Ex-post data protection tests on a research finding may be started on condition that the Researcher has **fully** completed and submitted this form to the Customer Relation Manager.

**Completing the documentation on research findings correctly is a prerequisite for taking research findings away from the MNB Safe Centre.** Only when the correctly and fully completed form has been submitted will research findings be forwarded to the experts who will carry out ex-post data protection tests on the findings. Within 3 business days, the Customer Relation Manager will confirm to the Researcher whether the documentation form has been completed correctly.

Where the information provided in the documentation form is **incorrect or incomplete**, the Customer Relation Manager will

request the Researcher to **supply the correct information**.

1. **Basic research information**

|  |  |
| --- | --- |
| Name of the research project: |  |
| Name of the research institution (organization): |  |
| Name of the researcher producing the research findings: |  |
| Email address of the researcher producing the research findings: |  |
| Submission date of the research finding (YYYY/MM/DD): |  |

1. **Research findings**

2.1. Please briefly explain the **purpose, logical sequence and key steps of producing your research finding**.

2.2. Please provide the **definitions for the newly derived or renamed variables** that are included in your research findings or in the data sets used directly for producing the findings[[1]](#footnote-1).

|  |  |  |
| --- | --- | --- |
| Variable name | Variable description | Containing file |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

2.3. Please describe your **research findings[[2]](#footnote-2)**

|  |  |  |  |
| --- | --- | --- | --- |
| Research finding file name | Research finding file type[[3]](#footnote-3) | Source Data Set(s) | Brief interpretation of the finding |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. If the variables have already been defined in a separate document (such as a Word or Excel file), the table need not be completed, but the file should be placed in the Researcher’s own user folder. [↑](#footnote-ref-1)
2. If the interpretation of the research findings is already given in the files that contain the findings to be taken away, a reference to that file will be sufficient (e.g. see the file xxx.xyz). [↑](#footnote-ref-2)
3. E.g. frequency table, sum table, regression analysis, log file. Where the research finding comprises a single log file (e.g. spv output), all of the outputs included in the file (crosstab, regression output, etc.) must be reported and interpreted separately. [↑](#footnote-ref-3)