

# myDATA Portal User Guide: Project Proposal

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## Introduction

myDATA beta is a system to manage DataLab projects. myDATA beta will be released in 4 stages:

- Beta 1: Training and onboarding (released)
- Beta 2: New project proposals and ABS feedback (released)
- Beta 3: Project change requests (pending)
- Beta 4: Approvals and project closure (pending)

With the release of Beta 2, you will be able to create, submit and edit your project proposal via the myDATA user portal.



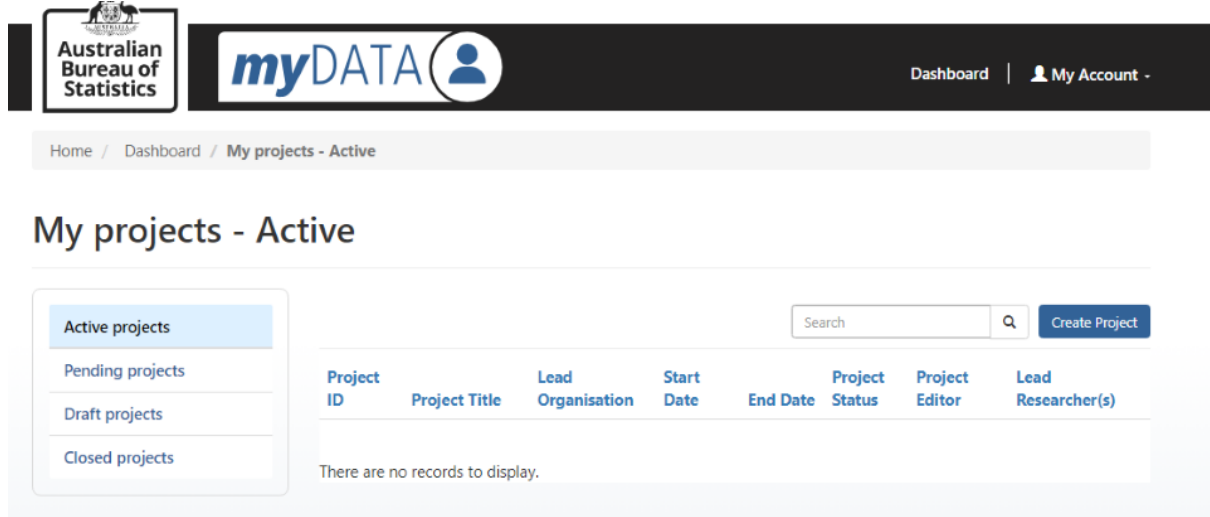
You will need a myDATA account before accessing the portal. Visit [mydataportal.abs.gov.au](https://mydataportal.abs.gov.au) to register.

Visit [DataLab | Australian Bureau of Statistics \(abs.gov.au\)](https://www.abs.gov.au/DataLab) for myDATA user guides, on:

- registration and authentication
- portal dashboard navigation
- request training
- form return

## Creating a Project Proposal

After registering and logging in you will be redirected to the myDATA Dashboard. Select the My projects tile to access the default view for **Active projects**. Within the My projects tile, also view any Draft, Pending or Closed projects you are a project member of.



Home / Dashboard / My projects - Active

### My projects - Active

Active projects

Pending projects

Draft projects

Closed projects

Search

Project ID	Project Title	Lead Organisation	Start Date	End Date	Project Status	Project Editor	Lead Researcher(s)
There are no records to display.							

To create a new project, select the Create button in any of the My projects views.

When you create a new project proposal you will automatically be assigned the role of Project Editor.



A Project Editor can edit the project proposal while it's in draft status.



There can only be one Project Editor per project proposal. You may assign another user as Project Editor. If you assign another user as Project Editor, you will not be able to view the project proposal unless you are attached to the project as a researcher.

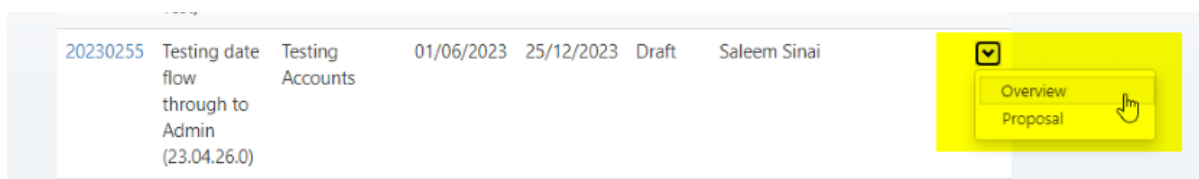
Once your project proposal has been created, you will be able to access the draft proposal from the Draft projects view. The project proposal will remain in Draft status until submitted. Once submitted, you can locate the project proposal in the Pending projects view.

Below are the statuses which a project proposal will move through, during the life of a project:

- **Draft:** Portal Editor is composing details of the project proposal
- **Submitted:** Project Editor sends the project proposal to ABS for comment/review
- **Under assessment:** ABS are reviewing the project proposal against the Five Safes framework
- **Ready for approval:** Assessment has been completed and awaiting approval batching

- **Pending approval:** Project Proposal has been sent to approvers
- **Approved:** Project Proposal has been approved and is awaiting action to implement access
- **Active:** Project Proposal is available for all approved researchers to access approved data
- **Withdrawn:** Project Proposal has not been submitted or approved and it is known the project will not progress
- **Closed:** Project has ended

After the initial creation, when returning to the project proposal, you will have the option of choosing between either the Overview or Proposal views



**Overview** – Provides a snapshot of the project proposal. This page allows any researcher attached to the project to view:

- the project status
- lead researcher and project editor contact information
- data packages attached to the project, including when they are approved
- researchers involved in the project.

