

Appendix D – SAP Portal Privacy Portal Webpage and Application Form

(Note: Webpage wording and application form questions included below are submitted in draft form and are subject to change prior to the SAP Portal public release in late 2022.)

SAP Portal Privacy Portal Webpage

Privacy Policy

Thank you for visiting the ResearchDataGov.org website. Please note that we collect no personal information about you when you visit our website unless you choose to provide that information to us as described in the Personally Provided Information section below.

Information Automatically Collected and Stored

When you browse through any website, certain personal information about you can be collected. We automatically collect and store the following information about your visit:

- The IP address of the computer you used to access our website (for example, 141.211.92.1). This IP address is often translated into a domain name, such as stanford.edu, if you are connecting from Stanford University's domain.
- Geographic coordinates based upon your IP address. These coordinates usually describe the location of your provider (such as Stanford University) rather than the actual location of your computer.
- The date and time of your visit
- The pages you visited
- The address of the website you came from when you visited our site
- The operating system of your computer
- The version and type of Web browser you use when you visit our website

We use this information to create summary information about our users and to help us make our site more valuable to users. Unless it is specifically stated otherwise, no additional information will be collected about you.

Personally Provided Information

If you choose to begin an application to request access to confidential data through ResearchDataGov.org, you will be asked to provide us with additional identifying information as part of the application process.

When you begin an application to request access to confidential data, you will be asked to provide identifying information at two points in the process.

MyData Account

ResearchDataGov.org was built leveraging the infrastructure of ICPSR and therefore uses their login system. If you do not already have one, you will be asked to create an ICPSR MyData account by entering the following information:

- Email address
- User-provided MyData password
- Name

- Organizational affiliation (college/university faculty, research organization, etc.)
- Department or field with which you identify

If you are at an ICPSR member institution, you will also be asked whether name and email address can be shared with your campus' official ICPSR representative. You will be asked to log in with this account whenever you wish to begin, edit, or review an application and associated reviewer comments. On ResearchDataGov.org, your MyData account is used only to associate you with any project proposals you have started and/or submitted. If you represent one of the participating federal agencies in an official capacity on ResearchDataGov.org, such as a reviewer or a metadata editor, the account will be used to associate you with the permissions afforded those roles.

Application Form

If you wish to use data described on ResearchDataGov.org in a research project, you will be asked to complete an application in order to request access to the restricted-use microdata. The application includes the following information:

- Name, affiliation, and position of each member of the project team
- Specific information about the proposed project, such as title, description, research questions, methodology, sources of funding, and expected outputs
- Administrative information including from where you wish to access the data, special software requirements, justification for data request, and a list and description of any data you will be providing to be used with the requested data.
- A description of the benefits to the agency(ies) providing access to the data

The information collected in the application form will be used by the agencies owning the data to determine whether the project may proceed with the requested data.

Disclosure

Applicant information and research proposal information for approved applications will be made publicly available through the ResearchDataGov.org in accordance with the standards for transparency requirement of the Evidence Act (§3583(a)(6)).

Intrusion Detection

For site security purposes and to ensure that this service remains available to all users, we employ software programs to monitor traffic and to identify unauthorized attempts to upload or change information or to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual.

SAP Portal Application Form

My Requests

You have no new requests. Meanwhile, here are our recommendations.

Search

Start searching for the next dataset that will help your research.

[Go to Search](#)

Application dashboard

Keep track of your ongoing applications.

[Go to Application dashboard](#)

Application Instructions

1. Requesting access to restricted data requires an application containing information about the research team and the proposed project. You will need specific information about each researcher involved and detailed descriptions of your research question(s), methodology, and anticipated outputs. For help in using the application system, please see the [User Guide to Applying for Restricted Microdata from the Federal Statistical System](#).

If you have questions about the data you are requesting or about the data-owning agency's (or agencies') application process and requirements, please contact the agency. Contact information may be found on the [Agency Profile pages](#).

Please Note: Once you begin an application, you will not be able to add or remove data without starting a new application. Use this page to verify you have the data you think you will need.

2. You do not need to fill out the application in one session. Hitting "Save and Continue" as you work through the questions ensures your information is captured beyond the session time limit defined by your browser.
3. If you need to add additional data to or remove data from your request, you will have to begin a new application.
4. Once the application is complete and submitted, representatives from the agency(ies) will be notified and begin the review process. For applications containing data from a single agency, the review should take no more than 12 weeks to complete. If you are requesting data from multiple agencies, the review may take up to 24 weeks, and if the data in your request require approval from a third party (e.g., foundation or state agency), it may take longer than 24 weeks.
5. You may follow your application's progress through your applicant dashboard, a link to which will be included in the email confirming your submission. You will be notified of the decision once all agencies have made their determination. There may be additional steps and/or documentation required, such as an IRB approval/exemption or restricted data use agreement, upon approval.

