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 → Follow embargoed data access process → 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 → Reaches project end date → Requests extension → Publishes results

More than one output can be requested

ODAP Access Team: Triage Data Request → Is project within scope? → Is data under embargo? → 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

No / Yes / Yes / No

ODAP Project Review Panel: Reviews project request → Within scope? → Approves project (No / Yes) 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? → Creates output (Yes) → 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 – →