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| Instructions |

**Complete this form to apply for project access to unit record data via the ABS DataLab. This includes application for access to PLIDA, BLADE and other detailed microdata.**

* To submit your completed proposal, or for help, email [data.services@abs.gov.au](mailto:data.services@abs.gov.au)
* This form accompanies the ABS DataLab Project for Detailed and Integrated Microdata (Data request form) document and includes project specific information. Both the Project Proposal and Data Request Form will need to be completed and submitted to [data.services@abs.gov.au](mailto:data.services@abs.gov.au) for review. The latest versions of these documents are available on the [ABS website](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab#applying-for-datalab).
* **Amendments to your completed project proposal** (e.g., if the project requires access to additional data, researchers, or organisations) must be made on this form in tracked changes, and then recorded in the ‘Document history’ table. Amendments must be [sent to](mailto:data.services@abs.gov.au) [data.services@abs.gov.au](mailto:data.services@abs.gov.au) by, or with the written approval of the Lead Researcher.
* Once you have filled out this form, click ‘Save As’, and include the following details in the file name: “Project ID (if known) - Lead Organisation - Project Name - date this form was completed in yyyymmdd format.doc”. For example: 2023-000 - ABS - Example Project - 20230415.doc.
* The ABS will assess your completed project proposal and contact you if we have any questions.
* 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 safe access to, and safe release of 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 data custodian(s) and the legislative framework of the ABS including the [*Census and Statistics Act 1905*](https://www.legislation.gov.au/Details/C2016C01005) and other conditions around use of the data.
* When access to data from the Department of Social Services (DSS) is requested, the project must be consistent with the requirements of the legislative framework of the DSS, including the:
* Social Security (Administration) Act 1999
* New Tax System (Family Assistance) Administration Act 1999
* Student Assistance Act 1973
* Paid Parental Leave Act 2010
* Final project approval rests with the relevant data custodian(s) and the ABS.
* [Charges](https://www.abs.gov.au/websitedbs/D3310114.nsf/home/Microdata+prices) may apply – see [DataLab prices](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab#cost)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 legitimate research or statistical purposes. That is, a 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 for public 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 integrated and 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 population of interest and geographic granularity high enough that there is a low risk of identification of individual people or businesses. |
| **Responsible Officer Undertaking in place** | Researchers must be working for a reputable Australian-based organisation willing to submit and maintain a [Responsible Officer Undertaking](https://www.abs.gov.au/statistics/microdata-tablebuilder/responsible-use-abs-microdata/undertakings-and-declarations#responsible-officer-undertaking). |
| **Ability of the research team** | Researchers must have the ability to use at least one of the statistical analysis 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. Refer to [DataLab](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab) for more information. |
| **DataLab onboarding** | Researchers must complete DataLab onboarding prior to accessing data in the DataLab. This includes attending mandatory Safe Researcher Training and submitting a series of forms and undertakings. 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=). |

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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 |  |  |
|  | Researchers added: e.g John Smith |  |  |
|  | New data added: BLADE Standard |  |  |

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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, now or in the future.  (Include section and branch within organisation(s)) |  |
| Additional stakeholders  If applicable, list stakeholders that *do not require* access to unvetted microdata |  |
| Government organisation sponsor  Required for users seeking to access BLADE or PLIDA custom data who are not government employees/contractors, academics, or employed by a public policy research institute |  |

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| 1. **Project timeframes** | |
| Preferred start date for access to the microdata |  |
| Estimated end date for access to the microdata | 31 Dec 2024  31 Dec 2025  Other: \_\_ |
| 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** |
| **3.1 Project aims**  Write a short paragraph summarising the purpose and aims of your proposed project (approximately 50 words)  **Note**: This summary may be published on the ABS website. |
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| **3.2 Project outcomes**  Outline the anticipated outcomes and proposed public benefit of the project (approximately 50 words)  **Note**: This summary may be published on the ABS website. PLIDA and BLADE project summaries are currently made available on the PLIDA and BLADE project registers.  [PLIDA project register](https://www.abs.gov.au/websitedbs/D3310114.nsf/home/Statistical+Data+Integration+-+MADIP+Research+Projects)  [BLADE project register](https://www.abs.gov.au/websitedbs/D3310114.nsf/home/Statistical+Data+Integration+-+BLADE+Research+Projects) |
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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-based and/or statistical in nature * How the research will provide public benefit |
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| **4.2 Requirement for microdata in the DataLab**  Show that consideration has been given to using aggregate data, MicrodataDownload, TableBuilder and/or publicly available data for this research and justify the need to access this specific data in the DataLab. |
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| **4.3 Research methodology**  Full data specifications should be requested in the [ABS DataLab Data Request Form](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab#applying-for-datalab). 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 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** | |
| Data from the Census of Population and Housing, the Australian Census Longitudinal Dataset (ACLD) and PLIDA contain~~s~~ information on Aboriginal and Torres Strait Islander status. | |
| Is information on 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? * Has this research proposal been designed and/or reviewed according to the National Health and Medical Research Council’s (NHMRC) National Statement on Ethical Conduct in Human Research?   **Note:** Data custodians may request ethics approval or consideration as part of their approval requirements |
| No - consideration indicates ethics approval not required (select justifications that apply)  Project does not constitute human research  Project poses low or negligible risk  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Yes - ethics approval has been, or is being sought  Under review (enter ETA for response \_\_\_\_\_\_\_\_\_\_\_\_) and name of Ethics Committee  Approved (enter approval period: from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_). Attach approval letter  Rejected |

