

**Application for the scientific use of micro data  
within the scope of a**

**Scientific-Use-File (SUF)**

**created by the Research Data Centre at BIBB (BIBB-FDZ) or made  
available to the BIBB-FDZ  
provided by GESIS - Leibniz Institute for the Social Sciences,  
Data Archive for the Social Sciences department**

The following standardised application for data use supplements the applicable provisions of GESIS - Leibniz Institute for the Social Sciences, Data Archive for the Social Sciences department with further provisions arising from the BIBB data protection provisions relating to the dissemination of micro data collected for scientific research purposes in the form of SUFs.

Personal data provided as part of the application for data use are stored in the BIBB-FDZ exclusively for the purposes of processing user agreements. Upon submission of the signed applications, users of the SUF declare their agreement to the storage of their details in the BIBB.

The guidelines set up by the GESIS Data Archive for the Social Sciences shall be amended by those of the BIBB-FDZ for the distribution of BIBB-SUF's. The BIBB-FDZ guidelines can be accessed on the [BIBB-FDZ web pages](#). Upon the signing the application, users explicitly acknowledge the guidelines and undertake to observe these at all times when working with the data.

The completed and signed application for data use must be sent by regular mail or fax to the following address: BIBB - Federal Institute for Vocational Education, Research Data Centre, PO Box 201264, 53142 Bonn, Germany; Fax: +49 - (0)228 - 107 - 2020

Please do not hesitate to contact the BIBB-FDZ if you have any questions regarding the application for data use:

Tel. +49 - (0)228-107-2032 | Fax +49 - (0)228-107-2020 | E-Mail: [fdz@bibb.de](mailto:fdz@bibb.de)

*For internal use of the Federal Institute for Vocational Education and Training only*

Data dissemination is approved  not approved

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Place, Date

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Signature

**1. Applicant<sup>1</sup>:****Name****Institution****Address****Email****Function****Method of distribution** CD-ROM by post FTP-Download**2. Subject matter:****Name of data set****Name of research project<sup>2</sup>****Month/year start and end of project****3. Information regarding research design<sup>3</sup>:****Description of research aim** (see *Appendix A*)**Description of methodological research approach** (see *Appendix B*)**4. Information about individuals who have access to the SUF data:****Name, address, position and email address of employees with access to the data**

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<sup>1</sup> Please identify the delivery address in the event that the applicant and the user are not the same person.

<sup>2</sup> This generally refers to the project of the institution in the context of which the data will be used. For dissertations and similar, specifying the (provisional) title is sufficient

<sup>3</sup> Please describe the research aims and the methodological approach as briefly as possible so that *both* can be dealt with on a maximum of 1.5 pages.

I hereby explicitly accept the guidelines of the BIBB-FDZ in the event that the SUF is supplied. I am aware that breach of the guidelines of the BIBB-FDZ - in particular with respect to guidelines 7.) and 11.) - may result in other research data centres and service centres being notified.

I have used the BIBB-FDZ Internet pages to find out about the guidelines and the legal requirements which can also be accessed here and undertake to observe these when storing and using the data. The SUF data shall only be used for scientific research purposes by the persons named within the project framework specified above.

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**Place, Date**

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**Signature**

**Appendix A**

**Description of research aim**

**Appendix B**

**Description of methodological research approach**