seminars, hackathons, mini-conferences or workshops. Events should encourage learning, exchange and development of ideas, as well as relationship and community building between researchers, government and other research beneficiaries. Research Fellows can also nominate invitees.

6 Impact

6.1 Where do I discuss impact in my application?

Impact remains a key element of both the application and assessment process across all ESRC calls and schemes and will be assessed as part of the Case for Support.

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.

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.

6.2 What kind of impact does ADR UK aim to have?

ADR UK aims to transform the way researchers access the UK's wealth of public sector data to enable better informed policy decisions that improve lives. Detailed information can be

found [on the ADR UK website](#) about the types of impact that ADR UK aims to have, as well as the strategies our partners use to maximise the likelihood of their activity having impact.

7 Costings

7.1 Can you provide more detail regarding eligible costs that can be claimed?

We have allowed a two-page Justification of Resources (JoR) attachment to ensure applicants have enough space to fully detail, explain and justify costs claimed. The JoR is a free text document. In order for you to not miss any costings from the Je-S form or any justifications for the items requested, we recommend that you match the costs to the proposal headings in the Je-S form; see the [Je-S help guidance](#) on how to write a good JoR for more information. ADR UK will check all costs claimed on the successful proposal before this is awarded; it is therefore critical that all costs claimed are fully justified in the JoR document. Where ADR UK determines that full justification is not provided, these costs will be cut.

Support for items expected to be found in a Research Organisation department and covered by estates and indirect costs requested for the grant (e.g. non-specialist computers for unnamed researchers) should include justification both for why they are required for the project, and why they cannot be provided by the research organisation's own resources (including funding from indirect costs from grants).

When completing Je-S sections such as 'Staff Duties' or 'Other Support' sections, the information is relevant to applicants.

- **Staff duties:** This is a generic section for all Je-S applications to ESRC. Please provide a brief description of the duties and periods of involvement of each individual for which salary is being requested and summarise the responsibilities of all named individuals.
- **Other support:** Enter details of any support sought or received from any other (not ESRC) source for this or other research in the same field in the past three years. Complete all fields for support either received or pending a decision. The full economic costs (i.e. 100% costs) of such support should be identified. Please note contributions from project partners should not be entered here – they should be detailed in the project partners section.

7.2 Can training costs be covered by the grant?

Relevant training courses for Early Career Researchers may be included in the grant proposal. For all other applications, where training costs are requested the relevance of the course to the planned project will be considered.

7.3 What other staff or support can be costed into the proposal?

In addition to the ADR UK Research Fellow themselves, staff costs can also cover research assistants and senior advice or mentorship. Mentorship is an expectation of any applications from Early Career Researchers. Any other staff time that is costed into the proposal must be well defined and fully justified.

7.4 What level of institutional support is required?

No additional financial institutional support above the standard 20% of FEC is required for this call. However, in-kind support for example access to institutional mechanisms for public engagement or impact activities would be well received. Researchers on fixed term contracts are eligible to apply for the Fellowship if their institutions are willing to extend their contracts, and therefore provide the 20%, to cover the period of the Fellowship.

8 Post award

8.1 What will happen at the induction meeting?

The induction meeting will be organised by ADR UK and take place close to or before the start date of the grants. All Research Fellows will be invited to meet each other and ADR UK. It will be an opportunity for ADR UK to set out its ambition for the Research Fellowship scheme; for Research Fellows to meet each other to discuss their research plans and opportunities for collaboration and engagement; and to answer any questions.

8.2 When will applicants know if there might be the possibility of a funding extension?

Once the awards have begun, ADR UK will keep in close contact with Research Fellows, including about any possibilities to apply for additional funding within the existing funded period or a funded extension to the grant. ADR UK is currently funded until the end of March 2022 although this may be extended if successful in obtaining longer-term investment. Any additional funding would only be for proposed extensions that are of strategic value and the funding process and criteria have not yet been determined.

9 Application Process

9.1 Why do I need to submit both a Je-S application for ADR UK, and an application form for secure access to data for MoJ/DfE?

Applications made via Je-S for the ADR UK Research Fellowship scheme will be used to decide which proposal to provisionally fund (please see the [Je-S guidance document](#) for further information). Successful awards will be made subject to data owner approval, for which the [SAD form](#) is necessary. While there is some overlap between the two application forms (for example, on public benefit and ethics) it should not be too onerous for applicants. We would encourage applicants to duplicate content between forms, where applicable.

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

9.2 Why are both ADR UK and MoJ/DfE processes looking at public benefit?

ADR UK's mission is to transform the way researchers access the UK's wealth of public sector data to enable better informed policy decisions that improve lives. ADR UK will be assuming that the primary purpose of all research will be in the public interest and rather than considering whether this is the case, will take a deeper look at the extent to which this public benefit has the potential to be realised. This will be an assessment of Criteria 1 as set out in the [call specification](#): Likelihood of demonstrating the potential of administrative data research for public policy impact.

Data owners are also independently required to assess the public benefit of proposals before approving access to data.

9.3 Why are both ADR UK and MoJ/DfE processes looking at ethics?

Ethics is an important feature of standard ESRC assessment criteria and an essential component of approving projects for lawful access to data for research. Data owners also have a duty to independently review ethics as part of their decision-making process. ADR UK and ONS hope to consider whether we can better align these requirements but for now we accept there may be some duplication. The [Je-S application](#) requires a section of 4000 characters on Ethics.

