CLOSER-UK LLC webinar: Application Process

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Application Process Overview
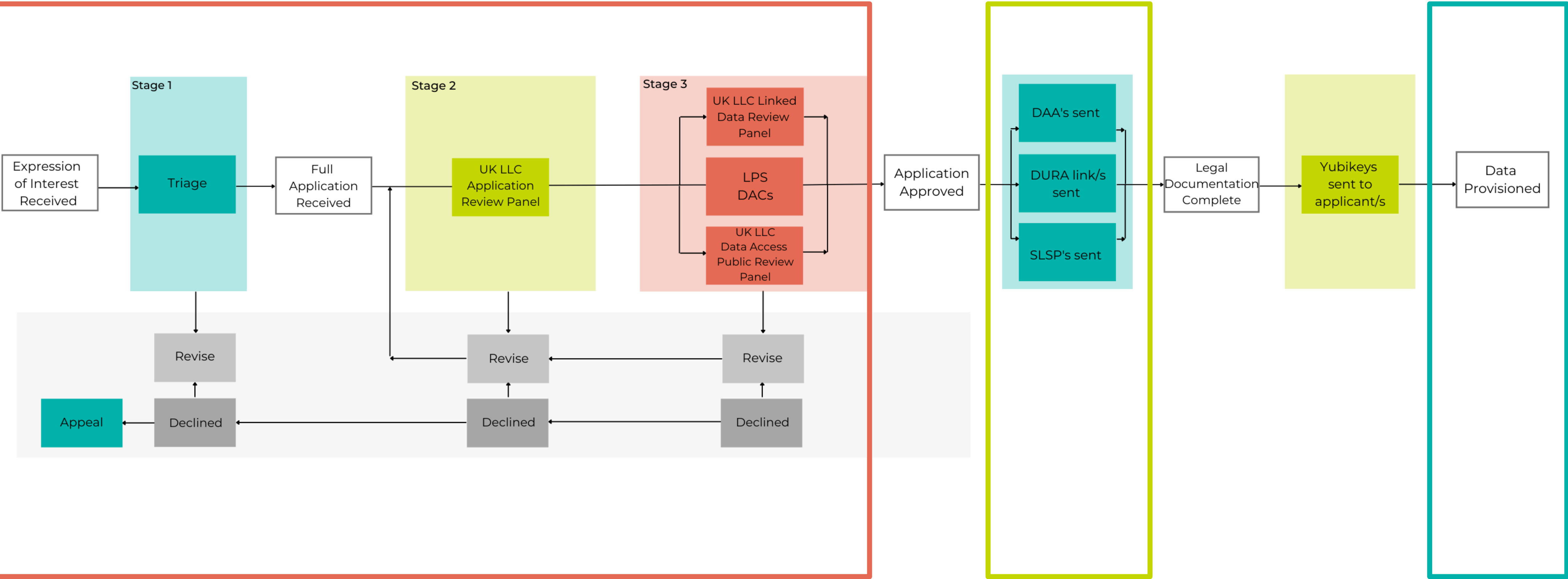
LE UK LLC

COVID-19 LONGITUDINAL HEALTH & WELLBEING
NATIONAL CORE STUDY

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

Stage 1

Stage 2

Stage 3

Expression of Interest Received → Triage → Full Application Received → UK LLC Application Review Panel → UK LLC Linked Data Review Panel / LPS DACs / UK LLC Data Access Public Review Panel → Application Approved → DAA's sent / DURA link/s sent / SLSP's sent → Legal Documentation Complete → Yubikeys sent to applicant/s → Data Provisioned

Triage → Revise
Revise → Declined
Declined → Appeal

UK LLC Application Review Panel → Revise
Revise → Declined

UK LLC Data Access Public Review Panel → Revise
Revise → Declined

Expression of interest

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

[UK Longitudinal Linkage Collaboration (UK LLC) (healthdatagateway.org)](healthdatagateway.org)

- You need to register

Expression of interest : questions

UK LLC

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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:

