SAP Template for FSRDC Projects that Request Census Bureau Data

To facilitate proposal development, fill out this proposal template and discuss with your local RDC administrator. The template is intended to be used with FSRDC Research Proposal Guidelines for Projects Requesting Access to U.S. Census Bureau Data, available at <https://www2.census.gov/adrm/FSRDC/Apply_For_Access/Research_Proposal_Guidelines.pdf>. Once you and the RDC administrator agree that the proposal is ready to submit for Census review, copy the responses from this template to the SAP portal at [Research Data Gov](https://www.researchdatagov.org/). Note that you will begin the application by searching for datasets and adding them to your request; there is currently no option to begin an application without selecting a dataset first.

# Datasets

Refer to the datasets in the “Time, Geographic, and Other Units Requested” item below. When you submit through the SAP, you will add the datasets from that section to your request before beginning the application. Changes to the list of datasets cannot be made once you advance to the application.

# Researcher Information

## PI/Lead Researcher

Name of principal investigator or lead researcher. Character limit (includes spaces): 200

## Institutional Affiliation

Name of employer or affiliate. Character limit (includes spaces): 200

## Title

Primary position type.

Choose an item.

Text entry if Other is chosen:

## Email

Email address. Once the application is submitted, this address will receive all communications about the application and the individual with this address will be the primary person to act upon the application using his/her account. Character limit (includes spaces): 200

## Phone number

Phone number. Character limit (includes spaces): 15

## Citizenship

Is this person a U.S. citizen?

Response options are yes and no. Complete this item in SAP, but do not record your answer in this template.

## Residency (item appears if No is selected for Citizenship)

Has this person lived in the United States for at least three of the past five years?



## Special Sworn Status

Does this person have active special sworn status (SSS) with the U.S. Census Bureau?



## Data Access

Will this person access the data listed under "Data Requested" in the sidebar of this application? Note: Some options may require follow up with the data provider.

Select **Yes** if this person needs a security clearance to obtain an enclave seat or access point to do statistical work **or** needs a security clearance to participate in discussions involving unvetted output in a secure location (this option is only available for some data providers).

Select **No** if this person does not need a security clearance and is only supporting the research project in ways that involve access to information that has been cleared for disclosure.



# Add Co-Principal Investigator (fill out and copy this section as needed)

## Co-PI/Lead Researcher

Name of co-principal investigator or lead researcher. Character limit (includes spaces): 200

## Institutional Affiliation

Name of employer or affiliate. Character limit (includes spaces): 200

## Title

Primary position type.

Choose an item.

Text entry if Other is chosen:

## Email

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## Phone number

Phone number. Character limit (includes spaces): 15

## Citizenship

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Response options are yes and no. Complete this item in SAP, but do not record your answer in this template.

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Select **No** if this person does not need a security clearance and is only supporting the research project in ways that involve access to information that has been cleared for disclosure.



# Add Researcher (fill out and copy this section as needed)

## Researcher

Name of researcher. Character limit (includes spaces): 200

## Institutional Affiliation

Name of employer or affiliate. Character limit (includes spaces): 200

## Title

Primary position type.

Choose an item.

Text entry if Other is chosen:

## Email

Email address. Once the application is submitted, this address will receive all communications about the application and the individual with this address will be the primary person to act upon the application using his/her account. Character limit: 200

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## Researcher role on the project

Role on project. Character limit (includes spaces): 200

# Research Description

## Project Title

Title of project. Character limit (includes spaces): 200

## Project Duration

How long is your proposed project **in months**? Make sure there is sufficient time to achieve project objectives and that the duration is not greater than the data provider's maximum duration. Requests for extensions beyond the initial proposed duration depend on the practices of the providing agency. Refer to the document below for the maximum length allowed by the agency from whom you are requesting data. Character limit: 2

## Funding

Please list any grants, FSRDC funding, university funding, and any other sources of funding for this project. If none, enter "None." Character limit (includes spaces): 3800

## Timeline

What is the timeline for completing project tasks? Refer to the FSRDC Research Proposal Guidelines for Projects Requesting Access to U.S. Census Bureau Data for an example.

Projects that use data from the U.S. Census Bureau are required under Title 13, U.S.C. to contribute to the Census Bureau's mission. These contributions are called "benefits." The development of the timeline requires linking Census benefits to each of the project activities. Assistance from an FSRDC administrator will greatly reduce the need for future revisions to the timeline after submission. To find an FSRDC administrator near you, please check the [list of FSRDC contacts](https://www.census.gov/about/adrm/fsrdc/contact.html). If you are unsure which FSRDC to contact or have a general question, please reach out to the Census Bureau at ced.fsrdc.info@census.gov.

Upload as .docx or .pdf file.

|  |  |
| --- | --- |
| **Task** | **Year** |
|  | **1**  | **2**  | **3**  | **4**  | **5**  |
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## Research Question

What is the proposed research question? Character limit (includes spaces): 3800

## Demonstrated Need

Explain why the research question can only be addressed using the requested restricted-use microdata. Be as specific as possible, including listing key variables or methodological advantages of the restricted file compared to a public-use file (where available). Character limit (includes spaces): 10000

## Study Population

Briefly describe the study population or universe and how it relates to the research question. Character limit (includes spaces): 10000

## Project Abstract

Provide a project abstract of approximately the length that would be published for a journal article. The abstract should broadly describe the purpose of the research, the type of data to be used, and the hypotheses to be tested. Character limit (includes spaces): 3800

## Time, Geographic, and Other Units Requested

Some datasets are made available only for the specific years or states that you need for your project. For each dataset you’re requesting, look at the "Application-related" tab on the main dataset page. If there are "Provisioned by…" fields, please list the years, states, or other units you are requesting for each dataset, indicating why these specific data are necessary for your research. If you have multiple datasets provisioned this way, list the dataset name and other information for each. If the "Application-related" tab shows no "Provisioned by" fields, you may skip this question. Character limit (includes spaces): 10000

## Work Location

Where will the data be accessed? If you and, if applicable, other members of the research team plan on using data in multiple places, please mark all that apply. Note that there are often fees for accessing data in a Federal Statistical Research Data Center (FSRDC), please contact the FSRDC location you intend to use for more information. Other data may have fees for access as noted in the "Fees" field in the "Data Access" section of the information about the asset. Select the appropriate FSRDC location(s).



















