



# CLOSER-UK LLC webinar: Application Process

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UK LLC Research Manager  
April 2022

# Application Process Overview



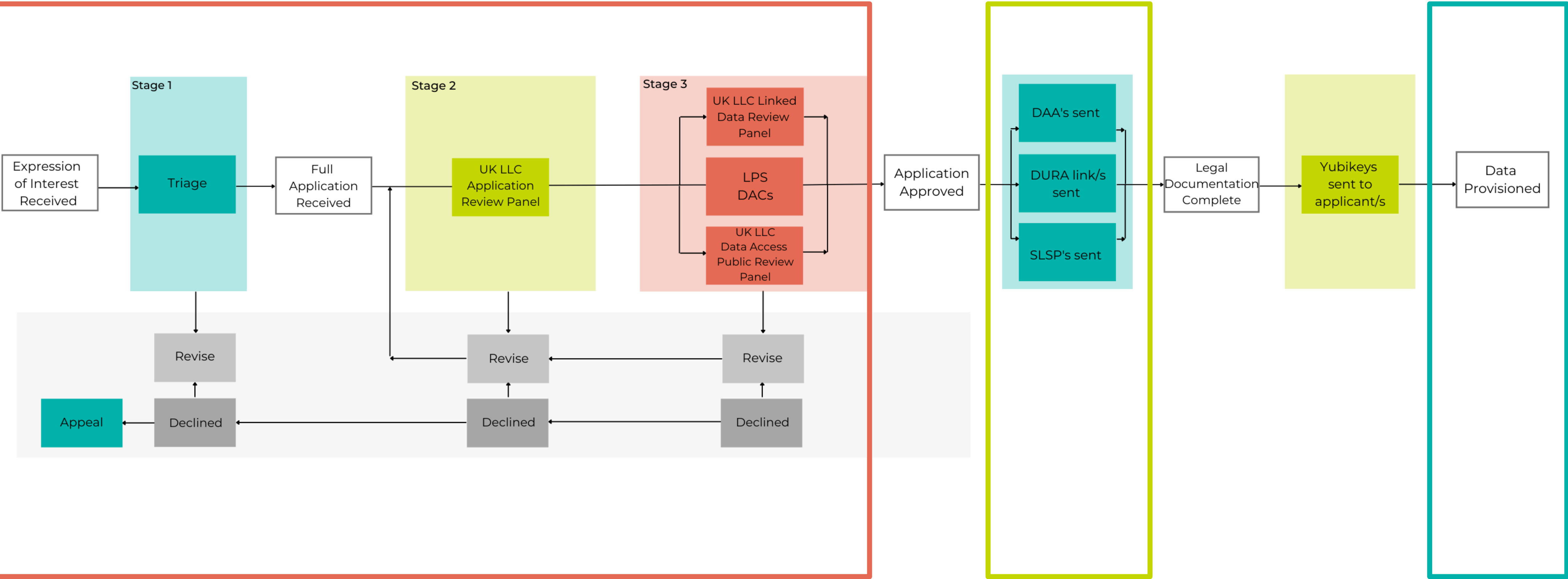
*Stela*  
Application Process

*Sammy*  
Data Request

*Kirsteen*  
Data Access Public Review Panel

*Jacqui*  
Data User Responsibility  
Agreement (DURA) and Data  
Access Agreement (DAA)