[Continue Browsing](#)

Welcome to your application workspace

Requesting access to restricted data requires an application containing information about the research team and the proposed project. You will need specific information about each researcher involved and detailed descriptions of your research question(s), methodology, and anticipated outputs.

For help in using the application system, please see the [User Guide to Applying for Restricted Microdata from the Federal Statistical System](#).

This standard application replaces the processes and forms previously used by the participating federal agencies. Your answers will be reviewed by agency staff responsible for granting access to restricted data and you may be asked to revise and resubmit to provide additional information. Finally, this is the beginning of the process of requesting access, there may be additional steps or documentation required, such as an IRB approval or signed restricted data use agreement, upon approval.

In order to ensure transparency in the process, information about the number of applications received, the data requested, and application determinations will be made available on [ResearchDataGov.org](#). Additionally, project title, abstract, and researcher names will be made public for approved projects in accordance with the standards for transparency requirement of the Evidence Act (§3583(a)(6)).

The information requested within the application is solicited under the authority of the Foundations for Evidence-Based Policymaking Act of 2018, 44 U.S.C. 3583, and the National Science Foundation Act of 1950, as amended. The information collected from applicants will primarily be used by federal statistical agencies to make determinations regarding access to federal statistical data. The information requested may be disclosed to other government agencies or other entities needing information in order to coordinate programs or policy. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records," 79 Federal Register 76398 (December 22, 2014) for a complete list of applicable routine uses. Submission of the information is voluntary. Failure to provide full and complete information, however, may prevent an applicant from being approved for access to confidential data.

Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3145-XXXX. Public reporting burden for this collection of information is estimated as 60 minutes per response, including the time for reviewing instructions.

Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to: Suzanne H. Plimpton, Reports Clearance Officer, National Science Foundation, 2415 Eisenhower Ave., Suite E7400, Alexandria, VA 22314; telephone (703) 292-7556; or send email to splimpto@nsf.gov

Helpful Hints

- You do not need to fill out the application in one session. Hitting "Save and Continue" as you work through the sections ensures your information is captured beyond the session time limit defined by your browser.
- If you find you need to add additional data to or remove data from your request, you will have to begin a new application.
- The email address you use for the principal investigator/lead researcher will be the one to receive notifications about the progress of your request. You will also use the MyData account associated with this email address to edit, submit, or withdraw this application.

- Some questions will be answered in text boxes within the application, others -- especially those most likely to require formulas or special characters -- will require you to upload a document to answer. Accepted file formats for uploads are .pdf and .docx and you will need to upload individual documents for each of the questions requiring them.
- You will be asked to refer back to the information about the data you are requesting for answers to questions such as where they data will be accessed.
- Data are offered in different physical locations or via other access modalities depending on which agency provides them. You may request data from multiple locations in a single application, but approval does not imply the ability to access all files from a common location. Similarly, some data assets may be offered via the same modality but may not be used together because of the policies governing one or more of the assets.

Next Steps

- Once the application is complete and submitted, representatives from the agency(ies) will be notified to begin the review process. For applications containing data from a single agency, the review should take no more than 12 weeks to complete. If you are requesting data from multiple agencies or an asset requires approval from two or more agencies, the review may take up to 24 weeks; and if the data in your request require approval from a third party (e.g., foundation or state agency), a decision may take longer than 24 weeks.
- You may follow your application's progress through your applicant dashboard, a link to which will be included in the email confirming your submission. You will be notified of the decision once all agencies have made their determination. There may be additional steps and/or documentation required upon approval.

Application #457

Getting Started

Researcher Information

Research Description

Documents

Summary

Data Requested

1. Census of Horticultural
Specialties

Owning Agencies

- USDA National Agricultural
Statistics Service

Researcher Information

PI/Lead Researcher*

Name of principal investigator or lead researcher.

max characters allowed: 200

Institutional Affiliation*

Name of employer or affiliate.

max characters allowed: 200

Title*

Primary position type.

Email*

Email address. This is the email address to which all correspondence about this application will be sent.

max characters allowed: 200

Phone Number*

Phone number.

max characters allowed: 15

Citizenship*

Is this person a U.S. citizen?

- ☐ No
☐ Yes

Special Sworn Status*

Does this person have active special sworn status (SSS) with the U.S. Census Bureau?

- ☐ Don't Know
☐ No
☐ Yes

Data Access*

Will this person access the data listed under "Data Requested" in the sidebar of this application? Note: Some options may require follow up with the data provider.

Select **Yes** if this person needs a security clearance to obtain an enclave seat or access point to do statistical work or needs a security clearance to participate in discussions involving unvetted output in a secure location (this option is only available for some data providers).

Select **No** if this person does not need a security clearance and is only supporting the research project in ways that involve access to information that has been cleared for disclosure.

