

CARRA Evidence-Building Project Proposal INSTRUCTIONS (FILL IN BLUE SECTIONS)

Project #:
FY2017 - ____

Census Bureau
fills this in.

Project title	
<i>Title of the project</i>	
Principal investigator name(s), affiliation, phone, email	
<i>List all principal investigators (PIs) who are submitting this project proposal. These people will also sign this document when finalized.</i>	
Researchers needing special sworn status (SSS), affiliation, phone, email	
<i>List all people on this proposal who will be working with data or looking at pre-disclosure output. This includes listing any PI who will participate in these activities. Note also if anyone already has special sworn status (SSS), e.g., through another project.</i>	
<i>This process can take several months and involves a background check. Note that non-U.S. citizens who have been living in the United States for less than one year are unlikely to be able to obtain SSS.</i>	
Planned project start date	Planned project end date
<i>If there are different phases of the project, use the very first start date ...</i>	<i>... and last end date.</i>

Project abstract or summary
<i>Provide a summary of the project here. Briefly describe the project goals or research questions, the data needed for the analysis, and the output (tables, model parameters, etc.) you wish to remove from the secure environment.</i>
<i>While there is no length requirement, we expect at least a long paragraph and up to one page.</i>

Project methods
<i>Provide a detailed description of the methods used in the analysis, i.e., the study design, including how the study will answer the research questions, the data used, and output you wish to remove from the secure environment (e.g., summary tables, statistics, model parameters, etc.).</i>

Project timeline	
Output, deliverable, or task description	Planned date
<i>List major milestones of the project, for example: start dates of different phases of the project, when you expect to submit data for processing, when you expect to begin analysis in the secure environment, when you plan to submit output for disclosure review (allow at least one month; some agencies may require more time), and when you expect to remove output from the secure environment.</i>	<i>List the corresponding due date in this column.</i>

Project source data files	
External files from researcher, if any; Include authority to use data	<i>If the project is bringing in data for the analysis, briefly describe the data, content, approximate number of records, and direct identifiers (e.g., SSN, name, address, date of birth). Note also the authority to use the data, for example, the PI's collected the data, documentation of approval by the data</i>

	<i>owner, the data are public, etc.</i>
Files held at Census, including years and geography	<i>List the files held at the Census Bureau to be used in the analysis, including data years and geography (e.g., national, selected states, etc.). See the updated list of administrative datasets. Censuses and surveys collected by the Census Bureau may also be requested. Data access varies by source and requires approval by data owners.</i>
Linkage description (PIK, MAFID, other)	<p><i>If the project requires record linkage, describe whether it will be (a) individual level using the Census Bureau’s Protected Identification Key (PIK), (b) address level using the Census Bureau’s Master Address File identifier (MAFID), or (c) another linkage, such as direct matching on name text, using a different hashed identification process, etc.</i></p> <p><i>Note here if the project needs PIKs or MAFIDs applied to an external data (above). Note that the preferred direct identifiers are Social Security Number (SSN), name (first, middle, last), address, date of birth, and sex. The Census Bureau can assign PIKs using a subset of these variables, but the quality may be lower. Only a limited number of people at the Census Bureau ever have access to data with direct identifiers.</i></p> <p><i>For more information on the Person Identification Validation System (PVS) the Census Bureau uses to assign PIKs, see CARRA Working Paper 2014-01 and CARRA Working Paper 2014-02.</i></p>
Special data requirements, if any	<i>Describe any special data processing requirements or issues. For instance, some data owners provide separate files for direct identifiers and for content variables. Typically, data owners provide files combining both direct identifiers and content variables and only a very limited number of people at the Census Bureau ever have access to files with direct identifiers.</i>
Access mode (FSRDC, Census HQ, VDI, etc.)	<i>State your available modes of access here, including specific Federal Statistical Research Data Center location and, if you know, whether your organizational affiliation has an agreement with that FSRDC.</i>
Software needed to conduct analysis	<p><i>List the software you will need to conduct the analysis. Make special note of any software not already available on the Linux server:</i></p> <p><i>Gauss</i></p> <p><i>Stata</i></p> <p><i>Matlab & toolboxes</i></p> <p><i>PBS Pro</i></p> <p><i>Intel Composer XE</i></p> <p><i>NX Enterprise</i></p> <p><i>R</i></p> <p><i>SAS</i></p> <p><i>SAS (Dataflux)</i></p> <p><i>SUDAAN</i></p> <p><i>GEODa</i></p> <p><i>Tomlab</i></p> <p><i>Knitro</i></p> <p><i>Madd</i></p> <p><i>QGIS</i></p>

	<i>StatTransfer</i> <i>Python - Anaconda</i> <i>Fortran</i> <i>Perl</i> <i>Tex/LaTex</i>
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Attachments, if any (list file names)

List file names of any attachments you are submitting with the proposal, along with a phrase describing each file. Example attachments include authorization letters for using data to be brought into the Census Bureau's secure environment, IRB approvals, etc. Attach CVs **only if** the PI is affiliated with an individual Limited Liability Corporation (LLC) or a non-profit service organization.

To be completed by designated Census Bureau-CARRA staff

CARRA point(s) of contact	<i>These four sections will be completed by Census Bureau staff.</i>
Data acquisition agreement, if needed	
DMS project number(s)	
Data owners required to give project approvals, if any	

SIGNATURES

_____ Date: _____
 Amy O'Hara, Chief
 Center for Administrative Records Research and Applications,
 U.S. Census Bureau

 <Name>, Principal Investigator
 <Title, Affiliation>

Fill in the PI's name and affiliation below the line, but do not sign yet.

Date: _____

Add more PI signatories as needed.

Email this proposal and any attachments to:

ADRM.data-linkage@census.gov.

The Census Bureau will contact the PI(s) to discuss the proposal, typically within 12 business days.