*Rich*  
Data provision



# Expression of interest

## Submit your Expression of Interest (Eoi) through the HDRUK Innovation Gateway:

### UK Longitudinal Linkage Collaboration (UK LLC) (healthdatagateway.org)

- You need to register

The screenshot shows the Health Data Research Innovation Gateway interface. The top navigation bar includes links for Explore, Help, Usage Data, About Us, News, and Community. The main content area features the UK Longitudinal Linkage Collaboration (UK LLC) dataset page. The page displays a list of dataset categories: Covid-19, Socio-Economic, Physical Measures, Mental Health, Self-reported disease and medication data, Linked NHS data, Geocoding, Key Demographics, ALSPAC, BCS70, ELSA, EXCEED, Generation Scotland, GLAD, INTERVAL, Millennium Cohort Study, 1958 NCDS, 1946 NSHD, Next Steps, SABRE, Twins UK, Understanding Society, NCS, and National Core Study. The page also shows 543 views and a 'How to request access' button. A modal window titled 'Data access requests' is overlaid, stating: 'This data custodian has not yet adopted the Gateway's Five Safes Application Form. Please contact the custodian using the 'Make an enquiry' messaging function and they will contact you directly to discuss your requirements and guide you through their Data Access Request process.' The modal includes a 'Make an enquiry' button.

