

Probation and Criminal System Linked Dataset

Frequently Asked Questions (FAQs)

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1.1 1 Eligibility

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

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

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

- 1.3 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 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.

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

The call specification states that 60% full time equivalent is the minimum. We believe it will be ambitious to deliver the requirements on less than 0.6 FTE and evidence around the

deliverability of all requirements will be an essential decision criterion. 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 Representative User 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 new, relatively unexplored data so time has to be allowed for dealing with the 'unexpected'.

However, if a researcher believes that s/he can meet the expectations of the award while taking a flexible approach, working less than 0.6FTE, we encourage them to submit an application for review that makes this case (additional research assistance can be included).

- 1.4 Please be aware that the merits of the proposal will be judged against those of applicants working 0.6 – 1.0 FTE.

Instead of working full-time for 6 months, can applicants work part-time (0.5FTE) for 12 months?

- 1.5 Yes. This must be made clear in the application and the maximum sum advertised in this call must not be exceeded. Please also note the question above about flexible working and the imperative on making the case for still being able to deliver all of the expectations of the grant.

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 in their own right. 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.

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

- 1.6 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 institution and a short CV.

- 1.7 **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

- 1.8 be extended for the duration of the funding on the grant.

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 RAP meeting); research projects need to be accredited (this happens through RAP). More detail can be found on the **Researcher accreditation** and **Project accreditation** webpages.

The researchers do not need to be employed by an accredited institution. If you contact adrcuration@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](#). A Head of Department statement needs to confirm what reliable access arrangements/facilities there are (e.g. everyday access to a secure environment including AOC status if required). AOC isn’t essential if there is no homeworking allowed (e.g. if using a safe pod or ONS safe room) but may be if the researcher is relying on AOC at their institution.

2 Application and assessment

How and when should I apply for this call?

The three forms (Je-S, RAP 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
2.1 Je-S form (ADR UK grant application)	Je-S site login
RAP application (ONS research accreditation)	RAP site registration
SAD application (MoJ 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 20 May 2022 (please see the [Je-S guidance](#) for further information). A draft Research Accreditation Panel (RAP) application must also be submitted to adrcuration@ons.gov.uk for ONS's consideration no later than 16:00 on 20 May 2022. If your proposal is successful at the funding panel you will have the opportunity to finalise your RAP application following feedback from ONS before it is submitted to the next RAP meeting for a decision on data access.

When ONS has completed an initial review of your RAP application, you will be asked to submit [MoJ's Application Form for Secure Access to Data \(SAD\)](#) as soon as possible for data owner review.

2.2 When is the earliest expected start date and why do Research Fellows need to start no later than 13 January 2023?

As the RAP panel is in early November 2022, we expect successful awards to begin in late November 2022. 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

2.3 are able to move rapidly and start funding research as soon as possible, and on this occasion, we are unable to allow the standard ESRC three-month grace for starting dates.

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

2.4 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.

2.5 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.

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 HM Courts and Tribunals Service) 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 (see further question below) and commitment to support the researcher throughout the duration of their grant.

Can project partners be included?

2.6

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, not submitting the proposal, 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:

2.7

- An organisation that is contributing access to specific data sets as an in-kind contribution.
- An organisation that has agreed to support the project with impact activities.
- 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.

Are academic publications supported?

Yes, academic publications are supported. The user friendly/accessible publications required by the grant and outlined in the [call specification](#) are to be prioritised and delivered within the funded period. 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.

3 Data

Where can researchers find out more about the Probation and Criminal Justice System Linked Dataset?

Information on Probation and Criminal Justice System Linked Dataset data can be found on **3.1** the [Data First gov.uk page](#). The relevant data catalogues provide overall dataset details on structure, coverage, and comparability, as well as a detailed list of variables and their quality. The user guide also provides information on data content, quality and security of the criminal courts, prisons and probation data.

What further information can you tell us about the data?

3.2 As mentioned above the data catalogues provide full details, but we can confirm that the data includes characteristics such as age, race and gender, but not disability or religion in all of the datasets (religion is only available in the prisons dataset). It does include cases which were ongoing over a period of years, as long as they were complete by the end of 2020 when the data collection ended. As there is one record per defendant per case, there are variables such as case ID or defendant ID to identify particular individuals who are present in more than one case, taking into account multiple sittings of the same case. However, defendant IDs are different across each single source dataset, and the linking dataset is needed to identify the same individual across both. There is no free text, only coded data. There are no variables added that weren't originally collected by MoJ.

