



Research, Education, and Economics
Economic Research Service

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DATE: 5/13/2024

SUBJECT: OMB CONTROL NUMBER: 0536-0079
Non-Substantive Change to "Data Security Requirements for Accessing Confidential Data"

This memo describes a revision to the administrative forms related to data access requests via the Standard Application Portal (SAP). ERS is requesting to add Addendum form, "ADDENDUM to ACCESS AGREEMENT". The purpose of this form is to document administrative changes to already approved data access requests for co-owned datasets. This is only for administrative changes and do not cover any changes to the scope or content of the project. Administrative changes only include the following:

- changes to the personnel on the data access agreement,
- requests for additional versions of the data, and
- requests for time extensions.

Note: Any changes to scope of the project or a change to the project leader cannot be requested with the Addendum and instead require a new SAP application.

The research lifecycle typically spans 2-4 years. During that time, there might be changes to the personnel on the research team - People change jobs, graduate students graduate, etc. Also, given the duration and nature of the research projects, there can be a need for additional, often newer versions of the data. Finally, approved data access agreements are put in place for either two or three years. Some researchers are not able to complete their research within that time and need an extension to their data access agreement.

The changes do not impact cost, burden, or project objective. It typically takes a few minutes to fill out the form. We anticipate needing to use this form 5-15 times a year.