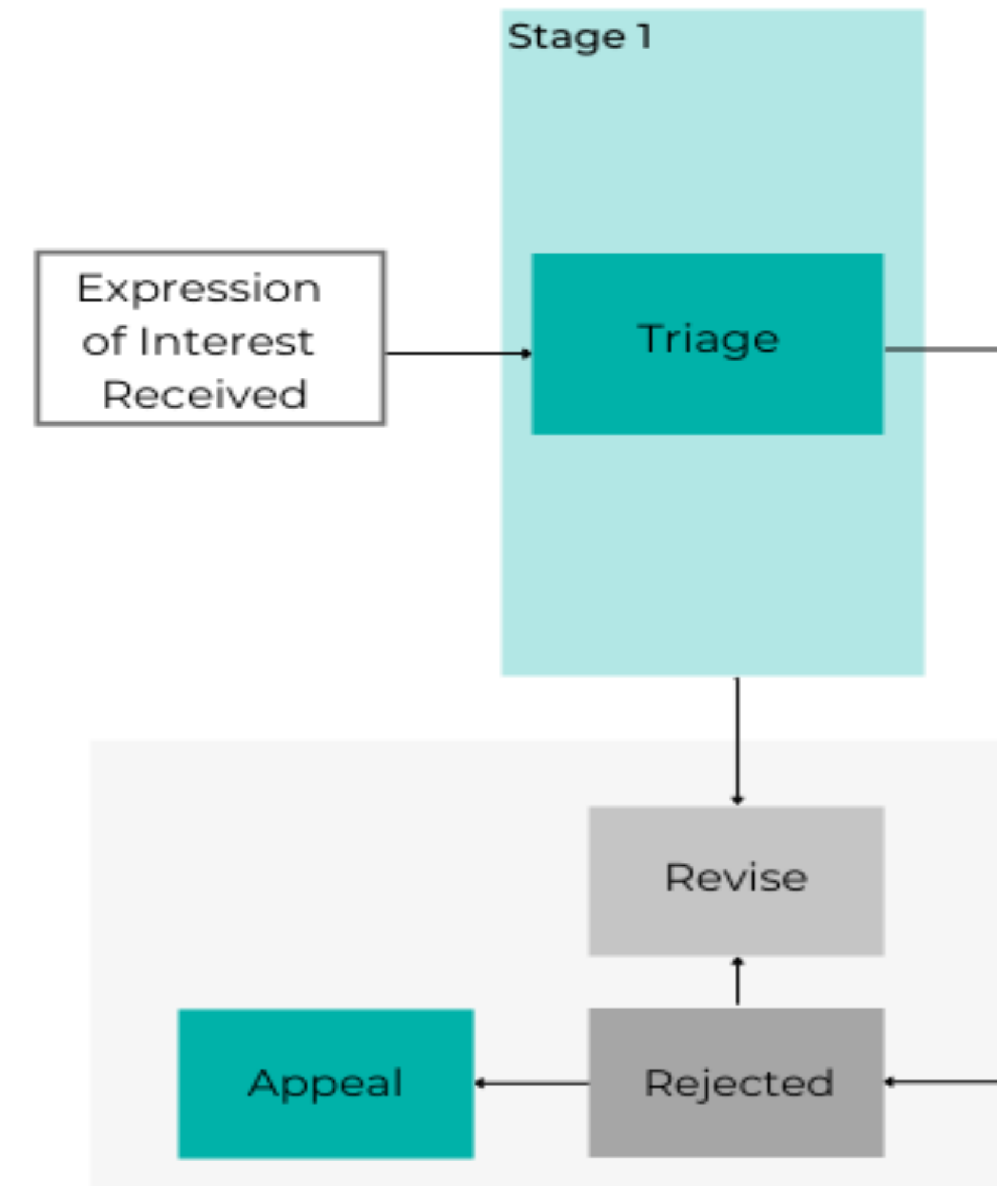## On-screen confirmation of your submission!

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: <u>Resources for Researchers</u>

Full Application : documents

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:	Assigned reference number.
New project application?	Yes/No. If no, specify. 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.
Does this project require expedited review e.g. in response to a specific urgent request from UK Government? If so provide detail.	Yes/No. If yes, please provide detail here.

People

1. Main Applicant		
1.1	Name:	Full name.
1.2	Job title:	Job title is the name of the position the applicant holds within their organisation. If student, we ask that your supervisor also be named as another applicant with access to the TRE in order to supervise effectively.
1.3	ORCID ID:	Applicant's ORCID ID, if available. 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 https://orcid.org/.
1.4	email:	Applicant's institutional email.
1.5	Organisation:	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).
1.6	Organisation type:	Please specify the type of organisation, unique purpose or role of the organisation. • Academic institution • National body • Healthcare provider • Healthcare commissioner • Commercial body • Local authority • Other (please specify)

Full Application : documents

CV User Guide

There is <u>no prescribed format</u> 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
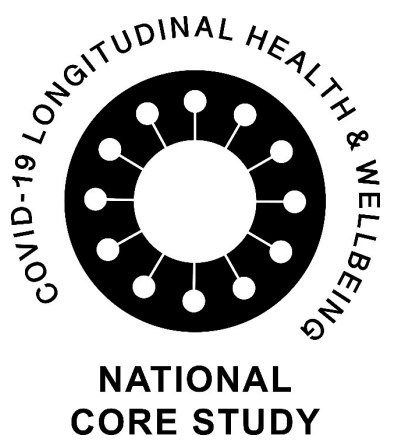
Stage 2