# Expression of interest : questions



**On-screen  
confirmation of  
your submission!**

**Name:**

**Organisation:**

**Email:**

**Project title:**

**Research aim or question:**

**Datasets of interest:**

**Are there other datasets you would like to link with the ones listed above?:**

**Name or description of the linked datasets:**

**Do you know which parts of the dataset you are interested in?:**

**Parts of the dataset interested in:**

**Funding:**

**Potential research benefits:**

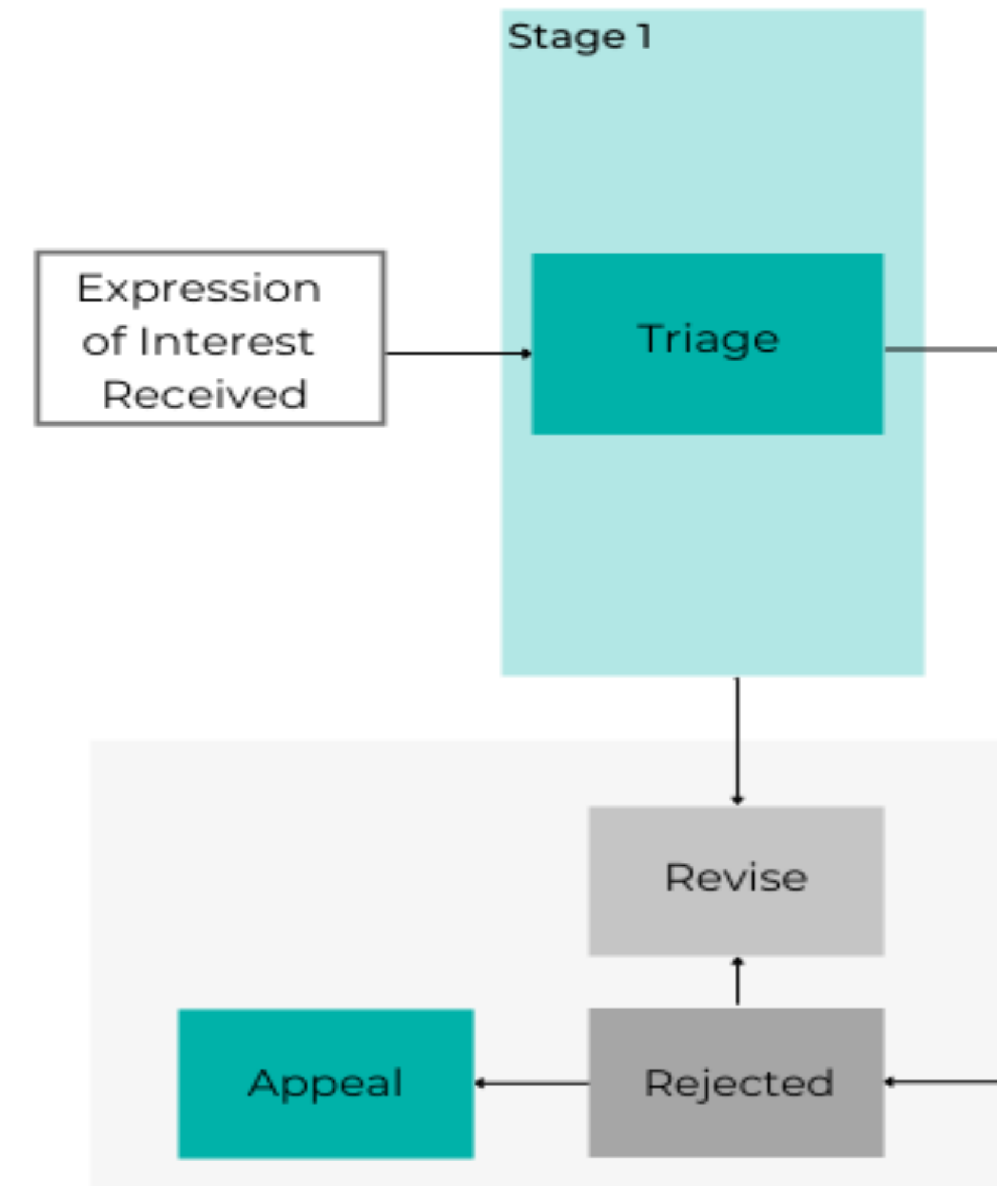
# Expression of interest : review

- COVID related
- UK-based
- Scientifically sound
- Data available

Meetings are offered at this point.

**Expected turnaround: 1 week**

**If successful, you'll be invited to submit full application.**



# Full application

**SharePoint site:** Resources for Researchers

The screenshot displays a SharePoint site for the University of Bristol, titled 'Resources for Researchers'. The left sidebar shows a list of documents and folders under the 'General' document type. The main content area shows a PDF document titled 'READ\_ME\_FIRST.pdf' being viewed in Adobe Acrobat Reader DC (32-bit). The PDF content includes a welcome message and instructions for researchers.

**SharePoint Site: Resources for Researchers**

Documents > General

| Name  | Modified   |
|---|------------|
| 1. Application Process                      | January 24 |
| 2. Accessing the TRE                        | January 24 |
| 3. Amendments                               | March 2    |
| 4. Supplementary Materials for Publications | 4 days ago |
| Workshops                                   | 4 days ago |
| Data Access and Acceptable Use Policy.pdf   | March 8    |
| READ_ME_FIRST_V1.1.pdf                      | March 18   |

**READ\_ME\_FIRST.pdf - Adobe Acrobat Reader DC (32-bit)**

Home Tools READ\_ME\_FIRST.pdf x

Dear Researcher,

Welcome to the “Resources for Researchers” SharePoint Channel.

Under the “**Application Process**” folder you will find the following subfolders:

- 1. Application Form**

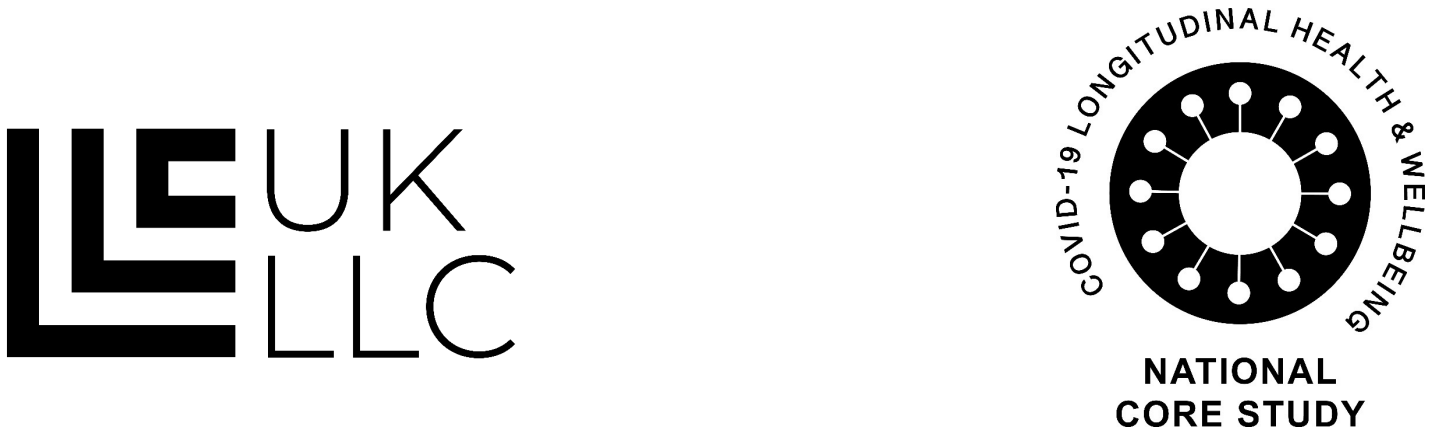
This folder contains a current version of the “Application Form” and the “Application Form User Guide”, explaining how to complete the form.