- ☐ No
☐ Yes

Co-Principal Investigator

Add Co-Principal Investigator

Researcher

Add Researcher

Save and Continue

Application #457

Getting Started

Researcher Information

Research Description

Documents

Summary

Data Requested

1. Census of Horticultural Specialties

Owning Agencies

- USDA National Agricultural Statistics Service

Research Description

Project Title*

Title of project.

max characters allowed: 200

Project Duration*

How long is your proposed project in **months**? Make sure there is sufficient time to achieve project objectives and that the duration is not greater than the data provider's maximum duration. Requests for extensions beyond the initial proposed duration depend on the practices of the providing agency. Refer to the document below for the maximum length allowed by the agency from whom you are requesting data.

[Maximum duration by agency](#)

max characters allowed: 2

Funding*

Please list any grants, FSRDC funding, university funding, and any other sources of funding for this project. If none, enter "None."

max characters allowed: 3800

Timeline*

What is the timeline for completing project tasks? The document linked below should be used as an example of the level of specificity and format preferred.

Projects that use data from the U.S. Census Bureau are required under Title 13, U.S.C. to contribute to the Census Bureau's mission. These contributions are called "benefits." The development of the timeline requires linking Census benefits to each of the project activities. Assistance from an FSRDC administrator will greatly reduce the need for future revisions to the timeline after submission. To find an FSRDC administrator near you, please check the [list of FSRDC contacts](#). If you are unsure which FSRDC to contact or have a general question, please reach out to the Census Bureau at ced.fsrcd.info@census.gov.

[Project Timeline Template](#)

Select File

(Upload available: .docx, .pdf) No attached file found

Research Question*

What is the proposed research question?

max characters allowed: 3800

Demonstrated Need*

Explain why the research question can only be addressed using the requested restricted-use microdata. Be as specific as possible, including listing key variables or methodological advantages of the restricted file compared to a public-use file (where available).

max characters allowed: 10000

Study Population*

Briefly describe the study population or universe and how it relates to the research question.

max characters allowed: 10000

Project Abstract*

Provide a project abstract of approximately the length that would be published for a journal article. The abstract should broadly describe the purpose of the research, the type of data to be used, and the hypotheses to be tested.

max characters allowed: 3800

Variables Requested

If you are requesting data from the National Center for Health Statistics (NCHS) or the Substance Abuse and Mental Health Services Administration (SAMHSA), please upload a data dictionary indicating which variables you will need to access following the instruction on their pages: [NCHS](#) and [SAMHSA](#). If you are requesting the Census of Agriculture, please email SM.NASS.Data.Lab@usda.gov for instructions on creating a variable list.

Select File

(Upload available: .docx, .pdf) No attached file found

Time, Geographic, and Other Units Requested

Some datasets are made available only for the specific years or states that you need for your project. For each dataset you're requesting, look at the "Application-related" tab on the main dataset page. If there are "Provisioned by..." fields, please list the years, states, or other units you are requesting for each dataset, indicating why these specific data are necessary for your research. If you have multiple datasets provisioned this way, list the dataset name and other information for each. If the "Application-related" tab shows no "Provisioned by" fields, you may skip this question.

max characters allowed: 10000

Work Location*

Where will the data be accessed? If you and, if applicable, other members of the research team plan on using data in multiple places, please mark all that apply. Note that there are often fees for accessing data in a Federal Statistical Research Data Center (FSRDC), please contact the FSRDC location you intend to use for more information. Other data may have fees for access as noted in the "Fees" field in the "Data Access" section of the information about the asset.

☐ BEA Network

☐ BLS Onsite

☐ BLS Virtual Data Enclave

☐ BTS Virtual Data Enclave

☐ FRB Onsite

☐ FSRDC

Northeast Region

☐ Boston

☐ New York - Cornell

☐ Philadelphia

☐ New York - Baruch

☐ Penn State

☐ Yale

Midwest Region

☐ Central Plains

☐ Kansas City

☐ Minnesota

☐ U. of Illinois Urbana-Champaign

☐ Chicago

☐ Michigan

☐ Missouri

☐ Wisconsin

South Region

☐ Atlanta

☐ Federal Reserve Board

☐ Georgetown

☐ Kentucky

☐ Texas - UT Austin

☐ Dallas-Fort Worth

☐ Florida

☐ Maryland

☐ Texas

☐ Triangle - Duke

West Region

☐ California - Berkeley

☐ California - Stanford

☐ California - USC

☐ Rocky Mountain

☐ California - Irvine

☐ California - UCLA

☐ Northwest

☐ Wasatch Front

☐ ICPSR Physical Data Enclave

☐ ICPSR Virtual Data Enclave

☐ IRS-issued Laptop

☐ IRS Onsite

☐ NCES Remote Access

☐ NCHS RDC

☐ NCSES Secure Data Access Facility

☐ Requester Secure Site

☐ SSA Onsite

☐ USDA Virtual Data Enclave

Work Location is required.

