

Guide on completing the application form

What external researchers should bear in mind when completing the application form entitled *Application for access to research data of the Deutsche Bundesbank*

Before you begin

- You can find the application form at:
<https://www.bundesbank.de/resource/blob/604762/153aa5400be8d1fb51822b390a6e39b0/mL/application-form-data.pdf>.
- Do you wish to apply for use of the PHF dataset? Please use this application form:
<https://www.bundesbank.de/resource/blob/617472/b0671cd85d7c7dd990395ed15af2dc9d/mL/phf-research-dataset-request-form-data.pdf>.
- Please save the application form on your computer and open it in Adobe Reader (not in the browser). Please save the document as a PDF.
- In research projects, we distinguish between the **lead researcher** and **other researchers involved in the project**. Communication between the RDSC and a research project takes place via the lead researcher. If you are the lead researcher, please complete the entire application form. All other researchers involved in the research project should complete Sections 1, 4 and 5 only.

Section 1.1 Personal details

In Section 1.1 Personal details, please be sure to enter your **home address**. This is needed for the issuance of all documents you require for data access (e.g. contractual agreement).

Section 2.2 Description of the planned research project

For the description of your research project in Section 2.2, please use the structure outlined in points a) to d).

- a) In your application, please describe your **research question**.
- b) Please state the **statistical methods** you would like to use to examine your research question.
- c) Please explain the **necessity of the requested microdata** for your research project. Why can the research project not be carried out using aggregate data?
- d) Please note the following for research projects in which data are to be used that do not originate from the Bundesbank (**external data**).
 - i. Please enter the **source** from which you are **obtaining** the external data. Moreover, we would ask that you **describe** the data **more precisely**. Please also specify the [units / groups of observation units] that you wish to use in order to **link** these external data with the Bundesbank data you have requested.
 - ii. Please note that you must ensure there are **no third-party rights precluding any use** of external data as part of the research project. Such use includes disclosure of data to the RDSC and processing of data by the RDSC for the purpose of carrying out the research project. Please **confirm** that your licence permits such use, as this regulation forms part of the contractual agreement.
 - iii. Should you plan to use external data for your research project that originate from an **interview / survey**, please confirm that the **informed consent of**

respondents for the use of these data in the manner just described under ii. has been obtained, as this provision forms part of the contractual agreement.

Section 2.7 Co-researchers

- Please provide the **names of all researchers involved in the project**. We require a **separate application** for every researcher. (Only the lead researcher is required to complete all sections. All other researchers involved in the research project should complete Sections 1, 4 and 5 only; see the section entitled “Before you begin” at the start of this document).
- We require a **current curriculum vitae** for all **external researchers** involved in the project.
- We subdivide the researchers involved in the project according to whether they **wish to have access to Bundesbank data or not**. Access to data means, inter alia, that a researcher must sign a contractual agreement. If any of the researchers listed under “Co-researchers” do not wish to have access to Bundesbank data, please inform us of this in the cover letter.

Section 3.1 Data from the Deutsche Bundesbank

- Please specify for **every dataset** the **period of time** for which the data will be required.
- Some Bundesbank datasets consist of several parts. Depending on the dataset, these parts are called modules, segments, reporting forms or standard datasets. As we provide data in the form of a project-related selection only, in the case of datasets that comprise several parts, please specify precisely which parts are necessary to carry out your research project. To find out whether a dataset comprises different parts, please refer to the individual dataset pages, which can be found via the “Research data” menu.

Section 3.2 Additional data

- Please provide the **names of all external datasets** that you would like to use for your research project. This applies to external macrodatasets and microdatasets. Names are normally the source from which you obtain the data rather than the variable names.
- In the case of different macrovariables obtained from the same source (e.g. Eurostat), this would mean that you only need to enter the source (Eurostat) once under Section 3.2 Additional data.

Section 4 Validity of the information, good faith and authorisation

Please complete the **fields which apply to you in Section 4** of the project application.