Project Proposal Framework
Deemed Employee Status - Statistical Support for Policy Development for Federal, Provincial and Territorial Researchers

This proposal framework will assist researchers requesting statistical analyses needed in policy work. If Statistics Canada cannot provide the required statistical outputs within the time frame specified, the researchers may be granted access to confidential microdata for the purpose of producing the outputs themselves. The conditions of this access are based upon the letter sent from the Office of the Chief Statistician of Canada on August 13 2005 to the Deputy Ministers of all Federal Government Agencies and to the members of the Federal-Provincial-Territorial Consultative Council on Statistical Policy on December 23, 2005.

These conditions state that legal access to confidential data by federal and provincial/ territorial government employees can be provided:

a) To another government department, to fulfil its mandate to develop or evaluate policy in a particular area, when it requires statistical outputs that necessitate access to confidential micro data; and,

b) When a service is being rendered to Statistics Canada; i.e., Statistics Canada can engage the services of an employee of another department to produce requested statistical outputs when it is unable to provide the service itself.
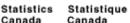
The Project Proposal will be a maximum of five pages and must include the following elements:

- **Title of the Project**

- **Rationale and objectives of the study**
    - Briefly identify the specific questions addressed by the project and its overall objectives.
    - Not mandatory but preferable - State how the research will contribute to the knowledge in the field of study by summarizing the current literature and identifying the gap(s) to be addressed.

- **Proposed data analysis and software requirements**

  o A brief description of the proposed statistical methodology. How is it suitable for this project?

  o For cross-tabulations: a list of the variables involved, the number of dimensions in the tables, and the number of tables.

  o For modelling: what is the dependent variable, what are the independent variables, and what type of modelling is being used (OLS, Logistic regression, etc).

  o What software will you use?

- **Data Requirements**

  o Which survey file/files or cycles are to be used? Provide an explanation why the confidential data file(s) identified is (are) in fact required for the proposed research.

  o An explanation of why access to the confidential data (as opposed to public use microdata files (PUMF)) is necessary (i.e. demonstration of what can and cannot be obtained from the PUMF).

  o What is the specific population of interest in the required data set(s)? This specific population of interest should also be listed among the variables.

- **Expected project start and end dates and location where work is to be conducted.**
  NOTE: Please ensure that the dates are realistic and reflect the work to be done.

  o Expected project start and end dates or anticipated duration and resources to complete the work (for example, two persons working 3 days per week for a month).

  o Proposed location. Generally, access will be provided in a Statistics Canada Research Data Centre, or occasionally, in the Statistics Canada offices in Ottawa.

- **References**

  o Sources, if any, used in the proposal or for specific analytical methods employed.

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