Standard Application Process (SAP)
Applicant Checklist

Interagency Council on Statistical Policy
Leaders of the United States Federal Statistical System

Standard Application Process

Before Creating Your Application

☑ Begin by searching for datasets that interest you at ResearchDataGov.org. If there is a public use version of the data available, consider using it for your project instead.

☑ Review and compile metadata for the datasets that interest you. This includes checking access modalities (where the data can be accessed) and eligibility requirements. Access modalities can be physical locations or virtual environments.

☑ Review agency-specific information for your chosen datasets. Find details about specific requirements for each agency, such as maximum project duration. This information can be found in the dataset's metadata.

☑ Arrange for the lead researcher / principal investigator (PI) to create the application.
Note: The PI is the primary point of contact for the application. Ensure that the application is created via the PI's MyData account and e-mail address.

☑ Select datasets and add them to your basket.

☑ Compile research team and project information. This includes details about your research team members and the goals of your project.

To report a bug or issue you are experiencing with this site, please e-mail help@researchdatagov.org. To provide general feedback or suggest improvements to this site, please complete a Feedback form, found on the FAQs page.

Drafting and Submitting Your Application

☑ Select START AN APPLICATION and be sure to complete all required application fields.

☑ Provide clear and concise information for your research project. Be prepared to explain how the requested datasets are essential to your research and how you plan to use them.

☑ Ensure that your PI and other appropriate members of your organization have reviewed and verified all application details before submitting.

☑ Submit your application.

After Submitting Your Application

☑ Once your application is successfully submitted, a congratulatory message will appear on your screen.

☑ A submission confirmation notification will be sent to the PI's e-mail address from the SAP system. Make sure that e-mail has been received. It will include a link to the application.

☑ Check for updates on the status of your application by returning to the application portal and notification e-mails to the PI. Agency reviewers will make one of three determinations: approved, changes needed, or not approved.

☑ Make required revisions, if requested to do so.

☑ Once the agency's review is complete, return to your application to review the determination status.

☑ If the application is approved, complete any additional requirements (e.g., training, background check) and/or submit any additional documentation (e.g., IRB approval, signed restricted data use agreement). Look for communication from agencies about the next steps in the post-determination process.

To browse the SAP Data Catalog, visit researchdatagov.org. To review and ensure you meet eligibility requirements to apply, visit https://manager.researchdatagov.org/RDG_User_Guide.pdf.

Visit **https://ncses.nsf.gov/about/standard-application-process** to learn more about the SAP and support our efforts for the future of evidence building.