Standard Application Process (SAP)
Five Things to Know Before Applying

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

Standard Application Process

1 Eligibility

Check eligibility to apply for an agency's data (e.g., citizenship).

▶ Determine eligibility requirements (in the User Guide and in the metadata).

▶ Eligibility varies by agency and/or data asset.

▶ Contact the data-owning agency if you're unclear on eligibility requirements.

2 Work Location

Applicants should check where the data can be accessed.

▶ Make sure you know where your data can be accessed.

▶ See if the access modality has any specific requirements (work location).

3 Multi-agency Projects

Contact agencies before requesting datasets since not all agencies allow you to combine data.

▶ While the SAP allows you to request data owned by different agencies, that does not mean you can combine those data.

▶ Contact agencies early to ensure data can be linked (combined) if requesting data from multiple agencies. They may be able to provide existing linkages or alert you to possible legal barriers.

4 Documents/ Attachments

Carefully review required agency-specific documents before submitting and contact the agency with questions.

▶ See where to upload documents.

▶ Follow up with questions.

5 Contacting an Agency

Follow agency guidelines regarding contacting an agency when preparing an application.

▶ Determine which data-owning agency to contact and how you find their contact information if you still have questions after reviewing the metadata, User Guide, and FAQs.

▶ Know it's best to ask questions before you submit your application!

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.