# General information

The BeLongEng Project is a longitudinal study of engineering practice. External researchers can apply to access de-identified data for independent research. The BeLongEng Project has an existing human ethics application in-place (UC HREC Ref 2021/157), which includes provision for researchers external to the project team (external researchers) to apply to access some of the data for independent research.

The process for the applying is as follows:

1. External researcher(s) must attend a Data Access Workshop either face to face or online.
2. External researcher completes the Data Access Application (this form) and submit this to the BeLongEng Principal Investigator via email (PI Assoc. Prof. Enda Crossin, [enda.crossin@cabterbury.ac.nz](mailto:enda.crossin@cabterbury.ac.nz) )
3. The Access Application will be reviewed by the BeLongEng Project team
4. Pending the outcome from (3), the Access Application will be reviewed by the University of Canterbury’s Human Research Ethics Committee.
5. Required changes to the Data Access Application arising from (3) or (4) will be communicated back to the applicant. Resubmissions will be reviewed using steps (3) or (4), depending on the nature of the feedback.
6. Pending the outcomes from (4), the external researcher’s Institution enters into a Data Access Agreement with the University of Canterbury, with the approved Data Access Application serving as a Schedule to this contract.
7. Following the signing of the Data Access Agreement, The PI will prepare a Data Set for the Institution, in line with the Data Access Application.
8. The PI will provide access to the external researcher(s) to a version of the de-identified Data Set via the SharePoint file sharing platform.

Any changes to an approved Access Application will be subject to steps 2 to 6 above.

# Principals

* External researcher(s) must attend a Data Access Workshop either face to face or online
* Participant’s data information will never be transferred to external researcher(s) or party not part of the research team.
* External researcher(s) will act as Kaitiaki | Guardians of participants’ data, meaning that they protect participants data and their anonymity.
* External researchers will preserve and protect data from Māori and other indigenous participants, and this data will be used productively for the benefit of Māori and other indigenous peoples.
* Should any external researcher intend to use data or publish any results pertaining to Māori or Indigenous participants, then the Research Team will consult with a University of Canterbury Māori Kaiārahi before granting approval for either data access or publication.
* External researchers will be provided a copy of the de-identified data using the SharePoint platform in a common data format (e.g. CSV or XLSX).
* External Researchers are required to only store a working copy on a secure, password protected device.
* External Researchers are required destroy the dataset after use.
* External researchers must inform the principal investigator (Crossin) of any intent to publish, and any publication must be submitted to the principal investigator (Crossin) for review and approval prior to any submission.
* Publications from your project will require the citation of protocol paper(s). These publications will be catalogued by the research team after publication.
* Any improvement of the dataset will be open licence, and must be communicated back to the BeLongEng Project’s Principal Investigator.

# Section 1. Project Summary Details

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| **Project title** | |
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| **Data access period** | |
| Data access is for a fixed period of time. Extensions may be granted upon application | |
| Project start date | Project end date |
|  |  |
| **Summary of the research project** | |
| Summarise the research aim, objectives, a summary of the method, anticipated outcomes and impact. The project title, summary, and research team will be published on the project website. (250 words maximum) | |
|  | |
| **Background** | |
| Describe the background to your proposed project, including citing relevant literature (500 words maximum) | |
|  | |
| **Research question(s)** | |
|  | |
| **Aim** | |
|  | |
| **Objectives** | |
|  | |
| **Method** | |
| Include specific details of the analyses that will be carried out, including specific statistical techniques that you will use to appropriately analyse and interpret the participants’ data. (500 words maximum) | |
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| **Value and impact** | |
| Describe the values and benefits of your research project, and how the use of BeLongEng participants’ data will support this. (100 words maximum) | |
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| **How did you hear about the BeLongEng Project?** | |
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# Section 2. Data request

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| **Variables** |
| Describe the items and any sub-items from the codebook required for your research.  *Note: Use the codes described in the data codebook.* |
|  |
| **Strata / stratum** |
| For which stratum or strata do you require to fulfil your research aim and objectives? Describe the demographics of the sample of participants you would like to research, using the demographic descriptors in the codebook. We will not provide datasets with a cell size of less than 5, and we may suppress data to protect the identity of participants.  *Note: Use the codes described in the data codebook* |
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| Justify why these data are needed, and how these data support your project aims and objectives. |
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# Publication plan

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| **Publication and dissemination plan** |
| Describe your plans to use the results from your project for publication and dissemination. This may include, peer-reviewed journal papers, conference papers and presentations, and other documents.  *Note: All publications must be submitted for review in draft form for review. The BeLongEng team reserves the right to prevent publication or recommend changes to the publication in order to protect its interests or the confidentiality of participants. Any final publications must be submitted* |
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# Section 4. Institution & Personnel

List the details of all personnel who require data access. There must be and can only be one principal investigator. Listed personnel must be employees or adjuncts of the institution (not affiliates), or currently enrolled undergraduate or postgraduate students.

If a student is applying, then the supervisor must also apply.

## Principal investigator

|  |  |  |
| --- | --- | --- |
| **Family name** | **Given name** | |
|  |  | |
| **Institution** | **Department** | |
|  |  | |
| **Phone number (include country code)** | **Institutional email address** | |
|  |  | |
| **Institutional postal address** | | |
|  | | |
| **Biography** | | |
|  | | |
| **Project role** | | |
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| **Principal Investigator Declaration** | | |
| I agree to providing documentation of methodologies used in the derivation of any new variables to the BeLongEng project team. | |  |
| I understand and agree to the public release of project summary details. | |  |
| I agree to inform the Data Access Coordinator of all forms of published dissemination as soon as the publication has been confirmed. Publication includes but is not limited to: print, audio, video and online | |  |
|  | |  |
| I confirm that the information provided in this application is accurate and timely to the best of my knowledge and I will meet all agreed responsibilities and requirements stated in this application. | | |
| Signature | Name | |
|  |  | |
| Date | |
|  | |

## Undergraduate or postgraduate students

|  |  |
| --- | --- |
| **Family name** | **Given name** |
|  |  |
| **Institution** | **Department** |
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| **Student number or identifier** | |
|  | |
| **Phone number (include country code)** | **Institutional email address** |
|  |  |
| **Student supervisor’s name** | |
|  | |
| **Student supervisor’s title** | |
|  | |
| **Institutional postal address** | |
|  | |
| **Biography** | |
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| **Project role** | |
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| **Supervisor/Managers Declaration**  I, the Supervisor declare that I accept all responsibility for the conduct of the Team Member. If the Team Member breaches the principles of the Data Access Application or Agreement, I understand that the student’s and my access to the BeLongEng data for any current and future research projects will be reviewed and may be terminated. | |
| Signature | Name |
|  |  |
| Date |
|  |