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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, including date of approval |  |

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| **10.** **Project team member(s) to access data in the DataLab**  Provide details of all the DataLab users who will work directly with microdata in the DataLab for this project. These users are required to undergo safe researcher training and 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  DataLab users require quantitative research skills and the ability to query large datasets based on their parameters of interest. Standard statistical software available in the DataLab includes R, R Studio, Python, Anaconda Navigator, UltraEdit and Stata. SAS is also available but will incur an annual charge. Please see the ‘Charges’ section below for further information.  Student access  Indicate whether the researcher is a Higher Degree Research student.  Analyst/Discussant access  Indicate when adding Analyst/Discussant (s) you may have hired externally and provide their email address corresponding to their substantive employer. Refer to Section1 of this document and see [DataLab](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab) for more information. Where required we will seek sponsorship and/or Responsible Officer Undertaking (ROU) or check secondment paperwork is in place. Check with Data Services contact if unsure.  (***Note:*** *Sponsorship is required when non-government organizations do not fit into ‘public policy research institute’ i.e., private company.*  How to add/remove project researchers  The Lead Researcher can request the addition or removal of project researchers by emailing an updated project proposal to [data.services@abs.gov.au](mailto:data.services@abs.gov.au). Charges are based on the number of researchers included in this project proposal.  Charges   * DataLab charges apply to some projects based on the number of analysts and access to non-standard services. See [DataLab prices](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab#cost)on the ABS website for more information. | | | | | | | | |
| Name | Organisation | [Role](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab/using-datalab-responsibly)  (Lead Researcher/  Analyst) | Phone | Email | Student  (Y/N) | Is SAS required? (Y/N)  (This will incur an annual [charge](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab)) | Is access to an [above large virtual machine](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab/troubleshooting#virtual-machines:~:text=The%20following%20larger%20machines%20are%20available%20by%20request%2C%20however%20there%20may%20be%20charges%20associated%20with%20these%3A) required? (Y/N)  (This will incur an annual [charge](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab)) | ABS Registration Centre  User ID  (Each DataLab user must [register](https://registrationcentre.abs.gov.au/registration/register.jsp#OUTSIDE_PROC)) |
| Example: John Smith | Australian Bureau of Statistics | Lead researcher | (02) 6252 1234 | John.smith@abs.gov.au | N | Y | N | 011235813 |
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| **11. Project team member(s) to discuss but not access unvetted data**  Provide details of all the researchers who will discuss unvetted data prior to its release from the DataLab. These researchers will not require access to the DataLab via a unique login account. These researchers are required to undergo safe researcher training and 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.  List organisations that may reasonably need to be discussants over the course of the project. | | | | | |
| Name | Organisation | [Role](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab/using-datalab-responsibly)  (Lead Researcher/ Discussant) | Phone | Email | ABS Registration Centre  User ID  (Each DataLab users must [Register](https://registrationcentre.abs.gov.au/registration/register.jsp#OUTSIDE_PROC)) |
| Example: Sarah Jones | Australian Bureau of Statistics | Discussant | (02) 6252 7890 | Sarah.jones@abs.gov.au | 138532110 |
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| **12.** **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). * Researchers must provide two weeks written notice to the ABS ([data.services@abs.gov.au](mailto:data.services@abs.gov.au)) 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. | | | |
| **12.1 Outputs**   * Outline anticipated outputs of your proposed project. For example, derived aggregate data items (such as geospatial aggregates), aggregated tables, indexes, new methodology, and regressions. * Elaborate on the granularity of your results. For example, the level of geography and sub-populations~~)~~. Note**:** Unit record data cannot be output from the DataLab. | | | |
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| **12.2 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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| **12.3 Acknowledgement of two week notice of publication period** (Required for projects requiring access to PLIDA and/or BLADE microdata).  Write the full name of the Lead Researcher to acknowledge that you understand the above stated requirement and that you must provide two weeks written notice to the ABS (submit a Request Publication Release via the [Contact us | Australian Bureau of Statistics (abs.gov.au)](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab/contact-us) of any pending publication of work from this project, including presentations at academic conferences. | | | |
| **Lead Researcher** |  | **Date acknowledged (DD/MM/YYYY)** |  |

1. **Addendum to the ‘ABS DataLab Project Proposal for Detailed and Integrated Microdata template’**

This Addendum adds to the ‘ABS DataLab Project Proposal for Detailed and Integrated Microdata template’, a request form that project teams should complete when seeking to add Databricks to their project.

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| **Databricks Request** | |
| [**Databricks**](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab/using-your-workspace#available-software) is a cloud-based Big Data processing platform which provides users with an integrated environment to collaborate within projects and offers a range of tools for data exploration, visualisation, and analysis. Databricks is project based rather than researcher/analyst based. | |
| Do you need ‘Databricks’ for your project?  Access to Databricks will incur an annual [charge](https://www.abs.gov.au/statistics/microdata-tablebuilder/datalab#DLprices). Note that low usage is the default Databricks state. If high usage is required, please outline this in the justification below. ABS will monitor usage and inform the project lead when the usage is high and likely to exceed the low usage cost | Yes  No |
| If yes, then please provide a short explanation for the need of Databricks for your project. Please consider the following:   * Will users continue to utilise virtual machines (VM) as per normal, or can VMs be scaled down? * Estimated number of users who may use Databricks on this project?   + Skill level/analytical capabilities of the users? * If users have multiple workspaces (i.e they are working on multiple census years), they will need multiple Databricks workspace as Databricks is project/workspace based. | |
| Provide justification below: | |