

SOEP and/or CNEF ACCESS PROCEDURES

For all those who are interested in SOEP and/or CNEF data.

Receiving SOEP data from DIW Berlin inside or outside EEA countries

Before getting access to SOEP and/or CNEF data you have **to sign a data distribution contract**—independently of whether you are affiliated with a research institution inside or outside the EEA countries. The CNEF variables for Germany are also included in the SOEP data distribution. The data are stored in the \$pequiv datafiles.

Students (Ph. D., Graduate, Master, or other) may access the data only if their supervisor signs a contract.

The applicant must provide documentation that his/her institution conducts independent scientific research. Such documentation may be provided, for example, in the form of the institution's by-laws. The documentation will form Annex 2 to the contract.

Accredited universities are exempted from this requirement.

In multi-person projects, the location of the research determines whether each researcher must sign a separate contract. Researchers located at different institutions must sign separate contracts.

Once the application is complete the contract will take no longer than five days to process the contract. The contract is free of charge.

▶▶ STEP 1: Apply for a contract

At http://www.diw.de/en/diw_02.c.222843.en/forms.html you will find the application form. Please send it to: soepmail@diw.de. Your contract will be prepared, internally checked, and signed by our director before you receive it. To speed processing time of applications from abroad, we will send the contract via e-mail as a PDF file.

▶▶ STEP 2: Sign the contract and send it back

First, you will receive your contract in duplicate. Please sign and return one original.

▶▶ STEP 3: SOEP Data Order



Inside the EEA countries:
SOEP data (100%)

Please order the data online at
http://www.diw.de/en/diw_02.c.222843.en/forms.html
or send the order form to: soepmail@diw.de

Then you will receive a personalized link via crypt-share. The password will be given via phone call. This data distribution is free of charge.



Outside the EEA countries:
SOEP data (95%)*

Please order the data online at
http://www.diw.de/en/diw_02.c.222843.en/forms.html
or send the order form to: soepmail@diw.de

Then you will receive a personalized link via crypt-share. The password will be given via phone call. This data distribution is free of charge.

** By German law, a 5% random sample of the originally drawn households must be dropped.*



How to get access to CNEF data files distributed via Ohio State University

Every researcher must submit the name of a project for which they intend to use the SOEP data. Each researcher is approved to use the data and must sign a contract with the DIW Berlin.

In addition, every individual researcher who gets data through Ohio State University is required to pay a fee of \$125 the first time they receive (any) data from Ohio State University. The fee helps fund operations through periods where there is no federal funding for the project. This project operates on a shoestring budget and so even in situations where there are multiple researchers working in the same university or institution, each researcher is required to establish an account and pay the fee. Until now, only a “one-time” fee has been charged—the first time a researcher initially receives data from Ohio State University. So far, that arrangement has generated enough revenue to keep the operation running. The situation may change, but hopefully this procedure can continue.

The Cross-National Equivalent File is a project that is related to but also separate from the SOEP. The Cross-National Equivalent Files (CNEF) consists of a subset of variables from the British Household Panel Study (BHPS), the German Socio-Economic Panel (SOEP), the Household, Income and Labour Dynamics in Australia survey (HILDA), the Korea Labor and Income Panel Study (KLIPS), the Panel Study of Income Dynamics (PSID), the Russia Longitudinal Monitoring Study-HSE (RLMS-HSE), the Canadian Survey of Labour and Income Dynamics (SLID), and the Swiss Household Panel (SHP). The variable subset includes variables that various researchers have developed and recalibrated to be comparable.

To access the SOEP-CNEF, BHPS-CNEF, HILDA-CNEF, KLIPS-CNEF, RLMS-HSE-CNEF, or SHP-CNEF files you must apply for and be approved to use those data by the respective country's data manager. The PSID-CNEF file is public use. The SLID-CNEF file is not actually on the CD—only instructions for how to run programs using the SLID-CNEF file at Statistics Canada (we have a special arrangement). Researchers may get the original data from the data providers in each of these countries. For all data except SLID-CNEF, a researcher who requests the equalized CNEF versions of the data gets them from Ohio State University.

To access CNEF versions of the data researchers must:

1. Apply to the data provider in each country for permission to access the data
2. In some cases such as Australia, the country requires the user to pay a separate fee.
3. Pay the \$125 USD fee to Ohio State University the first time a researcher uses (any one) of the CNEF data sets.