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 a range of resources so you can become as familiar as possible with the data. These include our user guide, data catalogue, and finally our synthetic data (Criminal Courts only).

3.4 We highly recommend requesting access to the synthetic data, which you don't need accreditation to access. The data is fake and any outputs created will be meaningless, but it is structurally mirrored so the variables and allowed values reflect the real data hosted on the ONS SRS. Please contact datafirst@justice.gov.uk expressing your interest in accessing the synthetic data, or with any questions after you have looked at it.

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

All Research Fellows must use the core dataset(s) (any combination of the single source magistrates' and/or Crown Court and/or prisons and/or probation data, and the criminal

courts, prisons and probation linking dataset). The core datasets cannot be linked to a third source within the ONS Secure Research Service (SRS). Linking is on personal identifiers which is not permissible in the SRS.

Matching additional data by any aspect of geography already in the data such as police force area would be straightforward. Additional data fields providing they are publicly available (for example ONS area classifications or indices of deprivation) could be added and matched by mapping to area/geographic fields already present in the core dataset(s). Any additions to the core dataset(s) will be made available to other users via the ONS SRS. If the additional data is publicly available but not currently available in the SRS, ONS will review the data requested in the RAP proposal and deposit the data in the researcher's project area when approved.

What other data is ADR UK making available for research?

3.5 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](#).

Do I need to demonstrate Data Owner Approval?

3.6 Data owner approval for projects is essential in order to gain lawful access to the data which is formally considered as part of Research Accreditation Panel (RAP) approval process. Given the importance of data owner approval, ADR UK is working in close collaboration with the Ministry of Justice (MoJ), HM Prison and Probation Service (HMPPS) and HM Courts and Tribunals Service (HMCTS) as the 'owners' of the core dataset to ensure they are in support of any projects that ADR UK would like to fund before RAP applications are considered. For example, MoJ has had the opportunity to shape the [call specification](#), will be reviewing applications and will sit on the ADR UK Research Fellowship Panel. Research Fellows are required to complete an application form for secure access to data, which will be reviewed by data owners prior to the Research Fellowship panel. The process for gaining data on approval is detailed below in section 9.

4.1

4 Data Access

How will researchers be able to access the data if Covid-19 restrictions mean that the SRS safe settings are closed?

4.2 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. They are expanding temporary remote access from high priority need to include additional projects, subject to application and criteria including project purpose, urgency and timescales. Visit the [ONS website](#) for more information.

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](#), which 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.

Where will I actually access the data from?

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

- 4.3
1. ONS Safe Rooms (Titchfield, London, Newport). If requiring an ONS Safe Room the researcher will need to contact Research Support to book a desk in advance as spaces are limited.
 2. Safe Rooms hosted by other organisations (NISRA, Scottish Government, Perinatal Institute, Universities of Leeds, Liverpool and West of England). Researchers will need to book in advance with the organisation,
 3. Assured Organisational Connectivity (over 40 organisations including government organisations and universities) which are safe settings set up in academic or business premises after agreement with ONS, complying with security standards and receiving annual certification. Home working is available if the organisation is AOC and for specific projects see **ARs link for homeworking**. Through AOC the researcher will connect to the SRS using an organisational machine and their corporate VPN. They will also have their request reviewed by RAP triage to check it meets the criteria for home-working. If the organisation is not AOC registered, they will need to apply. To check if their organisation has AOC approval contact adrcuration@ons.gov.uk.

5.1 5 Public and Stakeholder Engagement

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 Representative 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 citizens' jury;
- 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.

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 six-month 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.

6.1 6 Impact

Do I need to submit a 'Pathways to Impact' attachment?

Although Impact remains a key element of both the application and assessment process, from 1 March 2020 applicants to all UKRI calls and schemes will no longer be required to provide a

- 6.2 'Pathways to Impact' attachment, nor to complete an 'Impact Summary' within grant applications.

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.

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

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

7.1 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.
- 7.2 • **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.

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.

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

7.3 well defined and fully justified.

What level of institutional support is required?

No additional institutional support above the standard 20% of FEC is required for this call.

7.4 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

What will happen at the induction meeting?

8.1

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.

9.1

9 RAP Application Process

What is the Research Accreditation Panel?

