

## Social and Economic Survey Research Institute Data Request Form

Social and Economic Survey Research Institute (SESRI) Qatar  
 University  
 P.O.Box 2713  
 Doha, Qatar  
 T: +974 4403 3020  
 F: +974 4403 3021  
[sesri@qu.edu.qa](mailto:sesri@qu.edu.qa)  
[www.qu.edu.qa/sesri/](http://www.qu.edu.qa/sesri/)

To request data<sup>1</sup> from the Social and Economic Survey Research Institute, Qatar University, please complete all parts of this application.  
**Incomplete applications will not be processed.**

### 1. Applicant<sup>2</sup> / Investigator Information

<b>Name</b>	
<b>Job Title</b>	
<b>Institution<sup>3</sup></b>	
<b>Physical Address of Institution</b>	
<b>Mailing Address</b> (if different from above)	
<b>Email Address at your institution</b>	

<sup>1</sup> *DATA* are the data files and materials provided by SESRI, any copies or backups of those files and materials, and any product (whether electronic, hard copy, or otherwise) derived from them.

<sup>2</sup> The *APPLICANT* is the individual who serves as the primary point of contact for all communications involving the application and any resulting agreement. The applicant must hold a permanent appointment at his/her institution and assumes all responsibility for compliance with all terms of any resulting agreement.

<sup>3</sup> The *INSTITUTION* is the organization employing the *APPLICANT*.

## Social and Economic Survey Research Institute Data Request Form

### 1. Applicant / Investigator Information

<b>Second Email Address</b> Gmail, Hotmail or others	
<b>Landline Telephone number at your Institution</b> (please include country code if outside Qatar)	
<b>Mobile number</b> (please include country code if outside Qatar)	
<b>Fax number at your institution</b> (please include country code if outside Qatar)	

### 2. Requested Data

<b>Name of Survey(s) and the year(s)</b>	
<b>List of Variables</b>	
<b>Any Other Specifications or descriptions you would like to provide</b>	
<b>Desired format for data: SPSS, Stata, SAS.</b>	

## Social and Economic Survey Research Institute Data Request Form

### 3. Use of Requested Data:

<p>The purpose of the data requested</p>	<p>classroom teaching                  student research project associated with grant                  student research associated with class                  personal research                  other, please describe in detail _____</p>
<p>Who will this data be shared with? PLEASE NOTE THAT EVERY PERSON LISTED HERE MUST BE A SIGNATORY TO THIS AGREEMENT</p>	<p><b>1. Co-investigators:</b>                  Please list names, titles, and contacts of all co- investigators who will have access to the data</p> <p><b>2. Any other party:</b>                  Please give names, titles, contacts, and reasons for sharing requested data with any other party</p>
<p>What is your substantive area of expertise?</p>	

## Social and Economic Survey Research Institute Data Request Form

### 4. AGREEMENT:

**By signing below, you agree and commit to the following:**

1. The Investigator (applicant) shall ensure that only Permitted Users (i.e. the users declared and approved in this form, including the Investigator) may access the data and that data will be used solely for scientific and public policy research, and not for any administrative or law enforcement purpose.
2. The Investigator (applicant) shall supervise the use of the data by Permitted Users' to ensure that their use of data conforms to all articles listed in this agreement.
3. The Investigator (applicant) shall maintain physical control of the data at all times and shall ensure that each Permitted User follows the security precautions set forth in this agreement
4. Each Permitted User shall use the data to generate only statistical summary information that does not permit the identification, either directly or inferentially, of any individual person, family, or household.
5. Each Permitted User shall not make any attempt to identify any individual person, family, household, or employer. If any Permitted User inadvertently identifies an individual person, family, household, or employer or discovers a technique for doing so, the Permitted User shall promptly report the identification or discovery to SESRI but shall not reveal it to any other person who is not a Permitted User under this Agreement.
6. In any presentations or publications, Investigators (applicant) and Research Staff will use only statistical information that does not permit the identification of any individual person, family, household, or employer.
7. The Investigator (applicant) and Research Staff agree to exclude from any type of publication or presentation the listing and description of individual cases, as well as data or quotations from individual cases.
8. The Investigator (applicant) and Research Staff will not present the results of any analysis that could potentially identify respondents, either directly or indirectly.
9. Only aggregate statistical data may be distributed.
10. Cell sizes, marginal data, and strata must be of sufficient size to avoid disclosure.
11. The Investigator will ensure that the data will be stored securely (including electronic files, printouts, notes, removable storage devices, portable media, and backups) and will be transmitted between authorized users in a secure manner (this does not include email or internet transfer)
12. Each Permitted User, individually or through the Investigator, shall submit to SESRI copies of all publications that make use of the data.
13. Any publication that makes use of the data must acknowledge SESRI, and its funders, as appropriate, as the source of the data. Changes to this Agreement require prior written SESRI approval and are at SESRI' sole discretion.
14. Nobody can be added to this agreement without the pre-approval of SESRI.

## Social and Economic Survey Research Institute Data Request Form

Name of applicant (in print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Institution must sign off:

Dean of Collage/ Faculty Head/ student's Professor/ Department Head or Supervisor at work (in print)

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Email address at your Institution \_\_\_\_\_

Landline Telephone number at your Institution \_\_\_\_\_

***If Applicable:***

Name of other party who the data will be shared with (in print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Email address at your Institution \_\_\_\_\_

Landline Telephone number at your Institution \_\_\_\_\_

## Social and Economic Survey Research Institute Data Request Form

***If Applicable:***

Name of other party who the data will be shared with (in print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Email address at your Institution \_\_\_\_\_

Landline Telephone number at your Institution \_\_\_\_\_

Name of other party who the data will be shared with (in print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Email address at your Institution \_\_\_\_\_

Landline Telephone number at your Institution \_\_\_\_\_

Name of other party who the data will be shared with (in print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Email address at your Institution \_\_\_\_\_

Landline Telephone number at your Institution \_\_\_\_\_

## Social and Economic Survey Research Institute Data Request Form

**FOR SESRI USE ONLY**

### REQUEST PROCESSING SHEET

<b>Application Received by:</b>	SESRI email other email, specify _____ fax scanned in-person other, specify _____
<b>Review by Head of Research</b>	<b>Recommendation:</b>  <b>Signature and date:</b>
<b>Approval by Director</b>	<b>Signature and date:</b>
<b>Response delivered to Applicant</b>	<b>Date</b>  <b>By</b>
<b>Data set Prepared by:</b>	<b>SESRI staff member:</b>
<b>Data set Reviewed by:</b>	<b>SESRI staff member:</b>
<b>Data Delivered</b>	<b>Date and Mode:</b>
<b>Data Stored</b>	<b>Location:</b>