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| Instructions |

**Complete this form to apply for access to non BLADE and/or MADIP microdata (unit record data) for your project.**

* Email [microdata.access@abs.gov.au](mailto:microdata.access@abs.gov.au) for help with your project proposal.
* The ABS will assess your completed project proposal and contact you if we have any questions.
* It usually takes 15 working days to assess a completed application.
* The ABS uses the internationally recognised [Five Safes Framework](https://www.abs.gov.au/ausstats/abs@.nsf/Latestproducts/1160.0Main%20Features4Aug%202017?opendocument&tabname=Summary&prodno=1160.0&issue=Aug%202017&num=&view=) for managing the safe access to microdata. The information provided in this form contributes to this risk assessment. The Five Safes are the basis of the Data Sharing Principles published by the Office of the National Data Commissioner in 2019 to guide safe sharing of Commonwealth data.
* All access to microdata must be consistent with the requirements of the data custodian and ABS’s legislative framework, including the [*Census and Statistics Act 1905*](https://www.legislation.gov.au/Details/C2016C01005) and other conditions around use of the data.
* Final project approval rests with the relevant data custodians and the ABS.
* Amendments to your completed project proposal (e.g. if there is new data or researchers) must be made on this form, and then recorded in the ‘Document history’ table below. Amendments must be sent to the ABS by (or with the written approval of) the Project Lead.
* Charges may apply - see [Data Services prices](file:///\\corp\absdfs\workgroup\MASS\DataLab\DataLab%20Clients\3.%20Onboarding\misc\Proposals\with%20DI%20changes\Original_ABS%20standard%20data%20project%20proposal_030821.docx) on the ABS website.

**Consider the following important issues when preparing your project proposal:**

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| **Statistical and/or research purpose** | The project purpose must be for bona fide research or statistical purposes. That is, the project must not be used for compliance purposes, or for any purpose associated with identifying an individual or a business. |
| **Public interest value** | The proposed research must be in the public interest and benefit. |
| **Confidentiality** | Research analysis and outputs must not identify an individual person or business. |
| **Data requirements** | Researchers must clearly specify the datasets and reference period they require for their project. Each dataset requested must be relevant to the project purpose. Other data options including aggregated datasets must have been ruled out as viable for the research purpose, and justification provided for the use of detailed microdata. |
| **Available data must be suitable for the project** | Data must be suitable and available for your research purpose. The data must be of sufficient quality for analysis, and the populations of interest / geographic granularity must be high enough, that there is a low risk of identification of individual people or businesses. |
| **Responsible Office Undertaking in place** | Researchers must be working for a reputable Australian-based organisation willing to agree to a Responsible Officer Undertaking. |
| **Ability of the research team** | Researchers must have the ability to use at least one of the statistical analytical languages available in the DataLab and have **at** least three years of either quantitative research / analysis experience, or university study with a significant component working with quantitative data. If a researcher does not have this level of experience, they may still apply for access if they are referred by an experienced member of their project team. |
| **DataLab onboarding** | Researchers must complete DataLab onboarding prior to accessing data in DataLab. This can be undertaken while your proposal is being reviewed. To enrol, see [DataLab safe researcher training](https://www.abs.gov.au/ausstats/abs@.nsf/Latestproducts/1406.0.55.007Main%20Features10User%20Guide?opendocument&tabname=Summary&prodno=1406.0.55.007&issue=User%20Guide&num=&view=). |
| Email your completed project proposal in Microsoft Word format to: [microdata.access@abs.gov.au](mailto:microdata.access@abs.gov.au) | |

**Considerations that may affect access**

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| **You should check with us first if:** |
| Your research is for commercial gain |
| The population or geographic granularity you are interested in has low numbers |
| One or more of your researchers is not based in Australia |
| You think that you may not meet the statistical capability requirements, and cannot get a referral by an experienced member working on the same project as you |

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| **Access will not be approved if:** |
| Your research is about named people or named businesses |
| You do not have the support of the organisation you work in |

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| Document history |

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| **Date of change** | **Description of change**  e.g. New data/researchers added | **Editor** | **Organisation** |
|  | Proposal prepared |  |  |
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| 1. **Project details** | |
| Project title  (50 character limit) |  |
| Lead organisation  (include Section and Branch within organisation) |  |
| Partner organisations  If applicable, list organisations that may reasonably *require access* to data whether for analysis or discussion  (include Section and Branch within organisation) |  |
| Additional stakeholders  If applicable, list stakeholders that *do not require* access to unvetted microdata |  |