You will also find two further User Guides: “CV User Guide” and “Writing a Lay Summary User Guide”. Please consult these when preparing your CV and writing the lay summary for your application.

- 2. Data Request Forms**



# Full Application : documents



University of BRISTOL

SharePoint

Search this library

Settings ? SM

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grp-UK

SharePoint

Search this library

Settings ? User Avatar

Home

Conversations

Documents

Shared with us

Notebook

Pages

O365 Support

Site contents

Recycle bin

Return to classic SharePoint

+ New

Upload

Edit in grid view

Share

Copy link

Sync

Download

More

All Documents

Filter

Info

Refresh

Documents > General > 1. Application Process > 1. Application Form

| Name   | Modified   | Modified By     | + Add column |
|--|------------|-----------------|--------------|
| UKLLC_Application_Form_User_Guide_V4.pdf     | March 18   | Stela Mclachlan |              |
| UKLLC_Application_Form_V4.docx               | March 18   | Stela Mclachlan |              |
| UKLLC_CV_UserGuide_V1.1.pdf                  | March 18   | Stela Mclachlan |              |
| UKLLC_Writing a Lay Summary_V2.pdf           | 5 days ago | Stela Mclachlan |              |
| UKLLC_Writing a Public Involvement Strate... | 5 days ago | Stela Mclachlan |              |

# Full Application : documents

## Application Form / User Guide

Based on ‘five safes’.

Safe people

- UK-based / ONS approved researchers
- **Except main applicant, only people accessing the data!**
- PhD students can be main applicant as long as supervisor also accessing the data

Safe projects

- Public benefit
- Ethical approval  
(NCS, UK LLC or own)

Safe data

- Justification for use

Safe settings

- Your institutions’ Information Security certification

Safe outputs

- Dissemination plans

- **ISO27001 certification**
- or
- **NHS Digital DSPT reference number**
- or
- **System Level Security Policy (SLSP)**

## UK LLC project application guidance

| Application Form field   | Guideline to complete it  |
|--|---|
| Application reference:   | <i>Assigned reference number.</i>   |
| New project application?   | <i>Yes/No. If no, specify.</i><br><br><i>The application could be a new application, an extension, a renewal or amendment. For extensions or amendments, you must highlight the specific information within this form that has been updated, provide an original application number and approval date, any subsequent amendment approval dates and a summary of changes and rationale for the change to your original application in order for the request to be processed.</i> |
| Does this project require expedited review e.g. in response to a specific urgent request from UK Government? If so provide detail. | <i>Yes/No. If yes, please provide detail here.</i>  |

