ODAP Data Access Process (non embargo, onward sharing)

	Start Process	Pre-Approval	Approval	Data Access	Outputs	Project ends

Applicant
- Initial enquiry/Data Request
- Receives feedback/advice for resubmitting
- Completes 5 safes form/Variable spec
- Receives feedback/advice about reapplying
- Signs DAA
- Creates Account
- Conducts Research
- Completes output request form
- Receives feedback
- Receives output — More than one output can be requested
- Reaches project end date
- Requests extension
- Publishes results

ODAP Access Team
- Triage Data Request
- Is data under embargo? — Yes / No
- Is project within scope? — Yes
- Sends instructions for applying
- Packages request
- Publishes on website
- Publishes on website
- Completes Contract teams request form
- Sends User Guide and Publication Policy
- Notifies Data Team of incoming user
- Requests *code/derived datasets*
- Closes project
- Publicises research

ODAP Project Review Panel
- Reviews project request
- Within scope? — No / Yes
- Approves project
- No

Data Access Governance Committee
- Second opinion from DAGC

ODAP Data Management Team
- Confirms data is available
- Confirms data is available
- Grants access
- Reviews request
- Approved? — Yes
- Creates output
- Revokes access

UoE/Lead Institute Contracts Team / **UoE/Lead Institute legal Team**
- Prepares DAA
- Signs off contracts

Key:
- Process step
- Subprocess
- Optional step
- Document
- Start/End
- ◄— ·Optional Step· —►