# National Treasury Secure Data Facility (NT-SDF) Independent Proposals Form

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| **ATTENTION** ***The NT-SDF is a public resource and is intended for policy-relevant academic research only.***  Do not apply to use NT-SDF data unless you have browsed the [ongoing research tab](https://jpn01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsa-tied.wider.unu.edu%2Fdata%2Fongoing-research&data=05%7C02%7Cadaiah.lilenstein%40wider.unu.edu%7Cc136d31a12514051e23108dc8ae0af39%7Cb9fc8add5f9141cca6c8f00214e01d4b%7C0%7C0%7C638537944836638001%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=pr6szv0mbMathBweaFXfHfv5YM%2BECnTy9ENK2A6YFiU%3D&reserved=0) and [tax data](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsa-tied.wider.unu.edu%2Fdata&data=05%7C02%7Cntsdf%40treasury.gov.za%7C7ab5b41655554af79abf08dc8b8a06d2%7C1a45348f02b44f9aa7a87786f6dd3245%7C1%7C0%7C638538672471955101%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=UPd%2B0iKN9aYSaSRIXzYjy2O%2B%2B2zEkMJRZe2k8t%2Fq0vA%3D&reserved=0) tab on the SA-TIED [website](https://sa-tied.wider.unu.edu/). This will ensure that you are ***not duplicating current work and can place your proposed contribution into the administrative data literature***.  Where possible, [dummy data](https://www.treasury.gov.za/research/NT-SDF/Dummy%20Datasets/Default.aspx) and [metadata](https://www.treasury.gov.za/research/NT-SDF/Metadata/Default.aspx) can be utilised to ***ensure your proposal is possible given the data that the lab houses.***  ***All work on NT-SDF data must be completed on premises at the NT-SDF in Pretoria.***  Only output directly related to your project (such as tables and figures) will be approved and shared. ***No original data nor cuts thereof are allowed to leave the lab under any circumstances.*** For international researchers, we recommend that projects hire a local Research Assistant to access the lab for data analysis.  If your proposal is approved for access to the NT-SDF, [dummy data](https://www.treasury.gov.za/research/NT-SDF/Dummy%20Datasets/Default.aspx) and [metadata](https://www.treasury.gov.za/research/NT-SDF/Metadata/Default.aspx) should be utilised to ***create a completed mock code before arrival*** to ensure maximum effective use of your time on the premises. |

If you are confident that your work is novel, policy-relevant, and feasible using the administrative data, please complete the declaration and form below and send it to [ntsdf@treasury.gov.za](mailto:ntsdf@treasury.gov.za). Please allow one month for the NT-SDF to get back to you. Please note that there is no funding available from the National Treasury to conduct the research.

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| **Declaration** | **Mark (x)** |
| I have consulted ongoing research and previous literature using the administrative data. |  |
| I have consulted the dummy and metadata. |  |
| I understand that all data analysis must be completed at the National Treasury in Pretoria, South Africa. |  |

# Section 1: Project Details

1. **Project Title**

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1. **Author(s) and Research Assistants**

*Add additional rows as necessary.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Surname** | **Email address** | **Affiliation** | **Nationality** | **Gender** | **Does this person require NT-SDF access?** | **Has this person previously worked at NT-SDF?** |
| **Lead Author** | | | | | | |  |
|  |  |  |  |  |  | Yes/No |  |
| **Contributing Authors (add more rows as needed)** | | | | | | |  |
|  |  |  |  |  |  | Yes/No |  |
|  |  |  |  |  |  | Yes/No |  |
| **Research Assistants (if not an author)** | | | | | | |  |
|  |  |  |  |  |  | Yes/No |  |
|  |  |  |  |  |  | Yes/No |  |

*\* Note:* *If authors or RAs need access to the NT-SDF are added to the project after this proposal has been accepted, please notify us at* [*ntsdf@treasury.gov.za*](mailto:ntsdf@treasury.gov.za)*.*

1. **Abstract (max 200 words)**

*Summarise the research project by highlighting its key objectives, methods, and contribution to the field.*

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1. **Contribution to the literature (max 150 words excluding references)**

*Clearly state how this project differs from similar projects ongoing or already completed using the NT-SDF data and reference them.*

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1. **Is this an academic project? (mark all that apply)**

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| **Project Type** | **Mark(x)** |
| PhD |  |
| Masters |  |
| Honours |  |
| Intended for a journal or working paper |  |
| Other (describe) | |

*\*Note: Policy-relevant research without expected publications may still be approved; commercial projects will not be approved.*

1. **Declare all funding sources**

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1. **Does this research form part of a broader project?**

*Leave blank if N/A.*

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| Describe the broader project |  |
| Are any other papers affiliated with the larger project also requesting NT-SDF access or already accessing the NT-SDF? | |
| Research project title(s) |  |
| Name of lead researcher(s) |  |

*\*Note: In this proposal template a project refers to a single research paper. Each paper in a broader project needs its own proposal approval.*

1. **Is this project being done in partnership with a public sector official?**

*Leave blank if N/A.*

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| Name of official |  |
| Department of official |  |

1. **When is your ideal starting date at the NT-SDF?**

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# Section 2: Data requirements

1. **Analytical strategy**

*Indicate which empirical strategies you plan to implement.*

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1. **Software required**

*Please specify the software you require, as the NT-SDF provides support for Stata and R.*

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*\*Note that the NT-SDF is a secure offline environment meaning that no software can be downloaded within the lab. The Data Team may add requested software to the NT-SDF at their sole discretion. Packages for Stata and R can, however, be uploaded.*

1. **NT-SDF datasets required**

*Please specify the* [*NT-SDF datasets*](https://www.treasury.gov.za/research/NT-SDF/Available%20Datasets/Default.aspx) *you need access to, including the relevant years. Proposals requesting data that is not currently available at the NT-SDF will not be approved until the data becomes accessible.*

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*\* Note:**Previous work using NT-SDF datasets contain data appendices which should also be consulted in combination with the dummy and metadata.*

1. **Auxiliary (input) datasets**

List and explain any datasets or other inputs that you will need to be added to our server.

