Bureau of Labor Statistics
Confidential Data Access Information
Virtual Data Enclave (VDE)

For multiple researchers applying together, but affiliated with different institutions, one form should be completed for each institution.

Conditions of Data Access

- The information you provide will be used by the Bureau of Labor Statistics (BLS) for administrative purposes associated with granting access to restricted BLS data.
- BLS requires a legal agreement with the institution and an Agent Agreement for each individual. The terms and conditions of those agreements are not negotiable.
- Researchers are responsible for notifying the BLS of any changes to a researcher's status. If an agent leaves the institution prior to the expiration of the agreement (for example, because a researcher graduated) BLS will terminate that agent's authorization to have access to the confidential data. If no other authorized agents remain at the institution or if the research project ends, BLS will terminate the legal agreement with the institution.
- Agreements are specific to each research project. If authorized to use data for one project and you later wish to use the same data for an additional project, you must submit a new application.
- All research outputs derived from confidential BLS data will be reviewed by BLS to ensure that they comply with requirements to protect respondent confidentiality.
- BLS reserves the right to inspect the facilities where confidential data are used to verify compliance with the terms and conditions of the legal agreement.

Virtual Data Enclave (VDE) Features

Storage for data files, reports, spreadsheets, documents	50 GB is available in each user's personal H Drive. 200 GB is available in the project folder, shared by all researchers with access to that project.
OS Software	Windows Server 2012 R2 desktop User Interface
Statistical Software	SAS, Stata, R, Rstudio, Stat/Transfer, Python (Spyder, Jupyter Notebook), SPSS
Utility Tools	Microsoft Office 2013 (Excel, Word, PowerPoint), Text Editor (Notepad), Adobe Acrobat and Windows accessories
Imports and Exports to the VDE	BLS will approve all data imports and exports from the VDE (list all datasets to be imported into the VDE in the Project Description Section).

1. Institution Information	
Institution Legal Name (*legal names may differ from website information,* **confirm with your institution**):	

Identify Signing Official: ***No signature is needed on this form.*** *This official must have the authority to enter into legal binding agreements on behalf of your employer or educational institution.* **Check your institution's policy.** *Typically, the signatory for an educational institution will be a contract or grant officer from a Sponsored Programs or Sponsored Research office. When proposing a signatory who is not from a Sponsored Programs or Sponsored Research type of office, briefly describe your institution's policy in the space provided. Generally, a Dean or Department Chair does not have the appropriate legal authority.*		
Name:		
Title:	Email:	
Comments:		

2. Recipient Project Coordinator
The Recipient Project Coordinator is responsible for ensuring researcher compliance with the BLS data sharing agreement. A project coordinator must be a full-time employee of the institution and serves as the main point-of-contact between the BLS and the institution. A researcher may serve as project coordinator unless that individual is a student. Examples of acceptable project coordinators include professors, academic advisors, or department chairs.

Name:	
Title:	
Institution:	
Email:	
Phone:	

3. External Datasets
List all external datasets that you intend to link to confidential BLS data and their source(s). For any proprietary non-public datasets, you must verify that you have permission to legally share the data with the BLS under the terms of the purchasing or licensing agreement for the data. Access to external data is restricted to BLS staff or contractors assisting with the project, but once the data is co-mingled with BLS data it cannot be removed from the VDE. (It will be deleted or destroyed at the end of the project.)

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4. Import Coordinator	
Identify ONE member of the research team who will upload the imports of external datasets:	
5. Researchers accessing the VDE *(All work must be performed on institution premises;*	

	dorms or residences are not permitted.) Please provide a CV for everyone accessing the data.		

Person 1.1

Name:		Email:	
Title:		Phone:	

Room number & address (city, state, zip):	
Work location:	☐ Office ☐ Cubicle ☐ Computer lab

Smartphone Device Type: **(*You will be assigned a SecurID software token to turn your smartphone device into a two-factor authentication device to log into your VDE account.)**

☐ iPhone ☐ Android ☐ Other, please specify:

Software: **(**Even if you do not request all software options listed, some applications may still be available as defaults on your VDE Desktop that you are allowed to use.)**

☐SAS ☐Stata ☐R ☐RStudio ☐Stat/Transfer ☐SPSS ☐Python (Spyder/Jupyter Notebook)

Person 6.1

Name:		Email:	
Title:		Phone:	

Room number & address (city, state, zip):	
Work location:	☐ Office ☐ Cubicle ☐ Computer lab

Smartphone Device Type: **(*see note above)**

☐ iPhone ☐ Android ☐ Other, please specify:

Software: (**see note above)**

☐SAS ☐Stata ☐R ☐RStudio ☐Stat/Transfer ☐SPSS ☐Python (Spyder/Jupyter Notebook)

Person 11.1

Name:		Email:	
Title:		Phone:	

Room number & address (city, state, zip):	
Work location:	☐ Office ☐ Cubicle ☐ Computer lab

Smartphone Device Type: **(*see note above)**

☐ iPhone ☐ Android ☐ Other, please specify:

Software: (**see note above)**

☐SAS ☐Stata ☐R ☐RStudio ☐Stat/Transfer ☐SPSS ☐Python (Spyder/Jupyter Notebook)

Person 16.1

Name:		Email:	
Title:		Phone:	

Room number & address (city, state, zip):	
Work location:	☐ Office ☐ Cubicle ☐ Computer lab

Smartphone Device Type: **(*see note above)**

☐ iPhone ☐ Android ☐ Other, please specify:

Software: (**see note above)**

☐SAS ☐Stata ☐R ☐RStudio ☐Stat/Transfer ☐SPSS ☐Python (Spyder/Jupyter Notebook)

Privacy Act Statement. The information you provide will be used by staff at the Bureau of Labor Statistics (BLS) for administrative purposes associated with granting access to restricted BLS data. In accordance with the Privacy Act of 1974 as amended (5 U.S.C. 552a), details about routine uses can be found in the system of records notice, DOL/BLS – 21, Data Sharing Agreements Database (81 FR 47418). Providing the information on this form is voluntary; however, the BLS will not be able to grant access to restricted BLS data without this information. The information provided will be used to draft agreements with your institution, which upon full execution are public records. The BLS is authorized to request the information on this form under Title 5, United States Code, Section 301.

Paperwork Reduction Act Statement. This information is being collected to allow access to restricted information on a limited basis to eligible researchers for approved statistical analysis. We estimate that it will take an average of 15 minutes to complete this form. The responses to this collection of information are voluntary. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Email comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Bureau of Labor Statistics, Division of Management Systems, Attention: BLS Clearance Coordinator, BLS_PRA_Public@bls.gov.