

Annex 3 - Research Proposal application form

To **ISTAT - Italian National
Institute of Statistics**

WARNINGS

This application form, completed in all its parts and signed by both the Principal Researcher and the Contact person for microdata requests of the recognized entity, should be sent to Istat following the procedure indicated at the address <https://www.istat.it/en/analysis-and-products/microdata-files>

The application form must be accompanied by a Confidentiality Declaration signed by each researcher named in the Research Proposal who will have access to confidential data for scientific purposes, together with a copy of the identity document of the Principal Researcher.

Results of the evaluation, carried out on the basis of the criteria adopted by Comstat (Article 5-ter of Legislative Decree No. 33 of 14 March 2013 - introduced by Legislative Decree No. 97 of 25 May 2016), will be announced to the Principal Researcher and to the Contact person for microdata requests.

In case of a joint project (network of research entities), the contact persons of the research entities participating in the project must confirm the participation of the individual researchers in the project and the Additional Certification for joint projects must be filled.

Any changes to the information provided in this form have to be promptly communicated to Istat.

Name of the Recognized Research Entity

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Name of the Contact person for microdata requests¹

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In case of a joint project involving researchers from different recognized entities, please enter the name of the entities and the respective *Contact person*

Name of Entity 1

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Name of the *Contact person* in Entity 1

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Name of Entity 2

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Name of the *Contact person* in Entity 2

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(More fields can be added, if necessary)

1. Researchers who will have access to the data

1.1 Principal Researcher

Name and Surname

Position ²

Telephone.....

Email.....

Official full name of the Research entity

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Postal address of the Research entity

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City

Country

¹ Please, fill in the name of the *Contact person* provided in the Application form for Recognition presented to Istat or to Eurostat.

² Principal Researcher should have one of the following qualifications: university professor (full professor, associate, aggregate, contract professor); researcher or similar figures; research grant holder, member of scientific societies; manager of recognized research institutes/bodies, employee of recognized research institutes/entities carrying out research activities.

1.2 Individual Researchers³ (for each researcher)

Name and Surname

Position⁴

Telephone Email

Official full name of the Research entity

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Postal address of the Research entity

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City Country

2. Research Proposal

2.1 Title of the Research Proposal

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2.2 Description of the Research Proposal

Describe the main objectives of the Research Proposal and provide details on the relevant contract if the research project is commissioned by another entity (maximum one page)

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³The Sistan entity who owns the data may indicate the maximum number of researchers using the same Scientific use files, in order to allow the Principal Researcher to monitor the work of participating researchers.

⁴For Individual Researchers the following qualifications are also allowed: PhD student or other subject in a formal research collaboration with research institutions. Students are not admitted either as Principal Researchers or as Individual Researchers.

2.3 External lenders, if any

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3. Datasets to be used

3.1 Datasets to be used *(for each dataset, please indicate the reference period/s)*

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3.2 If non-confidential data (for example data published on Istat website) or other microdata files (for example Public use files) on the same topic are available, please explain why the purpose of the research cannot be achieved

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3.3 Type of requested access *(one answer only)*⁵

- Scientific use files (SUFs)**, confidential data for scientific purposes to which methods of statistical disclosure control have been applied to reduce to an appropriate level, and in accordance with current best practice, the risk of identification of the statistical unit;
- Secure use files**, confidential data for scientific purposes to which no further methods of statistical disclosure control have been applied, available in Istat Safe Centre.

If other data are available for research purposes (e.g., Scientific use files SUFs), explain their inadequacy below:

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Indicate the access site of Istat Safe Centre.....

3.4. Duration for which access to confidential data is requested (please respect the format dd/mm/yyyy)

From: dd/mm/yyyy to: dd/mm/yyyy

⁵ It is not possible to request both types of access (Scientific use files versus Secure use files) in the same application form.

3.5 Methods of statistical analysis to be used

Please, describe the type of data processing (e.g., Descriptive statistics reporting, Regression models, including Linear and Logistic Regression, Qualitative Comparative Analysis, both Cross-sectional and longitudinal analyses) and indicate the expected outputs.

(Referring to Istat Safe Centre the release rules are reported in the User Guide published at the address: https://www.istat.it/it/files/2011/06/Guida_Laboratorio_ADELE_EN.pdf)

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4. Results of the statistical analysis

4.1 Expected outcomes of the Research project

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4.2 Methods of dissemination of the Research project results (printed publications, conferences, online publications, etc.) *(provide links, if any)*

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5. Data protection

(To be completed only if SUFs are required)

5.1 Measures for protecting and processing microdata aimed at guaranteeing their security and the confidentiality of statistical units

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The undersigned, as **Principal Researcher**, pursuant to Artt. 46 and 47 of Presidential Decree no. 445 of 28 December 2000, and aware of legal sanctions provided by Art. 76 of the same decree by false declarations and documents, certifies that information contained in this application form is complete, accurate and correct and that any future change will be reported immediately to the *Contact person for microdata requests*.

Place and Date

Signature

The undersigned (email address), as **Contact person for microdata requests**, certifies that: (a) the research project's objectives referred to in point 2 of this application form are relevant to the Entity's research purposes indicated in the Application form for Recognition; (b) there is a contractual relationship, or other formal relationship, between the researchers for whom access to data is requested and the Entity he/she represents; (c) the identity of the data applicant and that personal information is correct (in particular, email address and mobile phone number).

The Contact person also undertakes: to inform researchers named in the Research Proposal about the obligations described in the Confidentiality Declaration, providing them with a copy of the same; to provide Istat with any clarifications and additional information necessary for the purpose of evaluating the Research Proposal and to promptly communicate any change to the information contained therein.

Please, find attached herewith the Confidentiality Declarations signed by the Principal Researcher and by the Individual Researchers who will have access to data.

Place and Date

Signature

Information on personal data treatment

Personal data collected will be used solely by Istat for evaluating the Research Proposal and, if approved, for providing the requested service. They may be communicated to Comstat and processed for the purpose of monitoring the management system.

The Italian National Institute of Statistics in Rome shall be responsible for the treatment of personal data.

In order to exercise their rights, as provided for in Art. 13 et seq. of the Eu Regulation 2016/679, interested parties shall contact the Data Protection Officer at the following email address: responsabileprotezionedati@istat.it

The party has moreover the right to lodge a complaint to the Personal Data Protection Authority pursuant to Art. 77 of the Eu Regulation 2016/679.