### People

| 1. Main Applicant |                    |  |
|-------------------|--------------------|--|
| 1.1               | Name:              | <i>Full name.</i>  |
| 1.2               | Job title:         | <i>Job title is the name of the position the applicant holds within their organisation.</i><br><br><i>If student, we ask that your supervisor also be named as another applicant with access to the TRE in order to supervise effectively.</i>   |
| 1.3               | ORCID ID:          | <i>Applicant’s ORCID ID, if available.</i><br><br><i>ORCID provides a persistent digital identifier (an ORCID ID) that you own and control, and that distinguishes you from every other researcher. You can create an ORCID profile at <a href="https://orcid.org/">https://orcid.org/</a>.</i>  |
| 1.4               | email:             | <i>Applicant’s institutional email.</i>  |
| 1.5               | Organisation:      | <i>Please give the full name of the organisation on whose behalf you are making the application or within which you work in your professional capacity as an applicant. This should include a parent organisation, and sub-division or department if appropriate (for example The University of Edinburgh, School of Informatics).</i>   |
| 1.6               | Organisation type: | <i>Please specify the type of organisation, unique purpose or role of the organisation.</i> <ul style="list-style-type: none"><li>• <i>Academic institution</i></li><li>• <i>National body</i></li><li>• <i>Healthcare provider</i></li><li>• <i>Healthcare commissioner</i></li><li>• <i>Commercial body</i></li><li>• <i>Local authority</i></li><li>• <i>Other (please specify)</i></li></ul> |



# Full Application : documents



## CV User Guide

There is no prescribed format but we need to see these sections included.

### **Document Purpose:** User Guide to CV Requirements

The below are sections The UK LLC would like to see included in researcher's CVs.

### **Personal Information:**

Name, pronouns.

### **Education:**

Please list degrees in reverse chronological order, and include honours classification where available.

### **Skills:**

Please list skills relating to data management, data analysis and use of statistical software, e.g., SPSS and Python.

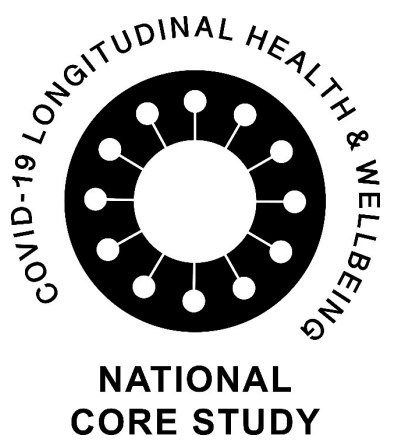
### **Courses:**

Please list courses relating to data analysis, specific statistical methods and/or use of statistical software.

### **Publications:**

Please limit list of publications to small selected list (e.g., newest, first-author, highlighted research or similar).

# Full Application : review



## Stage 2

- **UK LLC Application Review**

Review based on 'five safes'

