Inital Enquiry Form

Table of contents

# 1. Applicant details

1. **Full Name:**
2. **Job Title:**
3. **Sponsoring Organisation:**
4. **Contact email:**
5. **Please list any additional team-members that will require data access, including contact email addresses:**
6. **Please indicate if this application is *(a-e)*:**
7. New project
8. An amendment to an existing project
9. An extension of an existing approval
10. A renewal of an existing approval
11. Related to a previous application (approved or not)
12. **If related to a previous application, please provide the project names for any related projects:**

# 2. Commercial interest

1. **Is there a commercial interest in this project? *(yes/no)*:**  
   *Details:*

# 3. Project details

1. **What is your research question?:**
2. **What is the purpose of this research and how does it benefit the public?:**
3. **Have you undertaken any Patient and public involvement and engagement work in designing your project? *(yes/no)*:**
4. **What data will you need to answer your research question?:**
5. **How will this data help you answer the research question?:**
6. **Will you require periodic refreshes of the data? *(a-c)*:**
7. Yes
8. No
9. Unsure
10. **Do you require aggregated or record level data? *(a-c)*:**
11. Aggregated
12. Record level
13. Unsure
14. **Do you intend for the datasets requested to be linked with any additional datasets? *(a-c)*:**
15. Yes
16. No
17. Unsure *Details:*
18. **How long do you expect your project to last?:**
19. **When would you be able to begin your project?:**
20. **How do you plan to share data, results, and products from these your research project?:**
21. **How is your research Funded?:**
22. **Has ethical approval been obtained? *(yes/no)*:**  
    *Details:*

# 4. Training & Accreditation

1. **What is your previous track record of delivering similar work?:**
2. **What assurance can your team give with regards to your safe handling of data?:**
3. **Have your team completed either the ONS Safe Researcher Training course (ONS-SRT) or the MRC. Research, GDPR and Confidentiality course? *(a-d)***
4. ONS Safe Researcher Training course (ONS-SRT)
5. MRC. Research, GDPR and Confidentiality course
6. Other data security course
7. None  
   *Details (if applicable, please indicate how recently these courses were completed):*

# 5. Linked Documents

[Data Access Review Standard Operating Procedure](https://github.com/odap-ac-uk/manual/blob/master/_policy_documents/auto-generated/SOP_DataAccessReviewProcess_v0.3.pdf) [Data Access Review Policy](https://github.com/odap-ac-uk/manual/blob/master/_policy_documents/auto-generated/Policy_DataAccessReviewProcess.pdf)