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| 1. **Project timeframes** | |
| Preferred start date for access to the microdata |  |
| Estimated end date for access to the microdata |  |
| Planned delivery date(s) for anticipated outputs from your proposed project |  |
| Outline any dependencies or important dates that may affect your project proposal |  |

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| 1. **High level project summary**   Write a **short paragraph** summarising your proposed project. Include the purpose of the project and the anticipated outcomes. (75 word limit.) |
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| 1. **Research objective and data required** |
| **4.1 Project objectives**  Elaborate on your project summary, including:   * The specific research question/s to be investigated * How the project purpose is research and/or statistical in nature * How the research will provide public benefit   (200 word limit) |
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| **4.2 Research methodology**  Full Data Specifications are requested in Section 10. To help us evaluate the feasibility of this project, describe the research methodology and design, including:   * Key variables of interest * Cohort for analysis * Size of the population/s * Geographic area/s of interest * Statistical methods you plan to use |
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| 1. **Sensitive Information** | |
| Indicate if this project is requesting any types of information considered ‘sensitive’ as outlined in the [*Privacy Act 1998*](https://www.legislation.gov.au/Details/C2014C00076). This includes information or opinion (per the [Australian Privacy Principles](https://www.oaic.gov.au/privacy/australian-privacy-principles-guidelines/chapter-b-key-concepts/#sensitive-information)) about the following. | |
| Racial or ethnic origin  Political opinions or associations  Religious or philosophical beliefs  Professional or trade union membership/associations  Sexual orientation or practices  Criminal record  Health or genetic information  Some aspects of biometric information | Indicate why the selected information is required: |

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| 1. **Aboriginal and Torres Strait Islander data**   The Census and the ACLD contain information about Aboriginal and Torres Strait Islander status. | |
| Is information about Aboriginal and Torres Strait Islander status being sought for the purpose of this research project?  Yes – Derived information  Yes – Data items from source dataset/s  No | If yes, describe how this data is intended to be used: |

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| 1. **Ethics**   Has this research proposal been submitted to an ethics committee? | |
| YES / NO |  |
| If YES, provide details (E.g. approved/ rejected/currently under review, date of approval) |  |
| IF NO, outline if you have undertaken ethics consideration for this project |  |

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| 1. **Consultation** |
| Indicate whether you have undertaken consultation with any relevant organisations or representative groups to seek community views on the proposed project. Include any planned ongoing involvement of these groups throughout the life of the project. |
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| 1. **Grant review**   Has this research proposal been submitted to a grant review panel? If yes, state whether it has been approved/rejected/currently under review. | |
| YES / NO |  |
| If YES, provide details (date of approval) |  |

