

EEF project completion and archiving form

Please fill in this form on finalising your SRS analysis and email it to all of the following (Cc):

- the EEF evaluation manager responsible for your project
- FFT Education: laura.james@fft.org.uk; andrew.bibby@fft.org.uk
- ONS: research.support@ons.gov.uk

Project details	
DR number (from the NPD application)	
Project title	
Organisation (evaluator)	
Principal investigator (name and email address)	
Main contact for SRS analysis (name and email address)	
NPD licence expiry date	
SRS project space expiry date	
Date final evaluation report (will be) submitted to EEF	
Is the final evaluation report in the SRS project space?	YES/ NO
Files prepared for archiving	
Have you prepared your full dataset for archiving following the FFT SRS data specification?	YES/ NO
Does the dataset include the Pupil Matching Reference (PMR)?	YES/ NO
Have you prepared your full analysis syntax for archiving following the FFT SRS data specification?	YES/ NO
Names of data files to be archived	(Please list all relevant file names.)
Names of syntax/ do-files to be archived	(Please list all relevant file names.)
Names of any other files to be archived (if applicable)	(Please list all relevant file names.)

Data protection			
Your lawful basis for processing personal data			
Your lawful basis for processing special categories of personal data			
Were the data subjects and/ or their parents, carers or legal guardians given the opportunity to withdraw from data processing?		YES/ NO	
Is the withdrawal form, or other evidence for the above, included in the evaluation report?		YES/ NO (If NO, please specify where the evidence can be found.)	
Have you removed all the data for which withdrawal forms were received, before preparing your dataset for archiving?		YES/ NO	
Please confirm whether the data subjects and/ or their parents, carers or legal guardians were informed of the following data processing purposes, and whether evidence of this is included in the final evaluation report (e.g., information letter, privacy notice). If evidence is not included, please state where it can be found.			
Data will be:	Data subjects or parents informed	Evidence included in report	Notes
collected for evaluation	YES/ NO	YES/ NO	
shared with DfE and linked to NPD for main evaluation	YES/ NO	YES/ NO	
shared with delivery organisations and relevant contractors during main evaluation	YES/ NO	YES/ NO	
shared with EEF and other organisations for the purposes of managing the data archive and further research	YES/ NO	YES/ NO	
potentially shared with DfE and relinked to NPD after archiving	YES/ NO	YES/ NO	
potentially linked to other datasets after archiving	YES/ NO	YES/ NO	
Other information			
Is there any other information that would be useful for us to know about the dataset?			

Declaration

I confirm that the information above is accurate and the evaluation data is ready to be archived.

Name and project role:

Signature:

Email address:

Date: