

* Complete the **challenge enquiry form** on The Data Study Group web page for the DSG Team to review.
* Have a short call with a member of The Alan Turing Institute partnerships team to discuss potential collaboration.
* Attend a meeting with a Turing scientific representative to ‘scope’ the challenge.
* Once the DSG Team have selected your challenge PI, attend an initial call/meeting to discuss the challenge. The frequency you speak with the challenge PI varies on a case by case basis, be aware that regular communication is key.
* In collaboration with your PI confirm the challenge title and produce the short description of the challenge (these will be used to advertise the DSG and attract participants). - **10 weeks**
* Support the PI to complete the ethics approval form. - **9 weeks**
* Accept collaboration agreement/ contract with the Turing. **– 8 weeks latest!**
* Join a call with the DSG Team and your PI so that you can be briefed on the challenge sensitivity assessment. - **9 weeks**
* Nominate a lead technical member of your team to act as ‘data owner’ and provide their mobile number to the DSG team (this can be yourself) & Complete and return a full description of the data to be provided (the **web app data form).** - **9 weeks**
* Log into the web app and conduct the sensitivity assessment for your project. - **5 weeks**
* Test data sets or at least data dictionaries sent to Turing for computer checks. - **4 weeks**
* Working alongside the PI finalise the challenge long description. - **5 weeks**
* Make arrangements for a technical member of your team to attend the majority of the DSG week.
* Transfer in full your challenge data to Turing secure environment - **2 weeks**
* Complete and return the **attendees form** for the Data Study Group week. - **2 weeks**
* Prepare your Monday morning presentation
* Read in full the DSG joining instructions email sent to all DSG attendees.
* Present your challenge to participants on Monday morning
* Answer any questions participants may have about your challenge over lunch on Monday.
* Attend to social on Monday evening (optional)
* Attend as much or as little of the week as your schedule permits.
* Distribute your link to anyone you wish to watch the Friday presentation remotely (Thursday DSG week).
* Attend the presentations on Friday DSG week.
* On Friday afternoon asses the sensitivity of the outputs generated during the DSG week.
* Record the DSG week outputs sensitivity in the web app on the Friday of DSG week.
* Approve the finalized report ahead of publication. **+ 8 weeks**

**Data Study Group Challenge Owner Checklist**