

## **Annex 12.1**

### **Application form for research entities**

This application form is intended for entities wishing to be recognised as research entities.

As a first step, please send this form electronically to [ESTAT-ENTITIES-ASSESSMENT@ec.europa.eu](mailto:ESTAT-ENTITIES-ASSESSMENT@ec.europa.eu)

The information provided in the application form will be examined by Eurostat, which will take the decision on whether to grant ‘research entity’ status.

The following criteria will be taken into account when deciding on the status of the entity:

- (1) the purpose of the entity;
- (2) the established record or reputation of the entity as a body producing quality research and making it publicly available;
- (3) the internal organisational arrangements for research, including, where relevant, the fact that the research entity is independent, autonomous in formulating scientific conclusions and separated from policy areas of the body to which it belongs;
- (4) the safeguards in place to ensure security of the data.

Applicants will be notified by email of the outcome of the assessment. If the assessment is positive, the completed **application form** will have to be printed, initialled on each page and signed on the last page by the entity’s duly designated representative. The application form should be accompanied by the **confidentiality undertaking**, initialled on each page and signed on the last page, and **terms of use**, initialled on each page. **All three documents** should be sent to:

For the attention of Ms Dominique Reuter-Wagner  
European Commission  
Eurostat — Unit B1  
Jean Monnet Building  
L-2920 Luxembourg

The duly designated representative must immediately inform Eurostat of any changes to the information provided in this application form.

The application form has to be re-submitted at Eurostat’s request.

Processing of personal data is protected in accordance with Regulation (EC) No 45/2001. All information collected will be processed by Eurostat for the sole purpose of verifying the applicant’s compliance with the Regulation. All relevant questions must be answered. Failure to answer all relevant questions will result in refusal of the application. Applicants have the right of access to, and the right to rectify, the data concerned. Applicants have the right to have recourse at any time to the European Data Protection Supervisor.

**1. Identification of the entity**

**1.1** General information (*if your request for recognition concerns an university, please note that for reasons of administrative efficiency, we would prefer to receive the request on behalf of the university as a whole, not from departments or faculties*)

Official full name of the entity:

Short name — acronym:

English name:

Postal address:

Web address:

Country:

- 1.2** Legal status:  University or higher education establishment  
 Research organisation  
 Governmental organisation  
 International organisation  
 Public commercial organisation  
 Private commercial organisation, including consultancy. Please indicate the type of organisation (e.g. limited company, partnership, private enterprise):   
 European Economic Interest Grouping  
 Private organisation, non-profit  
 Other, please specify:

**1.3** Duly designated representative of the research entity:

Name:

Position:

Telephone:

Email:

Address:

Country:

## **2. Purpose of the entity**

**2.1** Main purpose and activity of the entity:

**2.2** Please describe how research activity is organised in the entity (only if research is not its main purpose).

## **3. Research activities in the entity**

**3.1** Please list the publications issued by the research entity and major research projects in which the research entity has been involved (or provide a link to this information):

**3.2** Please describe the entity's policy on dissemination of research results.

## **4. Organisational and financial arrangements for research within the entity**

- 4.1** Does the research entity depend on another organisation or does it constitute a separate, self-contained unit? Please describe the entity's organisational set-up.

- 4.2** Funding

Please explain how the entity is financed, in particular its research activities (directly or indirectly, through contracts with commercial companies or other bodies, etc.).

- 4.3** What is the size, in terms of number of staff employed (head count – researchers and support staff) of the applying research entity (the whole research entity or research department of the organisation, depending on the application)?

## **5. Safeguards in place**

- 5.1** Please describe the physical security of the entity's premises.

- 5.2** Please describe the entity's computer system. How is the computer network isolated from the rest of the organisation and the outside world?

**5.3** Please describe how confidential data will be securely kept at your premises and define the measures in place to monitor the access to these data.

**6. Contact details of person in charge of coordinating research proposals (contact person)**

**6.1** Please state the name(s), position and contact details of the person responsible for organising access in the research entity in accordance with the relevant obligations<sup>4</sup> (contact person).

**Contact person**

Name:

Title:

Organisation:

Division/Faculty:

Position:

Telephone:

Email:

Postal address:

**7. Additional information**

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<sup>4</sup> A contact person coordinates submission of research proposals at the level of the entity; in particular, a contact person countersigns each research proposal submitted by the researchers of the entity. By his/her signature the contact person confirms that all persons named in the research proposal are employed by, or are formally related to, the research entity. The contact person shall inform researchers named in the research proposal about the obligations described in the terms of use of confidential data.

**7.1.** Please briefly describe the planned research proposal, if any (project for which access to confidential data for scientific purposes will be requested).

**7.2.** Additional comments — free text

*I hereby certify that the information given in this questionnaire is complete, accurate and correct and that any change(s) will be reported immediately to Eurostat. I understand that Eurostat is authorised to check the accuracy of the information given in this questionnaire at any time. I understand that Eurostat may require more information, if necessary.*

*I confirm that my organisation submits this request in order to be recognised by Eurostat as a research entity. That recognition will allow my organisation to submit a research proposal on whose basis access may or may not be given to confidential data for scientific purposes. I am aware that in case my organisation is recognized as research entity, the name of my organisation will be published on Eurostat website.*

*Furthermore, I commit myself to taking and maintaining all necessary measures in compliance with the above requirements.*

At: (please state location)  Date: /20

Name:

Position:

Signature:

***Eurostat use only:***

*Date received:* .....

*Identification number:* .....

*Application accepted*  *Signature* ..... *Date:* .....

*Application refused*  *Signature* ..... *Date:* .....

*Comments:*



**Annexes**

- A1. Legal act creating the entity and/or Articles of incorporation
- A2. Organisation chart
- A3. Confidentiality undertaking (initialled on each page and signed on the last page) and Terms of use of confidential data for scientific purposes (initialled on each page)