|  |  |
| --- | --- |
| **DaSH reference number: (for office use only)** |  |
| **Project title:** |  |
| **Project lead name:** |  |
| **Email address:** |  |
| **Organisation:** |  |
| **Telephone number:** |  |

**General Information**

|  |
| --- |
| **Please provide a brief description / lay summary of your planned study:** |
|  |

**Study Requirements**

|  |  |
| --- | --- |
| **Data Hosting Project** (no linkage to be carried out by DaSH) |  |
| **Data Linkage Project** (linked pseudo-anonymised/anonymised dataset created/accessed via DaSH |  |
| **Additional Requirements:** (e.g. data to be shared or transferred to a third-party collaborator/institution |
|  |

**Cohort**

|  |  |
| --- | --- |
| **Please describe the population of interest for your study.** |  |
| **Do you require the population to be identified for you from administrative data?** Administrative data is non-NHS data collected in everyday life (e.g. CENSUS data, etc.). | Yes / No |
| **Do you require matched controls to be selected for you?** If required DaSH can provide a selection of controls matched on an individual or a group wide basis. | Yes / No |
| **Do you require any datasets to be linked using probability matching techniques?** DaSH Best Practice is to link using CHI numbers, however if CHI is not available in your dataset, we can look at running a probabilistic matching on names and dates of birth. | Yes / No |
| **Do you require CHI indexing?** If CHIs are not available, we may be able to find these for you. Please select ‘Yes’ if this is required. | Yes / No |
| **Do you require data to be updated periodically?** DaSH costs provide one download of data from the given datasets as the period of extraction, if you require this to be updated regularly please select ‘Yes’ and provide further details. | Yes / No |
| **Do you require data to be permanently de-identified?** All our data extracts are pseudo-anonymised which means we keep a key that would allow us to identify the individual if required. If you do not want this to be possible, please select ‘Yes’ and we can arrange to destroy the key. | Yes / No |

**Data Requirements**

|  |  |  |
| --- | --- | --- |
| **Main Health Datasets (NHS Grampian)** | **Please enter ‘X’ if required** | **Please state the time period of interest** |
| Scottish Morbidity Record (SMR) 00 - Outpatient attendance  |  |  |
| Scottish Morbidity Record (SMR) 01 - General / Acute Inpatient and Day Case  |  |  |
| Scottish Morbidity Record (SMR) 02 - Maternity Inpatient and Day Case  |  |  |
| Scottish Morbidity Record (SMR) 04 - Mental Health Inpatient and Day Case |  |  |
| Scottish Morbidity Record (SMR) 06 - Cancer Registry |  |  |
| National Records of Scotland (NRS) Deaths |  |  |
| Community Health Index Register (including deaths and Unique Property Reference Number (UPRN))) |  |  |
| Prescribing Information System (PIS)**If you are requesting PIS, do you require any of the following:**• Dose instructions • Defined daily Doses• Free text fields (i.e., other use of natural language processing)\* |  |  |
| Laboratory Data (APEX) – Biochemistry |  |  |
| Laboratory Data (APEX) - Haematology (including immunology) |  |  |
| Laboratory Data (APEX) – Microbiology (including virology)\* |  |  |
| Laboratory Data (APEX) – Histopathology (including Gynae-cytology)\* |  |  |
| Imaging Data (NHS Picture Archiving and Communication System (PACS) – imaging data |  |  |
| Imaging Data (NHS Picture Archiving and Communication System (PACS) – reports\* |  |  |
| Scottish Care Information – Diabetes Collaboration (SCI-DI) for NHS Grampian patients |  |  |
| Scottish Breast Screening Service (SBSS) data\* |  |  |
| TrakCare Data* TrakCare Inpatient Admission Measures Grampian
* TrakCare Emergency Department Attendances Grampian
* TrakCare Outpatient Activity Grampian
* TrakCare Waiting List Grampian
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| Clinical letters (including GP Referrals, Outpatient Clinic letters, Discharge letters)\* |  |  |
| Glomerular and rheumatic diseases dataset |  |  |
| Badgernet (Maternity data 2018 - present; see 'AMND' for maternity data prior to 2018)\* |  |  |
| Child and Adolescent Mental Health Services (CAMHS) data |  |  |
| Psychological Therapies data (via Integrated Care pathways) |  |  |
| COVID-19 testing data |  |  |
| COVID-19 shielding data |  |  |
| Vaccination data\*:* COVID-19 vaccination data
* Flu vaccination data
 |  |  |
| Care Home Addresses |  |  |
| Fracture Liaison Service (FLS) database |  |  |
| Patient Reported Outcome Measures (PROMs)\* |  |  |
| OPERA (theatre records) |  |  |
| GP Out of Hours (Adastra)\* |  |  |
| GP Local Enhanced Services (GP LES) data\* |  |  |
| NHS 24 data\* |  |  |
| Scottish Ambulance Services\* |  |  |
| Grampian Renal Unit Data including Renal Replacement Therapy (RRT) |  |  |
| Genetics data\* |  |  |
| Haematology Clinic Dataset\* |  |  |
| Cancer Care Pathways Data (CCPD) |  |  |
| Health visitor / MORSE data |  |  |
| Health Roster |  |  |
| Scottish Medical Imaging (SMI) data |  |  |
| CHI database (including Unique Property Reference Number (UPRN)) |  |  |
| RotaWatch\* |  |  |
| Chemocare\* |  |  |
| Health roster\* |  |  |
| Workforce\* |  |  |
| Aberdeen Fertility Clinic (AFC) and Assisted Reproduction databases |  |  |
| **Main Health Datasets (UOA)** | **Please enter ‘X’ if required** | **Please state the time period of interest** |
| Aberdeen Maternity and Neonatal Databank (AMND) |  |  |
| Aberdeen Children of the 1950s (ACONF) |  |  |
| Aberdeen Birth Cohorts (ABC) |  |  |
| Grampian Renal Biochemistry Database |  |  |
| National Stroke Audit |  |  |
| Study of Eczema and Asthma To Observe the influence of Nutrition (SEATON) |  |  |
| Study of Trends in Obesity in North East Scotland (STONES) |  |  |
| Parkinsonism Incidence in North-East |  |  |
| Parkinson's Incidence Cohorts Collaboration (PICC) |  |  |
| **Other health data sets (please list):** |  |  |
| **Other data sets (please list):** |  |  |
| **\*Please note that to access these specific datasets relevant to your cohort, DaSH will need to submit a formal request to either Health Intelligence or the relevant NHSG departments. It's important to note that access to some datasets is restricted to specific years. However, we can discuss the details and find the best options for you during our initial meeting.** |

