

Protocol: Data Access Fund

The Sir Roland Wilson Foundation's (the Foundation) Data Access Fund Protocol should be read in accordance with the Scholar's Handbook, Deed of Agreement and Conditions of Award.

Data Access Fund

Each Foundation PhD scholar can apply to access a Data Access Fund of up to A\$10,000 during the first year of their scholarship.

Scholars are currently required to present their research plan at their Thesis Proposal Review (TPR), a milestone usually completed within the first year of research. As this research plan should already include the methodology for acquiring, accessing or producing data required to complete their research, the Foundation requires scholars to identify any associated costs for data acquisition well in advance of the TPR. Scholars must work with the agency(s) providing data services to complete a Data Feasibility Assessment which identifies the project, new data supply (where required), custodian approvals, technical assessment, deliverables, dependencies, reasonable timeframes, access environment, costs and funding. Scholars should also consult with their APS supervisor or mentor, academic supervisor and Foundation staff before finalising their proposal.

The Data Access Fund is proposal based and contingent on annual budget approval by the Foundation's Board of Directors. Any un-accessed funds remains with the Foundation and is not payable to the scholar.

Data Access Fund Approval Procedure

1. Consult with the APS agency(s) responsible for providing required data services to conduct a **Data Feasibility Assessment** which identifies the project, new data supply (where required), custodian approvals, technical assessment, deliverables, dependencies, reasonable timeframes, access environment, costs, and funding.
2. If the data request will incur costs, consider additional funding arrangements available through the relevant ANU or CDU college, and/or through scholar's own agency.
3. Complete the **Data Access Proposal Form**
 - 3.1 When formulating the proposal, consider these questions.
 - What are the intended research outcomes from this activity?
 - What is the relevance of the data to my research?
 - How will my agency benefit when I achieve the intended outcomes?
 - How will others benefit from my research?
 - What are the longer-term benefits?
4. Seek endorsement of the proposal from: (a) the APS agency(s) responsible for providing the required data services; and (b) the scholar's own APS agency supervisor or mentor or appropriate delegate.
5. Submit the form to srw.foundation@anu.edu.au for approval.
6. Once approved, work with the Foundation team to arrange bookings or invoice payments.

Template: Data Feasibility Assessment

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| PhD Candidate Full Name | |
| PhD Candidate Contact Information | <i>Phone:</i> <i>Email:</i> |
| Supervisors | <i>Academic Supervisor</i> <i>Name:</i> <i>Position:</i> <i>Phone:</i> <i>Email:</i> <i>Agency Supervisor</i> <i>Name:</i> <i>Position:</i> <i>Phone:</i> <i>Email:</i> |
| University | <i>School:</i> <i>Faculty:</i> <i>University:</i> |
| Home Agency | <i>Section/Branch/Division/Group:</i> <i>Organisation:</i> |
| Project Name | |
| Project Summary (less than 100 words) | |
| PhD Candidature Dates | <i>Commencement Date:</i> |

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|--|---|
| | <i>Completion Date:</i> |
| Initial Project meeting with ABS | <i>Date:</i> <i>ABS Information Pack supplied:</i> |
| Proposal submitted (final attached) | <i>Draft Proposal Date:</i> <i>Final Proposal Date:</i> |
| New Data Supply (where required) | <i>Provide the information below for each new data supply.</i> <i>Data:</i> <i>Data Custodian Agency:</i> <i>Delegate:</i> <i>Conditions of approval: e.g. 1-month review of project publications (includes all materials for use outside of the PhD thesis including conference presentations)</i> <i>Written approval attached: Yes/No</i> |
| Data Custodian approvals | <i>Batch date:</i> <i>Expected approval date:</i> <i>Conditions of approval: e.g. three-month delay to re-use of existing data extracts for confidentiality reasons</i> |
| Technical Assessment | <i>Date:</i> |
| Delivery schedule | <i>Deliverable 1:</i> <i>Access date:</i> <i>Dependencies:</i> <i>Deliverable 2:</i> <i>Access date:</i> <i>Dependencies:</i> <i>Deliverable 3:</i> <i>Access Date:</i> <i>Dependencies:</i> <i>Deliverable 4:</i> <i>Access Date:</i> |

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| | <i>Dependencies:</i> |
| Access Environment | <i>ABS DataLab</i> |
| Cost (including GST) | <p><i>\$</i></p> <p><i>Covers ABS data services outlined in the delivery schedule</i></p> <p><i>Covers standard access in the ABS DataLab</i></p> <p><i>Funding to cover all costs for ABS data services</i></p> <p><i>Any additional ABS data services and/or non-standard access will require a new data feasibility assessment, including updated project proposal, approvals, technical assessment, delivery schedule, costs, and funding.</i></p> |
| Funding (attach relevant documentation) | <p><i>Type: SRW</i></p> <p><i>Funding: \$</i></p> <p><i>Delegate:</i></p> <p><i>Date:</i></p> <p><i>Type: Grant</i></p> <p><i>Funding: \$</i></p> <p><i>Delegate:</i></p> <p><i>Date:</i></p> <p><i>Type: Agency</i></p> <p><i>Funding: \$</i></p> <p><i>Delegate:</i></p> <p><i>Date:</i></p> <p><i>Type: Other</i></p> <p><i>Funding: \$</i></p> <p><i>Delegate:</i></p> <p><i>Date:</i></p> |

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|------------------------|------------------|------------------|-------------|
| | | | |
| Signatory | Name | Signature | Date |
| PhD Candidate | | | |
| ABS Manager/Contact | Marcel van Kints | | |
| Home Agency Supervisor | | | |
| Academic Supervisor | | | |

Proposal Form: Data Access Fund

Sir Roland Wilson and Pat Turner PhD scholars can apply to access a Data Access Fund of up to A\$10,000 during the first or second year of their scholarship. The Fund is proposal based and contingent on approval by the Foundation and a completed Data Feasibility Assessment. For more details, refer to the **Protocol: Data Access**.

Name:

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| Proposed type of data/rationale and timeframe: | |
| Purpose/rationale: <ul style="list-style-type: none">• What are the intended outcomes from this activity?• What is the relevance of this particular data request to my research plan?• How will my agency benefit when I achieve the intended research outcomes?• How will others benefit from my research?• What are the longer-term benefits?• Are there other sources of funding available to support your data request e.g. from your agency or college/school? | |
| Data Feasibility Assessment attached: (Following Technical Assessment, ABS will provide the scholar with a quote for | |

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| <p>the total cost (including GST) for all required data services and an Agreement to Proceed. The quote will be accompanied by a Schedule A outlining the agreed deliverables and caveats.)</p> <p>Note: ABS require a signed Agreement to Proceed before commencing delivery.</p> | |
| <p>Cost: Include breakdown</p> | |
| <p>Budget Total:</p> | |

| Departmental endorsement: | |
|--|--|
| <p>Proposal endorsed by: APS Department delegate (responsible for data delivery):</p> | <p>Name (APS Department delegate responsible for data delivery):</p> <p>Position:</p> <p>Signature:</p> <p>Date:</p> |
| <p>Proposal endorsed by: APS Department delegate (responsible for scholar e.g. APS supervisor or mentor or appointed delegate)</p> | <p>Name (APS Department delegate responsible for the scholar):</p> <p>Position:</p> <p>Signature:</p> <p>Date:</p> |

Email completed form to srw.foundation@anu.edu.au