Data Linkages

Discuss data linkages planned for the research, if any. Please specify datasets to be linked, whether linkages are at the record level (e.g., person, household, business), the purpose of the linkage (e.g., geographic/industry context), and provide basic information on how the linkages are to be performed. Expected length, for projects including linkages only: 2-5 pages.

Select File (Upload available: .docx, .pdf) No attached file found

User-provided Data

If you are planning to provide other data for use in this project, please describe those data below. Enter information about one dataset at a time, using the "Add User-provided Data" button to include additional sources.

Add User-provided Data

Software Requirements

If your project requires statistical software other than that which is currently [available in the location in which you will access the data](#), please indicate that here.

max characters allowed: 200

Methodology*

Explain the methodology that will be used for the project. The methodology should be clearly stated and appropriate for the research questions. The metadata catalog, agency publications and statistical products, agency webpages describing the restricted access data, and agency contacts are valuable resources for background information for drafting a strong methodology. Expected length: 5-10 pages.

Your methodology may include, but is not limited to, the following information, as appropriate

- How each requested data set will be used
- Model equations to be estimated
- Estimation methods
- How previous research supports the feasibility of the methodology of the project
- How model variables will be constructed
- Strategies for addressing data quality issues
- Expected sample size and subsamples
- Unit of analysis including level of geography
- Ability to link datasets
- Availability of the study population in the data
- Use of sample weights, design variables, and adjustments for use of complex survey design
- Expected outcomes

Projects that use data from the U.S. Census Bureau are required under Title 13, U.S.C. to contribute to the Census Bureau's mission. These contributions are called "benefits." Your proposed methodology must demonstrate that the use of the data can achieve the required Census benefits. Assistance from an FSRDC administrator will greatly reduce the need for future revisions to your methodology after submission. To find an FSRDC administrator near you, please check the [list of FSRDC contacts](#). If you are unsure which FSRDC to contact or have a general question, please reach out to the Census Bureau at ced.fsrcd.info@census.gov.

Select File (Upload available: .docx, .pdf) No attached file found

List of References*

List any publications referenced in this application as well as any other works that are of importance to this project. Expected length: 2-5 pages.

Select File (Upload available: .docx, .pdf) No attached file found

Project Products*

What are the anticipated journal articles, books, working papers, conference presentations, technical memoranda, dissertations, government reports, or other products for this project? Please include the names of journals.

max characters allowed: 3800

Requested Output*

Describe the anticipated output for this project, including regression/modeling output, summary statistics, and any other output you intend to submit for disclosure review as well as anticipated methods to meet disclosure requirements (e.g., noise infusion). Please check with the agency contact if you are unsure of the agency's output and disclosure requirements.

- For modeling output include descriptions of the samples you anticipate using and variables you plan on reporting results on, including descriptions of categorical variables.
- For tabular output, describe the output needed for the project products in detail, including examples when applicable (i.e., state groupings, levels of output and how you will display restricted-use data, analytic methods to reduce disclosure, etc.).

Each agency will assess this section based on its disclosure requirements. Some agencies' disclosure requirements only allow for projects that emphasize regression/modeling output and a limited number of summary statistics that support this output, while others require table shells of requested output be included in the application.

Agency Benefits*

List the proposed benefits to the agency from whom the data are being requested, explaining how the proposed work will achieve those benefits. Some agencies have specific guidance for describing benefits. The Bureau of Economic Analysis and the Statistics of Income Division of the IRS have provided additional guidance.

max characters allowed: 10000

Save and Continue

Application #457

Getting Started

Researcher Information

Research Description

Documents

Summary

Data Requested

1. Census of Horticultural Specialties

Owning Agencies

- USDA National Agricultural Statistics Service

Documents

The agency from whom you are requesting data or the specific data requested may require additional application documentation. If there are documents listed here, please determine whether any are relevant to your application, download those files and follow the instructions, and upload the completed document(s).

test-usdanas-agency*

Please download the form, review, sign and upload it. Applications without a signed form will be considered incomplete.

Download: [PlaceholderDocument.pdf](#)

Sign & Upload:

Select File

(Upload available: .docx, .pdf) No attached file found

Save and Continue

Application #457

Getting Started
Researcher Information
Research Description
Documents
Summary

Data Requested

- 1. Census of Horticultural Specialties

Owning Agencies

- USDA National Agricultural Statistics Service

Summary

Researcher Information

Principal Investigator

PI/Lead Researcher

Institutional Affiliation

Title

Email

Phone Number

Citizenship

Special Sworn Status

Data Access

Research Description

Documents

Submit