

ADR UK Research Fellowships: MoJ-DfE Linked Dataset CALL SPECIFICATION

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1 Introduction

1.1 Summary

Administrative Data Research UK (ADR UK), in partnership with the Ministry of Justice (MoJ) and Department for Education (DfE) invites applications for Research Fellows to conduct research and analysis to demonstrate the potential policy impact of the MoJ-DfE linked dataset. Researchers can apply for a research grant of 12 months in duration, with a start date no later than 15th November 2021 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 and cleaning, 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 MoJ/DfE 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. Data owner approvals are essential and will be coordinated by ADR UK as part of the decision-making process.

Applications can be for either part-time or full-time Research Fellows, but the recommended minimum is 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 of the ONS Secure Research Service (ONS SRS) platform and have their project approved by the data owners via the [MoJ/DfE application form for secure access to data \(SAD\) form](#). More details below.

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

The deadline to apply is 30 March 2021.

1.2 About ADR UK

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

Our aim is to provide 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 Economic and Social Research Council (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.

The ADR UK Research Fellowship Scheme is supported by its Strategic Hub Fund, which 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.

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

2 ADR UK Research Fellowship — MoJ-DfE linked dataset

2.1 What is the MoJ-DfE linked dataset?

The MoJ-DfE linked dataset is the result of a data sharing agreement signed between the two departments. As part of the ground-breaking [Data First programme](#), ADR UK is now providing funding for researchers to make use of this data for policy-relevant projects in the public interest. Researchers will access the data via the [Office for National Statistics' \(ONS\) Secure Research Service](#).

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.



The MoJ-DfE linked dataset is supported by data documentation to enable accredited researchers – across government and academia – to make the best of use of this data to improve our understanding of the education system and justice-system use. This data documentation provides an overview of the data, its structure, and a list of all variables included. Data documentation can be requested by emailing datalinkingteam@justice.gov.uk and data.sharing@education.gov.uk. Applicants can seek to contextualise the data with wider education data.

For any additional enquires please refer to Section 6 for the most appropriate email address.

2.2 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.

2.2.1 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 linked 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. Given the research and other requirements of the fellowship call, we expect the research to be scaled to ensure it can be delivered alongside the data discovery and cleaning stages, as well as delivering policy recommendations, public engagement and outputs.

Given these data are relatively new to the wider research community, ADR UK also welcomes proposals for feasibility or investigative studies, which might involve research that provides a better understanding of an existing problem but does not necessarily provide conclusive results. For example, exploring the quality or contribution of the data in understanding a particular issue, such feasibility studies will feedback to data owners/providers necessary improvements in order to address (the theoretical and) policy issue. Whether research is exploratory or substantive all proposals should explain how findings will have demonstrable policy relevance or of benefit to public services.

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](#)'.

MoJ, DfE and Home Office have also collectively summarised their research interests in relation to this data linkage below, though other questions are also welcomed (alternative evidence or policy relevance provided). Research topics which could be developed include but are not limited to: the relationships between educational and criminal justice outcomes, the drivers of offending and the impact of interventions/policies.

Broad research questions which could be explored with the data include:

- Is there an association between particular interactions with the education system and offending, and if so, is one of these factors typically the driver?
- How are the relationships between educational and criminal justice outcomes impacted by demographic factors?

- How does educational performance influence the likelihood that someone will commit a crime and be sentenced?
- What are the protective and risk factors for crimes and if/how do these differ across crime types?
- What are the short- and long-term effects of exclusion on educational attainment and offending?
- How do education/children's social care and adversity interact?
- What is the influence of early education/children's social care on later prison outcomes - longevity, frequency?
- What is the impact of educational trajectory on offending?
- What are the interactions between educational attainment and prolific vs time-limited offending?

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/DfE; their approval is essential for access to this data and will be coordinated by ADR UK.]*

2.2.2 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 datasets 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, published school level data or geographic indices). Where additional publicly available data sources are included as part of a proposal these data can be put into the researcher's project area. Any such dataset can be used to match to and be used alongside the core datasets. Researchers should make their intended use of any such additional data clear within their funding proposal and SAD form and must ensure data owner approval, for the purposes they propose, and can be evidenced to ONS.

When the application has been approved, it is the researcher's responsibility to send the link to the additional data to SRS.Customer.Support@ons.gov.uk to request that the data be put into their project area.

ADR UK would also be willing to provide resource to nurture ADR UK Research Fellows as a group of MoJ/DfE 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.

2.2.3 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 MoJ [Data First User Representation Panel](#) about their proposed research question and design once funding has been awarded. The User Representation 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.

2.3 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.

2.4 Assessment Criteria

Once accepted, following basic office checks, proposals will be sent to a panel of expert independent reviewers who will make up the ADR UK Research Fellowship Funding Panel for this call. 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 though these will be subject to full data owner approval.

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 MoJ/DfE 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 5.4)
- 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?