Iterative process

**Expected turnaround: 2 weeks**

## Stage 3

### Everyone

- **UK LLC Data Access Public Review**

- **Longitudinal Population Studies Data Access Committees**

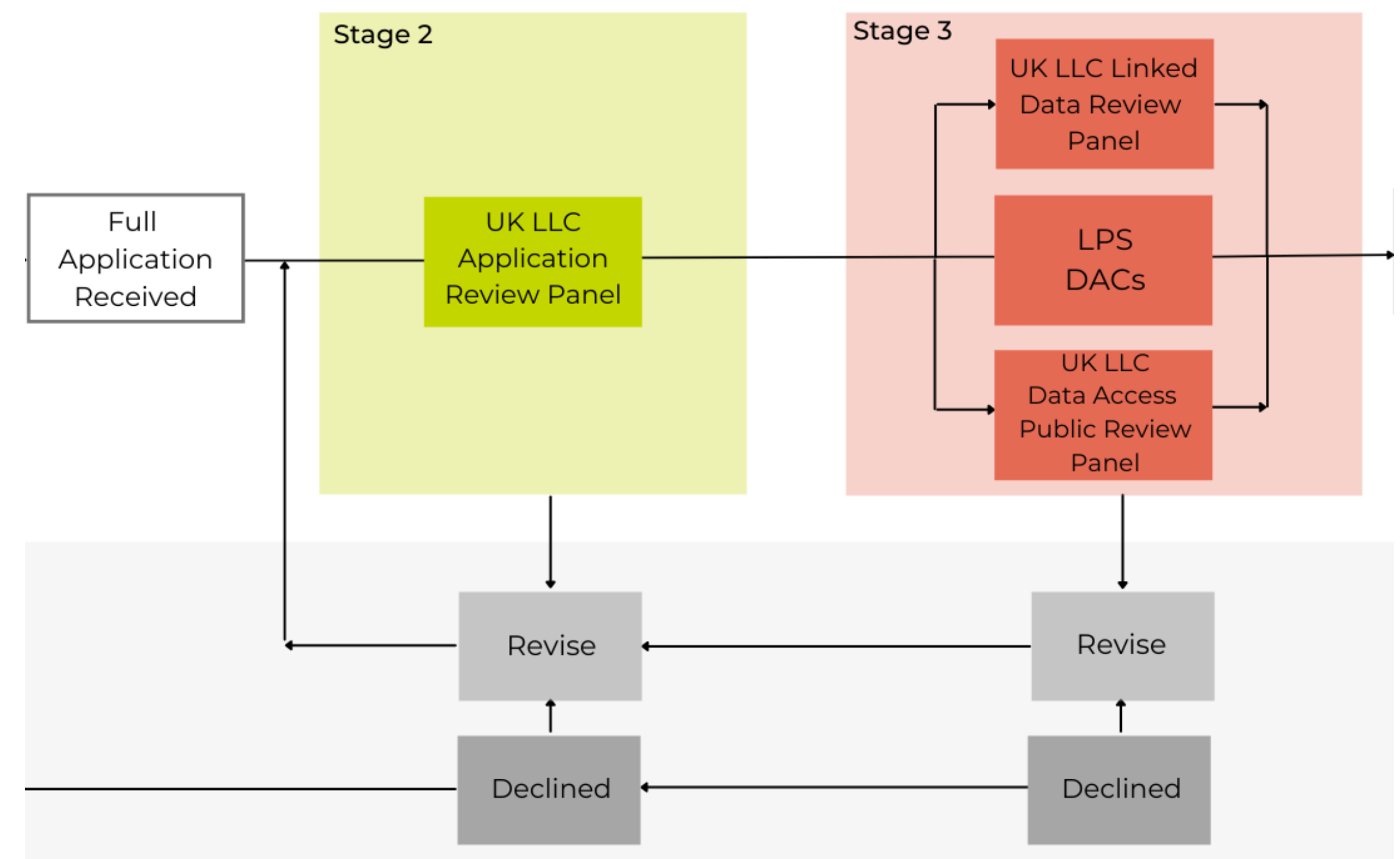
Against their standard criteria

### Those requesting linked data

- **UK LLC Linked Data Review**

Review based on NHS Digital requirements at the moment

**Expected turnaround: 4 weeks**



**If successful, we'll move to contracts**

# Amendments

You can request changes!

Changes need approval, and it depends on the type of change you are requesting...

...but most reviewed and approved by Applications Team.

2021-12-09 Researcher Amendment Form .docx - Word

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Paragraph

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2021-12-09 Institution Amendment Form .docx - Word

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2021-12-09 Extension Amendment Form .docx - Word

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2021-12-09 Research Question Amendment Form .docx - Word

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UK LLC Project Amendment – Changes to Research Question

|                            |  |
|----------------------------|--|
| Application reference:     |  |
| Project application title: |  |
| Today's Date (DD-MM-YYYY): |  |

Amendments to the research question will only be accepted should the scope of the research be the same. If the changes to the research question would constitute a new lay summary, then this must be submitted as a new project and not an amendment.

| 1. Research Question |                             |  |
|----------------------|-----------------------------|--|
| 1.1                  | Current research question/s |  |
| 1.2                  | New research question/s     |  |
| 1.3                  |                             |  |
| 1.4                  |                             |  |
| 1.5                  |                             |  |
| 1.6                  |                             |  |

# Benefits of applying to UK LLC



## A Single Application



Data from 20+ longitudinal population studies

Study data linked to NHS Digital plus more to come

> 200,000 linked records, updated monthly

**Consistent application and review process**

**Fast turnaround time from submitting an application to decision**





**Get in touch!**

**[access@ukllc.ac.uk](mailto:access@ukllc.ac.uk)**