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Note: The tax data is de-identified and no merging can take place on identifiable information (e.g. South African ID numbers or firm registration numbers). All inputs to be combined with NT-SDF data must also be de-identified.

1. **List of expected types of output**

*Tick any of the following output types that you expect to request from the NT-SDF (add rows if necessary):*

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|  | **Output type** | **Mark (x)** |
| 1 | Regression tables |  |
| 2 | Other modelled coefficients |  |
| 3 | Descriptive statistics |  |
| 4 | Percentiles |  |
| 5 | Graphs |  |
| 6 | Shapefiles |  |

1. **Outputs (max 150 words per item)**

*Provide details on the outputs you require as indicated above****.*** *Output will only be cleared if it maps to the description below. Lack of detail here will delay the approval of output requests in the future.*

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*\* Note: For example, you may need to take out* ***regression tables over the years 2018 to 2022 with the variables x,y,z****, or you may expect to need* ***graphs showing the number of importing firms over the years 2008 to 2022****.*

1. **Output exemptions**

*Please review the* [*list of output rules*](https://onlineunu-my.sharepoint.com/personal/abena_larbiodam_wider_unu_edu/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fabena%5Flarbiodam%5Fwider%5Funu%5Fedu%2FDocuments%2FNT%2DSDF%20Output%20rules%20%2D%20December%202024%2Epdf&parent=%2Fpersonal%2Fabena%5Flarbiodam%5Fwider%5Funu%5Fedu%2FDocuments&ga=1) *that every request must follow. If you require an exemption from any of these rules, please provide a detailed explanation and justification.*

1. **Safety Assessment**

**Please answer the following questions related to your research project**

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| Is your project related to the strategic objectives or priorities of National Treasury? For example, examining the effects of carbon tax on firms is related to the objectives of NT. | Yes/No |
| Does your project require any output exemption? | Yes/No |
| Does your project involve small populations or regions? | Yes/No |
| Is your data disaggregated to a geographic level smaller than the provincial level? | Yes/No |
| Could your output reveal sensitive information about all individuals within a certain class or group (e.g., income of all individuals in an area)? | Yes/No |
| Do you think any entity contributes more than 80% to any aggregated value in your output, potentially revealing sensitive information? For example, if your research focuses on the energy sector, there is a strong likelihood that Eskom will contribute at least 80% to the earnings or other metrics. | Yes/No |

# Section 3: Agreement

*On submission of this proposal, you agree to*

1. *Send a copy of all authors’ and research assistants' identification documents or passports.*
2. *Remain within the scope of this proposal.*
3. *Adhere to NT-SDF policies and request only outputs that comply with our* [*rules*](https://onlineunu-my.sharepoint.com/personal/abena_larbiodam_wider_unu_edu/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fabena%5Flarbiodam%5Fwider%5Funu%5Fedu%2FDocuments%2FNT%2DSDF%20Output%20rules%20%2D%20December%202024%2Epdf&parent=%2Fpersonal%2Fabena%5Flarbiodam%5Fwider%5Funu%5Fedu%2FDocuments&ga=1)*, unless an exemption has been granted by the NT-SDF Data Team.*
4. *Share a copy of any research done using NT-SDF data with the NT-SDF before publication.*
5. *Cite the data within your publication and include a data appendix. Please refer to the ‘*[*Guidelines for Data Appendix and Citation*](https://sa-tied.wider.unu.edu/sites/default/files/NT-SDF-Guidelines-for-data-appendix-and-citing-tax-data_1.pdf)*’ document for further guidance.*
6. *Sign an NDA and Oath of Secrecy before entering the data lab.*
7. *Allow an abstract of your research, including a list of authors, to be published on the SA-TIED website.*

***Failure to provide the NT-SDF with a copy of your research, properly cite the data, include a data appendix, or remain within the scope of this proposal may disqualify you from submitting future proposals and could result in legal action for breaching NT-SDF data policies.***

*Please inform the NT-SDF Data Team of any changes to the proposal by email (*[*ntsdf@treasury.gov.za*](mailto:ntsdf@treasury.gov.za)*). The email should explain the approved research project and detail the specific elements that are being changed. Changes may include, but are not limited to, modifications or additions to the research question, adjustments to the transmission mechanism being studied, inclusion of additional data elements (e.g., an industry analysis), or shifts in the policy focus.*

*If the proposal is approved, researchers will be required to sign a Non-Disclosure Agreement, take an Oath of Secrecy, and will be granted access to the booking system to reserve time at the data lab. Researchers will have access to the lab for one year, with extensions available at our discretion.*

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| **Declaration** | **Mark (x)** |
| The information contained in this proposal is accurate |  |
| I agree that all output requested will be within the scope of this proposal |  |
| I agree to adhere to the NT-SDF policies and procedures |  |
| I agree to share a copy of my research with the NT-SDF *before* publication |  |
| I agree to cite the data as described in the citation guidelines |  |
| I agree to include a data appendix in the published work |  |

**Name of lead researcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **For Internal Use Only** | |
| **National Treasury Evaluator** |  |
| **UNU-WIDER Evaluator** |  |
| **Approved (Yes/No/Revisions requested)** |  |
| **Project ID** |  |
| **User ID(s)** |  |
| **Output exemptions approved** |  |
| **Project start date** |  |

**National Treasury Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNU-WIDER Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**