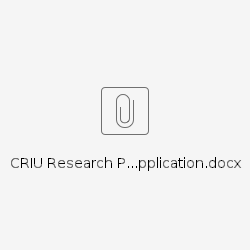
# Safe projects

We have adopted and adapted the ONS Data Ethics Advisory Committee's [application form](https://www.statisticsauthority.gov.uk/wp-content/uploads/2019/10/DEA_Research_Project_Application_v1.2.docx).   
Where you have an existing IRAS form, we have indicated the sections that can be directly copy-and-pasted into this application.

You can download our version with the link below.



The project application headings are summarised below

1. **Application Type: Research or Exploratory analysis**  
   Most applications will require formal research approval, but there are circumstances where the work will be exploratory. This will need to be justified to the UCLH data access committee.
2. **Project Lead**   
   Name and details with comment on whether the lead will also view the data or just the derived outputs
3. **Researcher Team**   
   Name and details of all members plus guidance as to whom the project lead is deputising
4. **Research Sponsor**   
   Have you been commissioned to perform this research for another organisation?
5. **Title of the research project**  
   And estimated duration of the project
6. **Abstract of the research project**  
   Include a short description of the project and its benefits, in no more than 100 words.   
   or IRAS Section A6-1 “Summary of the study” (300 words)
7. **Purpose of Research Project**  
   Provide a detailed description of the purpose for which the data are requested, describing the aims of the study/research in no more than 500 words. Where research is part of a larger programme please include details below.   
   or IRAS Section A12. “What is the scientific justification for the research?”
8. **Research Methodology**  
   Provide details of the research protocol or methodology (e.g. data linkage or matching, statistical modelling etc) and how you intend to use the data, in no more than 1000 words.  
   or IRAS Section A13. “Please give a full summary of your design and methodology”
9. **Data Required**
   1. List the data sources, the patient cohorts and the timer periods you wish to examine. Give as much detail as possible on the exact data items you require.
   2. Describe what portions of the data ***will*** be or ***might*** be identifiable using the framework below. For example, you might require hospital number to link to other data items (a direct identifier). However, you might also require date of birth to define age, this might be an identifying with other information.
      1. **Direct identifiers**  
         e.g. names, NHS number, hospital number etc.
      2. **Indirect identifiers**  
         e.g. date of birth, diagnosis, the first 3 letters of a postcode etc.
      3. **Non-identifying variables**   
         e.g. heart rate, creatinine, urine volume
      4. **Free text**  
         Where under normal circumstances de-identification is not guaranteed
   3. Other data sources  
      If you intend to bring in any data for your project, give details of the data including who the owner is and provide evidence that the owner has given permission for their data to be used by you for this research.
   4. Justification for access to this rather than existing or public data  
      Explain why access to legally protected (unpublished) data is needed. Please state what other data sources have been considered and why they are not sufficient for your purposes.
10. **Data linkage**  
    Does your project include any linking of data sources (as defined within the application guidance)? If yes, provide the following details below:  
    - description of the data sources(s) to be linked  
    - summary of the key variables;  
    - summary of the linking methodology; and  
    - the justification for the linking.
11. **Ethics**  
    You will need to provide evidence of an ethics consideration for your research project.   
    Have you had ethical approval for this project from your organisation or elsewhere?
12. **Public Good**
    1. Please describe how your research project will provide a public good.   
       Complete all the sections that apply (e.g. Provide an evidence base for health care including direct patient or health system benefit)
    2. Have any risks to public benefit been identified? What are they and how have they been mitigated?
13. **Duration of access**  
    What is your best estimate of the last time you will need access to the unpublished data?  
    Note: if applying for exploratory analysis, access will be granted for a maximum of 12 months
14. **Publications**  
    In order to access unpublished data for research purposes, you must promise that your findings will be made publicly available. Exemptions may only be granted in exceptional circumstances.  
    Note: If you are applying for exploratory analysis, no publications are permitted.   
    - How do you intend to make your research available to the public?   
    - Which specific journals, websites or reports do you intend to use to publish this research?   
    - What is your best estimate of the project publication date.   
    ***-*** What, if any, are the circumstances that mean you need an exemption from making your results publicly available?   
    or IRAS Section A51. “How do you intend to report and disseminate the results of the study”