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).

1. **Application Type:**

*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.*

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| --- | --- | --- | --- |
|  | Research project |  | Exploratory analysis |

1. **Project Lead:**
   1. *Personal details and contact information of project lead.*

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| --- | --- |
| Last name\* |  |
| First name\* |  |
| Middle names (if any) |  |
| What is your role on the project? | Approved Researcher[[1]](#footnote-1)  Peer Reviewer[[2]](#footnote-2) with access to secure data  Peer Reviewer with access to cleared outputs only |

|  |  |
| --- | --- |
| Organisation name |  |
| Organisation address |  |
| Organisation postcode |  |
| Work telephone no. |  |
| Work email |  |
| Date of birth |  |

1. **Researcher Team:**
   1. *If you are the Research Project Lead for the research project, please provide the names and details of all members of the team. Please add more tables if required.*

|  |  |
| --- | --- |
| Last Name\* |  |
| First Name\* |  |
| Middle names (if any) |  |
| What is their role on the project? | Accredited Researcher  Peer Reviewer with access to secure data  Peer Reviewer with access to cleared outputs only |
| Do you authorise this person to deputise for you as Project Lead? Yes | |

* 1. *Please complete the following section with their details if different to those for the Project Lead above.*

|  |  |
| --- | --- |
| Organisation name |  |
| Organisation address |  |
| Organisation postcode |  |
| Work telephone no. |  |
| Work email |  |

1. **Research Sponsor:**
   1. *Have you been commissioned to perform this research for another organisation?*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

* 1. *If you answered ‘Yes’, please provide the details of this organisation below and the work details of your contact there.*

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| --- | --- |
| Sponsor Organisation name\* |  |
| Last Name of your main contact in that organisation |  |
| First Name of your main contact in that organisation |  |
| Contact’s address |  |
| Contact’s postcode |  |
| Contact’s telephone no. |  |
| Contact’s email |  |

1. **Title of the research project: \***

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|  |

**Estimated duration of research project:**

|  |  |
| --- | --- |
| **Start Date:** Click here to enter a date. | **Publish Date:** Click here to enter a date. |

1. **Abstract of the research project: \***

*Include a short description of the project and its benefits, in no more than 100 words.*

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1. **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.*

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1. **Research Methodology:***Provide details of the research protocol or methodology (e.g. data linkage or matching, web scraping etc) and how you intend to use the data, in no more than 1000 words.*

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1. **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.*

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* 1. *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.*

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| --- | --- |
| **Direct identifiers** e.g. names, NHS number, hospital number etc. |  |
| **Indirect identifiers** e.g. date of birth, diagnosis, the first 3 letters of a postcode etc. |  |
| **Non-identifying variables**  e.g. heart rate, creatinine, urine volume |  |
| **Free text** Where under normal circumstances de-identification is not guaranteed |  |

* 1. *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.*

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* 1. *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.*

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* 1. *Does your project include any linking of data sources (as defined within the application guidance)?*

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|  | Yes |  | No |

*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.*

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1. **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?*

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| --- | --- | --- | --- |
|  | Yes |  | No |

*If yes, please give details of the ethical approval body and any caveats, attaching any relevant documentation.*

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1. **Public Good:**
   1. *Please describe how your research project will provide a public good. Complete all the sections that apply.*

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| **Public Good** | **Describe how this research project will provide this public good** |
| Provide an evidence base for health care including direct patient or health system benefit |  |
| To replicate, validate or challenge existing research |  |
| To improve the quality, coverage or presentation of existing health data |  |

* 1. *Have any risks to public benefit been identified? What are they and how have they been mitigated?*

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1. **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.*

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| --- |
| Click here to enter a date. |

1. **Publications:**

*In order to access unpublished data for research purposes, you must promise that your findings will be made publicly available. Once published, you must notify ONS Research Support about where that publication can be found. Exemptions may only be granted in exceptional circumstances with the approval of the Research Accreditation Panel.*

*Note: If you are applying for exploratory analysis, no publications are permitted.*

***16.1*** *Do you wish to apply for an exemption from publishing your findings?*

***If yes, skip to question 16.5.***

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| --- | --- | --- | --- |
|  | Yes |  | No |

***16.2*** *How do you intend to make your research available to the public?*

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***16.3*** *Which specific journals, websites or reports do you intend to use to publish this research?*

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***16.4*** *What is your best estimate of the project publication date.*

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| Click here to enter a date. |

***16.5*** *What, if any, are the circumstances that mean you need an exemption from making your results publicly available?*

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1. [↑](#footnote-ref-1)
2. A Peer Reviewer may be:

   * A researcher who accesses data classified as personal information in a secure setting at a DEA Accredited Processor to validate previous analysis and who has access to cleared outputs from the research. The researcher will need to be accredited for this Peer Reviewer role (if not accredited, please submit separate Accredited Researcher application), or
   * A researcher who only accesses cleared non-disclosive outputs (researcher does not require accreditation to perform this role).

   [↑](#footnote-ref-2)