## Data Linkages

Discuss data linkages planned for the research, if any. Please specify datasets to be linked, whether linkages are at the record level (e.g., person, household, business), the purpose of the linkage (e.g., geographic/industry context), and provide basic information on how the linkages are to be performed. Expected length, for projects including linkages only: 2-5 pages. Upload a .docx or .pdf file.

## User-provided Data

If you are planning to provide other data for use in this project, please describe those data below. Enter information about one dataset at a time, using the "Add User-provided Data" button to include additional sources.

For each user-provided dataset:

### Name and Description of Data

Provide the name of the dataset, a brief description of its contents, and the approximate size of the file. Character limit (includes spaces): 200

### Ownership

Please indicate whether these data are publicly available or proprietary and provide the source (including URL) from whom you obtained the data. Character limit (includes spaces): 200

### Anonymized

Will personal identifiers be removed -- that is, will the data be anonymized?



### Linkage

Will you be linking these to other data at the record (e.g., person, household, business) level?



### Protected Identification Keys (PIKs)

Will you require Census protected identification keys (PIKs) to be applied to these data in order to link to other Census Bureau data?



## Software Requirements

If your project requires statistical software other than that which is currently [available in the location in which you will access the data](https://www.researchdatagov.org/info/accessmodalities), please indicate that here. Character limit (includes spaces): 200

## Methodology

Explain the methodology that will be used for the project. The methodology should be clearly stated and appropriate for the research questions. The metadata catalog, agency publications and statistical products, agency webpages describing the restricted access data, and agency contacts are valuable resources for background information for drafting a strong methodology. Expected length: 5-10 pages.

Your methodology may include, but is not limited to, the following information, as appropriate

* How each requested data set will be used
* Model equations to be estimated
* Estimation methods
* How previous research supports the feasibility of the methodology of the project
* How model variables will be constructed
* Strategies for addressing data quality issues
* Expected sample size and subsamples
* Unit of analysis including level of geography
* Ability to link datasets
* Availability of the study population in the data
* Use of sample weights, design variables, and adjustments for use of complex survey design
* Expected outcomes

Projects that use data from the U.S. Census Bureau are required under Title 13, U.S.C. to contribute to the Census Bureau's mission. These contributions are called "benefits." Your proposed methodology must demonstrate that the use of the data can achieve the required Census benefits. Assistance from an FSRDC administrator will greatly reduce the need for future revisions to your methodology after submission. To find an FSRDC administrator near you, please check the [list of FSRDC contacts](https://www.census.gov/about/adrm/fsrdc/contact.html). If you are unsure which FSRDC to contact or have a general question, please reach out to the Census Bureau at ced.fsrdc.info@census.gov. Upload as .docx or .pdf file.

## List of References

List any publications referenced in this application as well as any other works that are of importance to this project. Expected length: 2-5 pages. Upload as .docx or .pdf file.

## Project Products

What are the anticipated journal articles, books, working papers, conference presentations, technical memoranda, dissertations, government reports, or other products for this project? Please include the names of journals. Character limit (includes spaces): 3800

## Requested Output

Describe the anticipated output for this project, including regression/modeling output, summary statistics, and any other output you intend to submit for disclosure review as well as anticipated methods to meet disclosure requirements (e.g., noise infusion). Please check with the agency contact if you are unsure of the agency’s output and disclosure requirements.

* For modeling output include descriptions of the samples you anticipate using and variables you plan on reporting results on, including descriptions of categorical variables.
* For tabular output, describe the output needed for the project products in detail, including examples when applicable (i.e., state groupings, levels of output and how you will display restricted-use data, analytic methods to reduce disclosure, etc.).

Each agency will assess this section based on its disclosure requirements. Some agencies’ disclosure requirements only allow for projects that emphasize regression/modeling output and a limited number of summary statistics that support this output, while others require table shells of requested output be included in the application.

Expected length: 2-15 pages. Upload as .docx or .pdf file.

## Census Benefits

Projects that use data from the U.S. Census Bureau are required under Title 13, U.S.C. to contribute to the Census Bureau's mission. These contributions are called "benefits." List each proposed criteria, explaining how the benefit will be achieved. The development of Census benefits that will be accepted during the application review process can be challenging for many researchers. Assistance from an FSRDC administrator will greatly reduce the need for future revisions to your benefit statements after submission. To find an FSRDC administrator near you, please check the [list of FSRDC contacts](https://www.census.gov/about/adrm/fsrdc/contact.html). If you are unsure which FSRDC to contact or have a general question, please reach out to the Census Bureau at ced.fsrdc.info@census.gov.

[Refer to criterion details for more information](https://sap.researchdatagov.org/rdg/static/censusBenefits)

Choose an item.

Character limit (includes spaces): 10000 per benefit

Copy and repeat the criteria drop-down and description as needed.