



Proposal Development at the New York Research Data Center (RDC)-Cornell

- Learn about the [available data](#) and form a preliminary project idea.
 - For questions about Census data, contact the RDC Administrator (RDCA).
 - For NCHS, AHRQ, BLS, or BEA data, direct questions to the agency.
- Let the RDC Executive Director and RDC Research Director know you're interested. They also have info about access fees and other CISER services. Contact the RDCA as well.

Projects using Census data:	Other agency data:
Send a 2-3 page summary of the research idea to the RDCA. Include the restricted-use data, key external datasets (if applicable), general idea of methodology, and any ideas for Census benefits (okay if you're not sure about benefits yet).	Submit proposal through agency. Guidelines are available for NCHS , AHRQ , BLS , and BEA . Notify the RDC Research Director and RDCA when the proposal is submitted.
Read the proposal guidelines . E-mail the Proposal Registration Form to the RDCA. Complete first draft of project description and send to the RDCA.	
Work with the RDCA to revise the project description and write the benefits statement.	When your project is approved, forward the approval e-mail and your proposal to the RDCA.
Proposal will be submitted for Census review (2-3 months). Contact the RDCA once you receive e-mail notification of Census approval.	

Apply for Special Sworn Status (SSS). Foreign nationals must have lived in the U.S. for at least 3 out of the last 5 years to be eligible. Review usually takes 3-4 months.

Proposals may require review by the IRS (for economic datasets, ~6 months) or other agencies, depending on the data request. These are done concurrently with the SSS application. The RDCA will notify you when your project is final approved.	Work with agency analyst and RDCA to have data transferred to project space.
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Receive Census badge, complete RDC orientation, and begin project.

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