There are three exceptions to the above:

- (1) PSID-CNEF data files are posted on the Ohio State University website and can be downloaded free of charge by anyone: <http://cnef.ehe.osu.edu/>
- (2) RLMS-HSE-CNEF data files are posted on the Ohio State University website and can be downloaded free of charge by anyone: <http://cnef.ehe.osu.edu>
- (3) SLID data are only available by remote access—researchers submit a program to Statistics Canada—all they must do is register with the CNEF staff (cnef@osu.edu). To submit a program, send an e-mail to the SLID Client Services Unit at Statistics Canada (dynamics@statcan.ca).

SOEP-CNEF access procedures

To access the SOEP-CNEF files you need to apply to the DIW Berlin to use the data and sign a contract with them.

▶▶ STEP 1: Apply for a contract

(see page 1)

▶▶ STEP 2: Send your contract and payment to Ohio State University

Email our project assistant at cnef@osu.edu. We will email you an invoice for \$125 (USD). Once the contract is signed with the DIW Berlin, you should email a copy of it to cnef@osu.edu, or fax a copy to +1-614-688-8133. Once we receive your contract and your payment, we will mail you the discs.

The whole process takes about a week to ten days. This application process, by the way, also gives you access to the full SOEP data which are currently included on the CD.

If your question is about	contact
Completing the DIW Berlin contract	soepmail@diw.de
The German SOEP data	soepmail@diw.de
Receiving a copy of the dataset	cnef@osu.edu



BHPS-CNEF access procedures

To get access to the BHPS-CNEF files, one needs to register with the UK Data Archive (UKDA).

To register, follow these steps:

▶▶ STEP 1: Apply for an Athens ID

Search for your institution at <http://auth.athensams.net/orglist.php>. If your institution is listed there, apply for an Athens ID from the Athens administrator at your institution.

If your institution is not listed there, complete and submit the UKDA Athens registration form at http://www.data-archive.ac.uk/aandp/access/online_form.asp. Print out and sign the summary page and fax or post it to the UKDA (contact details are provided on the page) or scan and email a copy to help@esds.ac.uk. UKDA will process form and an email will be sent to you with your Athens username and password and a link to registration.

▶▶ STEP 2: Register with UKDA

- (1) Click on the 'Login' link at the top of <http://www.esds.ac.uk> or <http://www.data-archive.ac.uk> and enter your Athens username and password.
- (2) Submit the registration form and agree to the End User License.

(3) Once registration is complete, you will receive a confirmation email.

Once you have received the confirmation email, forward it to: cnef@osu.edu. When we get your registration and your payment, we can send you the data.

If your question is about	contact
Obtaining your Athens ID	help@esds.ac.uk
The BHPS data	longitudinal@esds.ac.uk
Receiving a copy of the dataset	cnef@osu.edu



HILDA-CNEF access procedures

To obtain the HILDA-CNEF dataset, you need to apply for permission from the Department of Families, Community Services and Indigenous Affairs (FaCSIA). To initiate this process you need to complete a Deed of License and send it to FaCSIA. Please note that the HILDA requires the user to annually re-register for the data.

▶▶ STEP 1: Download a copy of the Deed of License

You need to complete a paper copy of the Deed of License HILDA-CNEF Dataset appropriate to the release for which you are applying. The Deed can be downloaded from the HILDA website at <http://www.melbourneinstitute.com/hilda/>

▶▶ STEP 2: Complete the Deed

You must read the Deed. By signing it you attest that you understand all provisions set out in the Deed and are willing to abide by them. Ensure that all parts highlighted in grey are completed with the requested information. Note that completing the Deed will not automatically give you permission for access to the dataset. The Deed is not enforceable until signed by both parties, the first being you and the second being the HILDA authorizing officer from FaCSIA.

▶▶ STEP 3: Lodge the Deed

Send the completed Deed to:

HILDA Application
Research and Analysis Branch
Department of Families, Community
Services and Indigenous Affairs
Box 7788
Canberra Mail Centre, ACT 2610 AUSTRALIA

The HILDA Team at FaCSIA will then process your application. We will contact you if we have any questions or if your Deed is not completed properly.

▶▶ STEP 4: Notification about your application

The HILDA Team will email you to let you know whether or not permission has been granted. The HILDA Team will also inform the CNEF team at Ohio State University. This will indicate to them that FaCSIA has granted you permission to have access to the dataset.

▶▶ STEP 5: Obtain the HILDA-CNEF Dataset

Once you have received confirmation from FaCSIA, you need to contact the CNEF team at Ohio State University (cnef@osu.edu) and provide a copy of your contract and your payment. The password to access the dataset will be forwarded to you separately from the dataset itself.

The CNEF team will notify FaCSIA once a copy of the HILDA-CNEF dataset has been provided to you.

If your question is about	contact
Completing the Deed or the progress of your application	hilda@facsia.gov.au
The HILDA data	hilda-inquiries@unimelb.edu.au
Receiving a copy of the dataset	cnef@osu.edu



SHP-CNEF access procedures

▶▶ STEP 1: Apply for a Contract.

Go to www.swisspanel.ch and download the contract. In the contract you will need to describe your project. If you are a graduate student, you must have a faculty member sign the contract. In signing the contract you (he/she) agree to protect the confidentiality of the data.

▶▶ STEP 2:

Mail or fax your signed contract to the SHP.
Fax number: +41 21 692 37 35.

Mail address:
Swiss Household Panel
FORS c/o University of Lausanne
Vidy
1015 Lausanne, Switzerland

▶▶ STEP 3:

Register for the SHP-CNEF data at Ohio State University. Once you receive back the contract signed by the SHP, fax or email a copy to CNEF at Ohio State University (+1-614-688-4071) or cnef@osu.edu. Ohio State University will email you an invoice for \$125 (US). Once payment is received, the disk set will be mailed to you.

If your question is about	Contact
The SHP data	swisspanelfors@unil.ch
Completing the contract	swisspanelfors@unil.ch
Receiving a copy of the dataset	cnef@osu.edu



PSID-CNEF access procedures

If you only want to use the PSID-CNEF files you can download them for free from the Ohio University <http://cnef.ehe.osu.edu/cnef-data-files/>.

If you want the CD with the PSID-CNEF and all other CNEF files on them, send an e-mail message and check for \$125 (made payable to Ohio State University) to cnef@osu.edu. When we get the check, we will send the data.



SLID-CNEF access procedures

To get access to the SLID-CNEF files send e-mail to: cnef@osu.edu.

The SLID data are not available outside Statistics Canada. To analyze the data, one needs to submit a program which will be executed against the database. Results will be returned. Although SAS programs are preferred, SPSS and Stata programs will also be accepted. The file pathname is T:\CNEF\SAS_FILES. To submit a program, send an e-mail to the SLID Client Services Unit at Statistics Canada (<slidremote@statcan.gc.ca> or <dynamics@statcan.ca>). This option is only available to researchers who have registered and are approved to use the CNEF files.

IMPORTANT NOTE: In the output, users may not include information which could be used to identify individual respondents. A SLID survey officer will scan all output before any output is returned to users. Researchers will be advised if their output is unacceptable for release. They will be required to change their program to comply with Statistics Canada policies.

If your question is about	contact
Submitting a program	slidremote@statcan.gc.ca dynamics@statcan.ca income@statcan.ca
Getting access to the dataset	cnef@osu.edu



KLIPS-CNEF access procedures

▶▶ STEP 1:

Send an e-mail for a User Agreement to:
klips@kli.re.kr

▶▶ STEP 2:

Mail the complete and signed User Agreement to:

KLIPS Team (Room 1017)
Korea Labor Institute, 35
Eunhaenggil
Yeongdeungpo-gu
Seoul, 150-740, Republic of Korea
Or fax to: +82 02 3775 0041

▶▶ STEP 3:

Once the User Agreement is verified and accepted by the KLIPS team, the Korea Labor Institute will notify both the applicant and the CNEF Team at Ohio State University that permission has been granted. Once the applicant pays the US-\$125 one-time fee, Ohio State University will send the data.

The contact point for data-related questions and the User Agreement is: _

If your question is about	Contact
User agreement	klips@kli.re.kr
The KLIPS data:	klips@kli.re.kr
Receiving a copy of the dataset	cnef@osu.edu



RLMS-HSE-CNEF access procedures

To access the RLMS-HSE-CNEF files you must:

▶▶ STEP 1:

Register your project with CNEF (Name, institution, work address, e-mail, FAX, and phone number)

▶▶ STEP 2:

Describe your project and how you will use the RLMS-HSE data

CNEF staff will review your project. If approved, we will add your name to the list of registered users and send data. If necessary we will ask for more information.

If you have other questions, please e-mail Dr. Dean Lillard (cnef@osu.edu).