**Proposal** – View the complete proposal. Only the Project Editor can make changes, while the project is at Draft status, but all researchers attached to the project can view the project proposal.

You can switch views between the two by accessing the go to project proposal/overview link under the project title.



The myDATA portal session has a 30-minute window of inactivity before timing out.



There is an autosave function, that will save your current progress after five minutes of inactivity. Moving to through the tabs with 'Save & Next' will also save your progress.

## Project proposal layout

The project proposal is divided into tabs. The tabs are not clickable, and you will need to navigate between tabs using the **Previous** and **Save & Next** buttons.

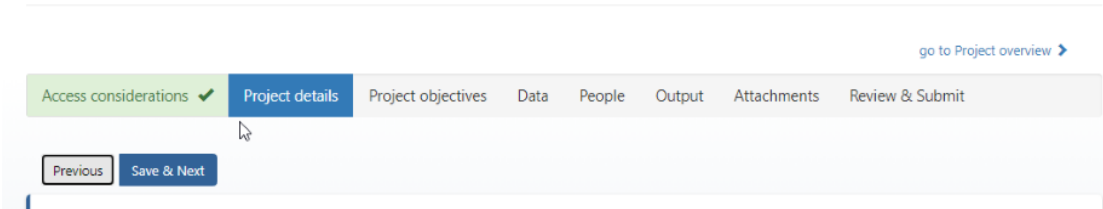


Clicking previous will not save your changes.



The autosave function will save your current progress after five minutes of inactivity. Moving to through the tabs with 'Save & Next' will also save your progress.

## 20230010\_myDATA Beta Project Proposal



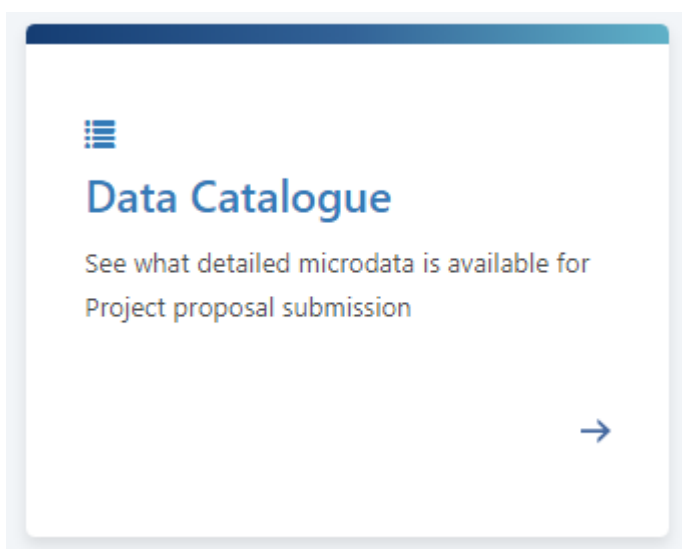
Below are the key items required for, or available in, each of the tabs:

- **Access considerations:** outlines your responsibilities.
- **Project detail:** enter broad details about your project, like title (maximum 100 characters) and significant project dates
- **Project objectives:** add project scope and email supporting attachments to [data.services@abs.gov.au](mailto:data.services@abs.gov.au)
- **Data:** request data packages for your project
- **People:** add organisers (lead and partners) and researchers (analysts and discussants)
- **Output:** add output and dissemination details
- **Attachments:** view attachments for your project sent to [data.services@abs.gov.au](mailto:data.services@abs.gov.au)
- **Submit:** send your proposal to ABS for review

## Adding Data

Using the Data tab, the Project Editor can request Data Packages required for your project.

If you are unsure of the data you may need to access for your project, you can access product information from the Data Catalogue tile on the user portal dashboard.



The Data tab is separated into three sections:

- **Data Specifications** – request existing PLIDA/BLADE/Standard Microdata data packages
- **Dataset-Specific Considerations** – request new or reuse data linkage
- **Other Data Requirements** – a free-text field to request data that could not be captured in Data Specifications or Dataset-specific Considerations

## Adding Organisations

A lead organisation must be added to your project proposal.

Multiple partner organisations can also be attached.



For an organisation to be added, it must be a 'DataLab Active Organisation'. This means that the organisation must have an active Responsible Officer Undertaking (ROU) in place.

Researchers can only be added if their organisation is attached to the project proposal.

## Adding People

People can be added under the Project researchers section on the people tab.

All analysts and discussants that will be working on the project are required to be added here.



Researchers can only be added if their organisation has been selected in the Stakeholder section.

## Editing your project proposal

For projects created in the myDATA portal – to edit your project proposal, please email [data.services@abs.gov.au](mailto:data.services@abs.gov.au) to receive an exported version of your project proposal. Required amendments can then be applied and returned by email for action.

Beta phase 3 release will contain functionality to submit change requests from the myDATA portal.

## Coming soon

Over the remainder of 2023 myDATA beta will release further functionality:

- Change requests
- ABS project assessment
- Project approval, and
- Project closure

We would appreciate your feedback on the myDATA beta system. Please email details of your experience, including any suggested improvements to [data.services@abs.gov.au](mailto:data.services@abs.gov.au).