Essential Funding Condition: Data Owner Approval

An ADR UK Research Fellowship Funding Panel will make a funding recommendation based on the criteria 1-5 above. In parallel, MoJ and DfE will do a light touch review of the first two sections of the SAD form and provide feedback to ADR UK in advance of the Funding Panel to give assurance that applications are likely to be able to gain data owner approval against their criteria including granting legal access to the data.

If applications for ADR UK Research Fellowships do not have a strong enough [Je-S application form](#), do not gain provisional 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.

2.5 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 or other 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 [Centres for Doctoral Training](#).

2.6 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 - within 1 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](#), 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.

2.7 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;
- Address any conditions set by MoJ/DfE to ensure lawful data access can be approved. The ADR UK Research Fellowship proposal should also be retrospectively amended accordingly (if applicable).

2.8 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
- 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;

- 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 strategic value (*NB: process and criteria to be determined*).

2.9 Funding and duration

A number of 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 November 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.

3 Working with Data Owners

This call has been developed with the data owners (MoJ/DfE) 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.

MoJ and DfE will facilitate data owner approval, ensuring the light-touch review of all applications prior to the funding panel and full and final data owner approval after the funding panel for the successful Research Fellows, only to ensure that the proposal has the

necessary data owner support. Funding decisions will be provisional pending MoJ/DfE's full review of the fully completed [SAD form](#).

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:

- Research is aligned with the data owner's areas of research interest;
- There is overall benefit to the data owner and wider public;
- Ethical considerations;
- Data protection and security;
- Feasibility and suitability;
- Reputational risk.

Data owners will be represented on the ADR UK Research Fellowship Panel to make the decision-making process transparent in support of building data owner 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 metadata;
- Insights from the data/research;
- Opportunity to shape research and identify future extensions to the datasets;
- Being part of a community of research use and application.

4 Further details for applicants

4.1 How to Apply

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

4.1.1 Funding Application

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 and proposals submitted through Je-S will be taken to be the final version.

4.1.2 Data Owner Approvals – Light touch review

To apply for data owner support, applicants are required to complete an [application form for secure access to data \(SAD form\)](#) and submit it to MoJ/DfE for a light touch review. Applicants should submit the first two sections of the SAD form by email to datalinkingteam@justice.gov.uk and data.sharing@education.gov.uk. This should be done to the same deadline as submitting the Je-S form.

4.1.3 Data Owner Approvals – full approval (successful candidates only)

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 ([see Section 4.4 for more information](#)). 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. Again, the fully completed SAD form should be emailed to datalinkingteam@justice.gov.uk and data.sharing@education.gov.uk.

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.

4.2 Quick application links

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

4.3 Research Project Approval

The ADR UK Research Fellowship scheme will provisionally award funding, then the successful Research Fellows will take their project through a second process to gain legal permission from the legal owners of the data.

As described in the 'Working with Data Owners' section above, the ADR UK funding decision will consider data owner provisional clearance 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.

Data owner approval, from both MoJ and DfE, is required for the project to be fully approved. Applicants will need to complete the full SAD application form (including any request to match additional publicly available data to the core dataset) ahead of the MoJ and DfE data access governance panels. Any funding is conditional on final data owner approval for each project.

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.

4.4 Data Access Approval

For MoJ, the Data Access Group (DAG), a panel comprised of MoJ analytical professionals, 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.

For DfE, a team of dedicated caseworkers will evaluate your request and make a recommendation to the [Data Sharing Approval Panel](#) (DSAP).

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 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).

4.6 Researcher Accreditation

To access the data an ADR UK Research Fellow will also 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 \(RAS\)](#). If you are already an accredited researcher then you can access your data through your [RAS home page](#).

It is recommended that the RAS application be completed in parallel to the first two sections of 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 SAD application form has been approved and funded by the fellowship you will be given access to the Secure Research Service.

5 Timetables*

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

5.1 Timetable for the Funding Decision

Call launch	28 January 2021
Applicant webinar	16 February 2021
Closing date for Je-S proposals	30 March 2021
Closing date for first 2 sections of the SAD application ("light touch" approval)	30 March 2021
Funding Decision meeting	5 July 2021

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

Notification of funding panel decision (subject to data owner approvals and grant terms and conditions)	12 July 2021
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Preparation of Researcher Accreditation System (RAS) form if not already accredited	30 March 2021
Refining detailed MoJ/DfE application form for secure access to data (SAD)	12 July 2021
Submission of final MoJ/DfE SAD application	23 July 2021
Final Data Owner approval by	23 August 2021

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

UK Research Fellowship Offer Letter Negotiations	September 2021
Completion of Accredited Researcher training (if necessary)	by 30 September 2021
Data available in SRS project space including relevant metadata	by 26 October 2021
ADR UK Induction Meeting for all Research Fellows	5 October 2021 (tbc)
Latest start date	15 November 2021
Latest project completion date (excluding post-project activities)	15 November 2022

**Dates subject to change.*

5.4 Key milestones for successful award holders

- Consultation with the MoJ Data First User Representation 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 metadata and user guide;
- Academic publications (outside the funding period).

6 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	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 or metadata queries/data feasibility	datalinkingteam@justice.gov.uk and data.sharing@education.gov.uk