9.2

The Research Accreditation Panel (RAP) was established by the UK Statistics Authority to oversee the independent accreditation of processors, researchers and research projects under the research strand of the Digital Economy Act (DEA).

What criteria does the Panel use to make its decision?

The criteria considered by RAP are set out in the Research Code of Practice and Accreditation criteria. RAP assesses each project against the following criteria:

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

Data owner approval is also required for a project to proceed (see below).

Why do I need to submit both a Je-S application for ADR UK, a RAP application for ONS and an application form for secure access to data for MOJ?

9.3 Applications made via Je-S for the ADR UK Research Fellowship scheme will be used to decide which proposal to fund (please see the [Je-S guidance document](#) for further information). The RAP will decide whether projects can be accredited under the DEA, and the application form for secure access to data will be used to assess whether to grant data owner approval for research. ADR UK, MoJ and ONS have collaborated to ensure the application process between this call and RAP are aligned as much as possible. While there is some overlap between the three application forms (for example, on public benefit and ethics) it should not be too onerous for applicants. Because of the overlap, applicants are advised not to submit their application form to MoJ until the RAP form has been reviewed by ONS. This will ensure that any feedback from ONS can be incorporated into the information for data owner review.

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

9.4 How will the RAP application be assessed?

The SRS team in ONS will review the RAP application forms and provide advice for applicants (if required) about how their application might need to be amended before it can be submitted to RAP. ONS work closely with the RAP Secretariat to ensure researchers complete project applications to the required standard before they proceed to RAP. The UK Statistics Authority have published [guidance for project applications](#), together with an [example project application](#). It is the responsibility of the applicant to draft a comprehensive RAP form, as per the published guidance.

9.5 Once ONS has reviewed the RAP application form, applicants will be asked to submit the MoJ's Application Form for Secure Access to Data to secure data owner approval.

Is it the researcher that gets accredited by RAP, or each project?

9.6 Both the researcher and the project will need to be accredited before the Fellowship can begin but only the project is assessed by RAP. It is however, a condition of getting project approval that successful fellows will need to become accredited by the time of the RAP meeting (if they are not already) – see question below on how to become and accredited researcher.

Why are both ADR UK, MoJ and RAP 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.

RAP considers whether the primary purpose of the research is in the public interest. For example, to provide an evidence base for public policy decision-making; public service delivery; or for decisions which are likely to significantly benefit the economy, society or quality of life for people in the UK. This meets the demands of the Digital Economy Act (2017) Chapter 5 which states that data obtained under the Research power must only be disclosed, processed and used for the purpose of supporting research in the public interest.

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.

Why are both ADR UK, MoJ and RAP processes looking at ethics?

- 9.7 Ethics is an important feature of standard ESRC assessment criteria and an essential component of approving projects for lawful access to data for research under the Digital Economy Act. 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 and the RAP application form must also be accompanied by an [ethical self-assessment](#).

- 9.8 Will the RAP application form inform ADR UK's funding decision?

The RAP 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, ONS will be invited to highlight any concerns that projects would not be approved by RAP. Less fundamental concerns that ONS feel could be addressed in the documentation before submission to RAP would be added as funding conditions. More significant concerns about a project passing successfully through RAP may result in a project being ruled out of the funding decision. For example, if the draft RAP application submitted with your application includes issues that mean you will not be able to start on time then this may result in your project not being funded. Is it therefore suggested that your application is as near to complete as possible before submission.

An essential criterion for RAP project approval is data owner approval of the project. Data Owners will be reviewing applications before the ADR UK Research Fellowship Panel, and their decisions and concerns will be considered both by ONS and the ADR UK Research Fellowship Panel. As above, less fundamental concerns that MoJ feel could be addressed before the project commences would be added as funding conditions. More significant concerns about a project, or rejection of the data access request is likely to result in a project being ruled out of the funding decision.

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

9.9 After ADR UK's funding decision, ONS will work closely with all the successful ADR UK Research Fellows to ensure their documentation is prepared in time for the next RAP meeting. Meetings are usually held on a monthly basis; feedback from the RAP meeting should be within a week of the meeting date. Once your project has been approved through RAP then the data required will be set up in 'project space' for secure access which should be approximately two weeks from the RAP meeting date.