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| 1. **Data specifications** |
| Through the DataLab, researchers can access standard detailed microdata and limited release detailed microdata, required to address their questions. Provide titles and reference periods from the [Available Microdata](file:///\\corp\absdfs\workgroup\MASS\DataLab\DataLab%20Clients\3.%20Onboarding\misc\Proposals\with%20DI%20changes\Original_ABS%20standard%20data%20project%20proposal_030821.docx) page. |
| e.g. National Health Survey, 2017-18 |
| National Health Survey, 2014-15 |
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| 1. **Project team member(s) to access data in the DataLab**   Provide details of all the DataLab users who will work directly with microdata in DataLab for this project. These users are required to undergo safe researcher training and satisfy DataLab onboarding requirements. Click on [Safe researcher training](https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/1406.0.55.007main+features10User+Guide) to enrol.  **Statistical software**  To use the DataLab, you need quantitative research skills and the ability to query large datasets based on their parameters of interest. The following statistical software is available in DataLab. Indicate which package/s each researcher in your team will require.  \*Default packages within the DataLab include: R, R Studio, Python and Anaconda Navigator. SAS Enterprise Guide will incur an additional cost. Stata may incur an additional cost, pending the annual review of charges.  **Virtual machines**  ^ Standard virtual machines are generally sufficient in capacity for the majority of DataLab projects. For each researcher, indicate if an ‘Above large virtual machine’ will be required. If you are unsure, indicate ‘unsure’ in the column below and an ABS member of staff will contact you. | | | | | | | |
| Name | Organisation (include Section and Branch within the organisation) | Role  (Project lead/ Analyst/Contractor) | Phone | Email | Required software\*  (Default packages only, SAS, Stata) | Virtual machine requirements^ (Standard machine, Above large machine, Unsure) | ABS Registration Centre  User ID (each user must [register](https://registrationcentre.abs.gov.au/registration/register.jsp#OUTSIDE_PROC)) |
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| 1. **Project team member(s) to discuss but not access unvetted data**   Provide details of all the project members who will discuss unvetted data prior to its release from the DataLab. These project members or discussants will not require access to the DataLab via a unique login account. Discussants are required to undergo safe researcher training and satisfy DataLab onboarding requirements. Click on [Safe researcher training](https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/1406.0.55.007main+features10User+Guide) to enrol. | | | | | |
| Name | Organisation | Role  (Project lead/Advisor/Supervisor/Contractor) | Phone | Email | ABS Registration Centre  User ID (each discussant must [register)](https://registrationcentre.abs.gov.au/registration/register.jsp#OUTSIDE_PROC) |
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| 1. **Anticipated** **outputs and dissemination methods**  * Researchers must comply with rules of microdata access and release set out in the [Responsible Use of ABS Microdata User Guide](http://www.abs.gov.au/ausstats/abs@.nsf/mf/1406.0.55.003) as explained in the DataLab onboarding. * Researchers must provide two weeks written notice to the ABS of any pending publication of work from this project, including presentations at academic conferences. A citation of your work will be added to the short online description of your project once your work is published. * The ABS encourages researchers to share their research findings (which have been cleared for confidentiality by the ABS) and make the results publicly available. | |
| **13.1 Outputs**   * Outline anticipated outputs of your proposed project. For example, derived aggregate data items (such as geospatial aggregates), aggregated tables, indexes, new methodology, regressions. * Elaborate on the granularity of your results (e.g. the level of geography and sub-populations). Note**:** Unit record data cannot be output from DataLab. | |
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| **13.2 Dissemination methods**  Outline how the results of your research will be disseminated. For example, in-house report, published report or information paper, journal article, and/or presentation (at conferences or other fora). | |
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| 1. **Project storage**   Standard DataLab access includes up to 1TB of project storage. Additional charges apply for storage above 1 TB. If you are unsure, include this below and the ABS will be in contact with you.  Does this project require project storage above 1TB? | |
| YES / NO / unsure |  |
| If YES, how many additional TBs of storage? |  |

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| 1. **Authenticate access to DataLab**   DataLab is enabled by cloud infrastructure, which may be blocked by some organisations’ firewall settings.  ABS cannot make changes to external organisations' infrastructure. Project Leads need to supply the information below to each organisation participating on this project.  Network/IT Security sections in each organisation need to review and make changes to authenticate access. This only needs to be done once per organisation.  There are **4 steps** which need to be applied to each organisation’s security settings **before the project start date** to enable access to DataLab.  Contact [microdata.access@abs.gov.au](mailto:microdata.access@abs.gov.au,%20penny.delander@abs.gov.au,%20joel.williams@abs.gov.au?subject=Firewall%20assistance%20required) for further assistance. |
| 1. **Enable authentication to the tenant**   Users need to authenticate to one of ABS' Azure Active tenants, which may be strictly controlled by government agencies and academic workplaces. Authentication must be enabled to the tenants:   * mydata.abs.gov.au * absmydata.onmicrosoft.com  1. **Allow user access to URLs**   Users will need to access the following URLs:   * DataLab production portal: new.datalab.abs.gov.au, datalab.abs.gov.au and gw.datalab.abs.gov.au * Citrix portal: absdatalab.cloud.com  1. **2020 version of Citrix Workspace client installed**   The originating client machine must have a recent version of the Citrix Workspace client installed. Some older clients have worked but we cannot guarantee that will continue. Here is a link to the Citrix Workspace download page: <https://www.citrix.com/en-au/downloads/workspace-app/>   1. **Enable HTTPS connections**   All Remote Desktop client connections to DataLab go via Citrix Cloud service. You will need to enable HTTPS connections to:   * \*.citrix.com * \*.cloud.com * \*.nssvc.net |