9.4 Will the SAD application form inform ADR UK's funding decision?

The SAD application will not be assessed by the ADR UK Research Fellowship Panel against the assessment criteria in the process of providing a funding recommendation to ADR UK.

For proposals that the ADR UK Research Fellowship Panel has recommended for funding, MoJ/DfE will be invited to highlight any concerns that projects would not be approved by their governance panels. Less fundamental concerns that MoJ/DfE feel could be addressed in the documentation before submission to their governance panels would be added as funding conditions. More significant concerns about a project passing successfully through the panels may result in a project being ruled out of the funding decision. For example, if the first two sections of the SAD application submitted with your Je-S application includes issues that fundamentally do not meet the requirements of data owners then your project will not be funded. It is therefore suggested that your SAD application is of equal quality to your funding application.

9.5 What happens to my SAD form if my proposal to the ADR UK Research Fellowship Scheme is successful?

After ADR UK's funding decision, MoJ/DfE will work closely with all the successful ADR UK Research Fellows to ensure their documentation is prepared in time for the next panel meetings. Any funding is conditional on final data owner approval for each project which will mean that the SAD form will have to be fully completed ahead of MoJ and DfE's data access governance panel meetings. Feedback should be given to applicants within 4 weeks of submission; applicants are asked to address this feedback as quickly as possible, so as to prevent delays in final approval. Once your project has been approved through the panels then the data required will be set up in 'project space' for secure access which should be approximately six weeks from the data owner approval panel meeting date (see section [9.10](#) for information on the panels).

9.6 Can I still apply to access the dataset if my proposal to the ADR UK Research Fellowship Scheme is not funded?

Yes. All applicants, whether successful or not in receiving funding through ADR UK, can still apply to access the data for an approved project. If an applicant is not successful in securing funding through ADR UK, this would not prevent or go against them applying to access the data for their Approved Research project through MoJ/DfE data access governance panels without ADR UK funding.

9.7 How do I know if my project will be approved by the MoJ/DfE panels?

If you have any further questions about your project or the MoJ/DfE panels criteria having thoroughly read the [guidance](#), you should email datalinkingteam@justice.gov.uk and data.sharing@education.gov.uk for support. It is the responsibility of the applicant to draft a sufficiently comprehensive [SAD form](#), addressing the [SAD guidance](#), drawing on the support of MoJ/DfE where necessary.

9.8 Is it possible to be approved by the Je-S funding panel but then not approved by MoJ/DfE panels?

Yes, in theory, but we have spent a lot of time trying to prevent this outcome, which is why there will be a light touch review of the SAD form and feedback will be given to the ADR UK Research Fellowship panel. Successful applicants will be given the opportunity to address any concerns raised and will be asked to complete the full SAD form before the MoJ/DfE data access governance panels (see section [9.10](#) for information on the panels).

9.9 How do I submit my application form for Secure Access to Data to MoJ/DfE?

The [application form to seek data owner approval can be found here](#) and should be submitted alongside the Je-S form. The first two sections of the SAD form should be completed for the light touch review ahead of the funding panel and then a fully completed SAD form should be submitted once the applicant has received provisional funding.

Applicants should submit their SAD form by emailing both datalinkingteam@justice.gov.uk and data.sharing@education.gov.uk.

9.10 How will Data Owner approval be assessed?

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;
4. Data protection and security;
5. Feasibility and suitability;
6. Reputational risk.

Details on panel criteria can be found on both the [application form](#) and [supporting guidance](#).

9.11 Why do I not need to go through the Research Accreditation Panel (RAP)?

RAP is not required because the MoJ-DfE linked dataset does not rely on the Digital Economy Act, and that MoJ and DfE have their own procedures to ensure the merit and ethics of applications to use this data.

10 Other questions

10.1 Can I apply to the ESRC Secondary Data Analysis Initiative (SDAI) call instead? We are aware that for some applicants such as those who would rather work in a team the [SDAI](#) call might be a better fit, and we are working with ESRC to discuss this including how data owner project approvals and data access can be obtained most easily. The advantage of the ADR Research Fellowship is that a targeted call data owner engagement is already built-in, and that successful applicants will get access to the data faster than if applying through ESRC.

10.2 What other funding opportunities will ADR UK be promoting?

ADR UK will be announcing further Research Fellowship calls over the next 12 months to promote selected newly available, deidentified, linked administrative data. To be the first to hear about newly available data or funding opportunities, please sign up to our [mailing list](#). For the foreseeable future ADR UK intends to focus on Research Fellowships though other types of open call may be developed in the future, subject to funding. It is possible that future Research Fellowships applicants will be able to use the datasets from earlier calls as

well as those that are newly available, and discussions with other government departments about additional data linkages are ongoing.

10.3 I have a question not answered in any of the call documents – who should I contact? The [full call 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	hub@adruk.org
Je-S System queries	JeSHelp@je-s.ukri.org
General or unknown, to be passed on to appropriate recipient	hub@adruk.org
Methodology queries	adrcuration@ons.gov.uk
Accredited Researcher queries	adrcuration@ons.gov.uk
Data linkage queries	datalinkingteam@justice.gov.uk and data.sharing@education.gov.uk
Research question queries	datalinkingteam@justice.gov.uk and data.sharing@education.gov.uk
DfE specific queries	data.sharing@education.gov.uk
Data Documentation/Metadata	datalinkingteam@justice.gov.uk and data.sharing@education.gov.uk