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

9.10 Yes. All applicants, whether successful or not in receiving funding through ADR UK, can still apply to access the dataset (any combination of the single source magistrates' and/or Crown Court and/or prisons and/or probation data, and the criminal courts, prisons and probation linking dataset) 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 RAP without ADR UK funding. Please note that AOC certification is still mandatory to access the data whether you are applying as an ADR Research Fellow or not.

9.11 How do I know if my project will be approved by RAP?

If you have any further questions about your project or the RAP criteria having thoroughly read the guidance, you should contact ONS directly for support (see contact details below). It is the responsibility of the applicant to draft a sufficiently comprehensive RAP form, addressing the RAP guidance, drawing on the support of ONS where necessary. There is also 9.12 an example application available on the UKSA website.

Is it possible to be approved by the Je-S funding panel but then not approved by RAP?

Yes in theory, but we have spent a lot of time trying to prevent this outcome, which is why we have the draft RAP form and the SAD form, as well as the guidance provided by ONS. 9.13 Successful applicants will be given the opportunity to address any concerns raised from those earlier forms that can be amended before the RAP panel, and ONS are not aware to date of any proposal that has not been approved by RAP.

How do I submit my RAP application form?

9.14 Please note the RAP application form required as part of the application is not submitted onto Je-S but should be submitted to the Research Accreditation Service (RAS) here. This link will take you to a registration page to create your account. If you already have an account then you can log in here. Please note, the RAP application form can be revised following advice from ONS before being submitted for consideration by RAP.

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

The application form to seek data owner approval can be found on gov.uk and should be drafted alongside the Je-S and upon finalisation of the RAP forms with ONS. All relevant

sections required for access to HMCTS data should be completed **except 8.2 Business Sponsor Details**. MoJ will be working closely with ONS to coordinate Business Sponsorship alongside data owner approvals on behalf of applicants for this Research Fellowship. Applicants are request not to contact MoJ or HMCT sponsorship or support separately.

The application form will not need to be submitted until ONS has screened the RAP form. This will ensure that any clarifications or amendments requested by ONS can be reflected in the application form before data owner review. Applicants will be notified when ONS's review is complete and should then submit their application form For Secure Access to Data by emailing the completed form to DataLinkingTeam@Justice.gov.uk and datafirst@justice.gov.uk. Applicants will be expected to have the form drafted and ready to submit when requested by MoJ; delays may leave Data Owners unable to approve access before the ADR UK Research Fellowship Panel.

How will Data Owner approval be assessed?

9.15 In the first instance, the project proposal will be reviewed by the MoJ Data Access Group (DAG). The panel will review applications to ensure that all external requests for individual data are legal, ethical, proportionate and secure, and will ensure that applications meet the following general criteria:

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

If the panel has concerns about the project then the application may be escalated to the MoJ's Data Access Governance Board and/or HMCTS' Senior Data Governance Panel before a decision is made.

9.16 More details on the Data Access Group are available online, and details on panel criteria can be found on both the [application form and supporting guidance](#).

How do I become an Accredited Researcher and when does this need to happen by?

Only researchers accredited under the DEA are able to access data in the SRS. The lead researcher on a project application must be an Accredited Researcher by the time the project is submitted to RAP 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 RAP panel in March 2021. Researchers should apply for accreditation through the [Research Accreditation Service \(RAS\)](#).

9.17 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.

There is a lot to complete by the May deadline – is this realistic?

Please note that not all aspects of the process need to be completed by the May deadline. The only actions which need to be completed by the May deadline are the Je-S funding application and the initial RAP form. Researchers will also want to prepare a draft version of the SAD form ready to submit following initial feedback on your RAP form from ONS. The Accredited Researcher training can happen at any point before the RAP meeting in November and even then is only necessary if an applicant is successful. We encourage you to seek the support you need in submitting any part of your application – all contact details are below. We appreciate there are three forms to complete but we expect applicants to be able to re-use the information between forms.

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

10 Other questions

What other funding opportunities will ADR UK be promoting?

10.1 ADR UK will be announcing further Research Fellowship calls over the next 12 months to promote selected newly available, deidentified, unlinked and linked 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 due course. 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.

10.2 [Can I apply to the ESRC Secondary Data Analysis Initiative 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 as a targeted call data owner engagement is already built-

10.3 in, and that successful applicants will get access to the data faster than if applying through ESRC.

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

The [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

RAP queries	adrcuration@ons.gov.uk
Dataset queries	datafirst@justice.gov.uk
Research question queries	datafirst@justice.gov.uk