

# **FACT SHEET 7**

## **HOW TO COMPLETE A DEED AND SURVEY CONTACT LIST**

# Completing the Deed

Information applicants provide us with on the deed is kept on a database by DSS so that we can contact users and also have a better understanding about how the data is being used for research and security purposes. Having to check on or seek additional information may increase the length of time taken to process an application.

Before completing the form, ensure that you have the correct deed. The forms are dependent upon the type of user you are (Australian Government, Australian or Overseas). They are also different depending on whether you are applying under organisational, MOU or individual licensing arrangements. The following provides additional information about fields about which we most often have queries.

## Application Form

Family Name: Also referred to as surname or last name as per the Australian convention.

First Name: This is generally the name to which we will address correspondence. If you publish using a different name or have a name that is used in other circumstances, please include all names and specify the conditions under which you use each name. For example, someone may publish under their full name (e.g. Virginia), but prefer to be addressed personally as Ginny.

Name of Supervisor: This only needs to be included if you are a student or a research assistant. For more information about the requirements of access to the dataset by your supervisor refer to Fact Sheet 'Roles and Responsibilities of Supervisors'.

Postal Address: This is the address to which the data or any non-electronic correspondence will be sent. This must be an address connected to the organisation and include a state and postcode. Personal addresses will be queried.

Address: This is the physical address where the data will be used. Do not include a post office box address. Unless you have written permission from DSS this address will be on organisational premises.

Telephone: This should be the phone number on which it is easiest to contact you.

Email: This should be the email address on which it is easiest to contact you. Please ensure that this field is completed correctly and that it is easy to read.

What are the research aims/questions or hypotheses for which you will be using the data? Include here a brief description of the research you will be undertaking using the data. If you intend to use the data for a number of projects they should all be included here. If there is insufficient information we will contact you.

What is your analytical plan or the key variables you will be examining? Include the names (not the codes) of the main variables you will be using in your research. These can be groups of variables (e.g. retirement plans) or individual variables (e.g. the age at which people plan to retire). We only require up to a maximum of the top 10 variables you propose to use.

What outputs do you intend will result from this research?: You must list at least one output here. This may include journal articles, books, book chapters, working papers, theses, conference papers, presentations etc. It is understood that other outputs may develop over the course of conducting the research and may not be identified at the time of application. However, all outputs intended at the time of application should be listed here. Note that all outputs, whether listed on the application or not, should be uploaded into FLoSse when complete. Sensitive research conducted for the purposes of internal administration of Australian Government agencies or for confidential business purposes for the Australian government does not have to be provided to DSS. However, if the intended outputs fall into either of these categories, the applicant should indicate so here.

Who will own the intellectual property of the research material for which the data will be used?: Your research cannot be made publicly available except with the permission of the owner of the Intellectual Property. This question ensures that the intellectual property rights of the owner are not infringed.

Expected Date of Completion of Research: up to a maximum of 3 years from the date of application. DSS will expect your research to be loaded onto FLoSse around the date entered in this field.

LSIC Applicants: For further information about completing Individual, Organisation or MOU LSIC segment Fact Sheet 'Longitudinal Study of Indigenous Children Data Protocols'.

## **Deed**

When completing the deed, ensure that you fill in any **highlighted** areas. The Execution page should include your signature and that of a witness. If you are sending the hard copy of the deed to us, please do not staple the pages – paper clips are preferred.

## **Submitting Your Application**

The quickest and easiest way to send your completed application and deed to DSS is to email a scanned copy to [longitudinalsurveys@dss.gov.au](mailto:longitudinalsurveys@dss.gov.au) or fax it to 02 6206 9545 (or +61 2 6206 9545 for overseas applications). You do **NOT** need to forward the hard copies. The approval process can take up to 10 working days.

## Contact Details

### **DSS – for enquiries about access to the datasets**

Department of Social Services  
PO Box 7576  
Canberra Business Centre ACT 2610  
Australia  
Attn: Longitudinal Surveys Business Owner  
National Centre for Longitudinal Data, Policy Evidence Branch TOP DE4

Fax: +61 2 6206 9545  
Email: [longitudinalsurveys@dss.gov.au](mailto:longitudinalsurveys@dss.gov.au)

A list of Organisations who have signed an Organisational Deed of Licence or MOU along with the name of the Organisational Delegate and the Data Manager is available on the DSS, HILDA, and LSAC websites. Please direct queries about the HILDA, LSAC, LSIC or BNLA datasets to the Data Manager at your organisation.

### **The Melbourne Institute of Applied Economic and Social Research – for enquiries about HILDA**

Melbourne Institute of Applied Economic and Social Research  
Level 5, Faculty of Business and Economics Building, 111 Barry Street  
The University of Melbourne  
Victoria 3010 Australia

Tel: +61 3 8344 2108  
Fax: +61 3 8344 2111  
Email: [hilda-inquiries@unimelb.edu.au](mailto:hilda-inquiries@unimelb.edu.au)  
Website: [Melbourne Institute of Applied Economic and Social Research](http://Melbourne Institute of Applied Economic and Social Research)

### **Contacting the Australian Institute of Family Studies – for enquiries about LSAC**

Level 20  
485 La Trobe Street  
Melbourne, Victoria  
Australia 3000

Tel: +61 3 9214 7888  
Fax: +61 3 9214 7839  
Email: [lsacweb@aifs.gov.au](mailto:lsacweb@aifs.gov.au)  
Website: [Australian Institute of Family Studies](http://Australian Institute of Family Studies)

### **Contacting DSS for enquires about LSIC data**

Department of Social Services  
PO Box 7576  
Canberra Business Centre ACT 2610  
Australia  
Longitudinal Study of Indigenous Children Data Manager  
National Centre for Longitudinal Data, Policy Evidence Branch TOP DE4

Tel: +61 2 6146 2300  
Fax: +61 2 6244 6589  
Email: [lsicdata@dss.gov.au](mailto:lsicdata@dss.gov.au)  
Website: [Department of Social Services](#)