- **UK LLC Application Review**
  Review based on 'five safes'
  Iterative process
  Expected turnaround: 2 weeks

Stage 3
Everyone

- **UK LLC Data Access Public Review**

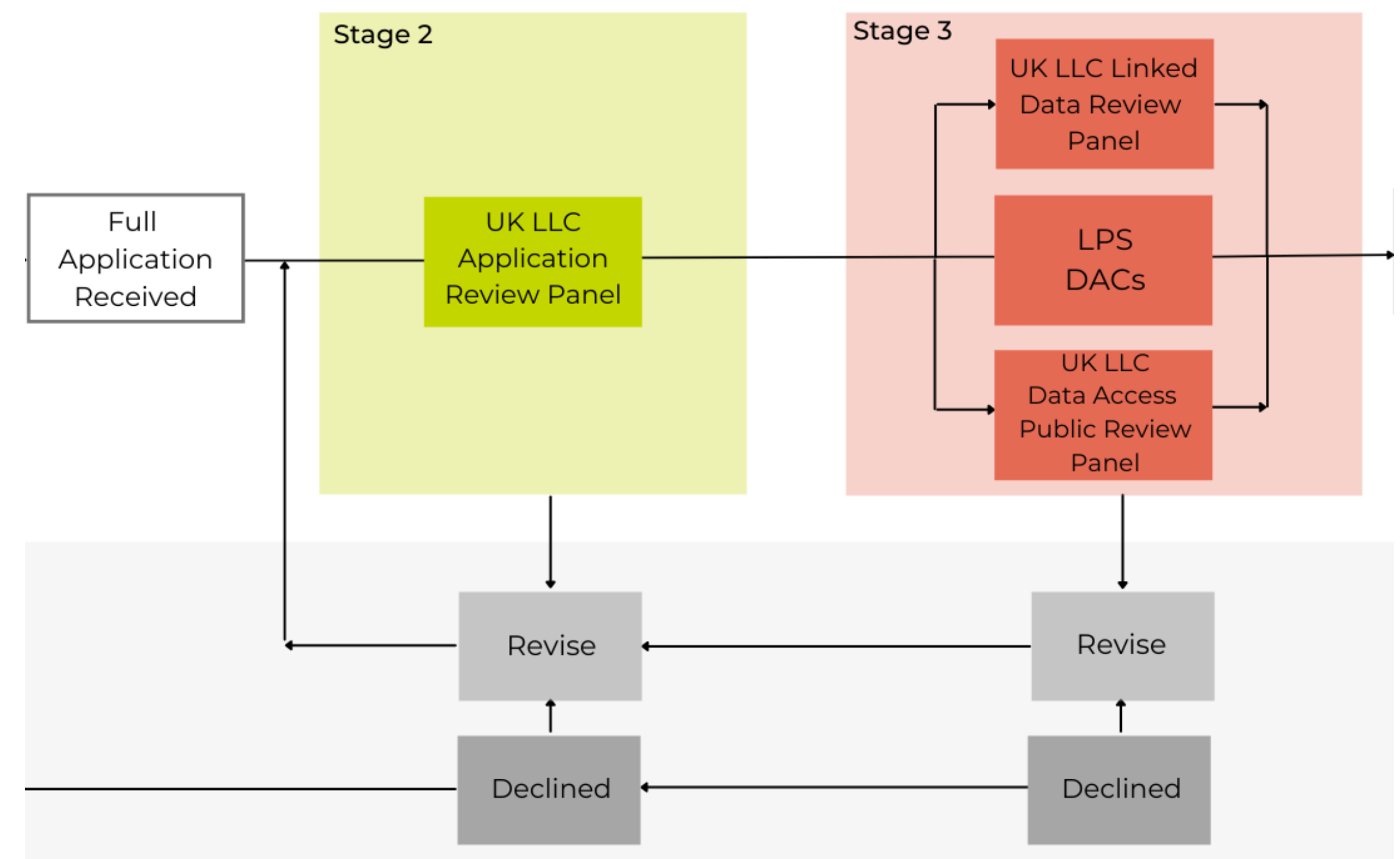- **Longitudinal Population Studies Data Access Committees**
  Against their standard criteria

Those requesting linked data

- **UK LLC Linked Data Review**
  Review based on NHS Digital requirements at the moment
  Expected turnaround: 4weeks

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.

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

UK Longitudinal Linkage Collaboration

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Get in touch!

access@ukllc.ac.uk

University of BRISTOL

THE UNIVERSITY of EDINBURGH