|  |  |
| --- | --- |
| Do you require DaSH to complete any data cleaning / manipulation? | Yes / No |
| Will you be accessing data from the national datasets (i.e., by National Services Scotland (NSS/eDris)? |  |
| Do you require data directly from NHS Boards? If yes, please specify below. |  |
|  |

**Project Funding**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Secured** |  | **Required** |  | **Funder:** |  |
| **If no funding required state why:** |  |

**Study Timelines**

|  |  |
| --- | --- |
| **Funding Application Deadline:** |  |
| **Project Start Date:** |  |
| **Linkage Start Date:** |  |
| **Date linked data required by:** |  |
| **Project End Date:** |  |
| **How long (in months) do you expect the analysis and write up phase of your study to take?** |  |
| **How long will you require DaSH to archive your data for?** Our standard archiving period is 5 years, however certain funders or publications may request a longer archiving period  |  |

**Additional Software Requirements**

DaSH currently supplies: SPSS, SAS, MS Office, STATA, StatTransfer 11, R, R Studio, Adobe Acrobat (XI Pro, Distiller XI), SourceSafe 2005, MLWin, Haskell Platform

|  |  |  |
| --- | --- | --- |
| **Software** | **Version** | **Reason Software Required** |
|  |  |  |
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|  |  |  |
|  |  |  |

\*Add further rows if necessary

**Researchers Requiring Access to Linked/Hosted Dataset**

***Please note that only researchers requiring access to the data should be listed below. Any researchers involved in the project in an advisory role only (and will not access or view the project data) do not need to be listed.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Names (PI First)\*** | **Position** | **Institution** | **Information governance training held (MRC training)\*\*** | **Previous experience of DaSH data hosting / linkage projects (as applicable)** |
|  |  |  | Yes / No | Yes / No |
|  |  |  | Yes / No | Yes / No |
|  |  |  | Yes / No | Yes / No |
|  |  |  | Yes / No | Yes / No |
|  |  |  | Yes / No | Yes / No |

\*Add further rows if necessary

\*\***To ensure you meet all research training requirements, DaSH requires completion of the MRC training outlined below.** However, it is your responsibility to ensure that you have also completed any training mandated by your institution, such as Good Research Practice**.** If you've completed the MRC training within the past two years, you can simply send your certificate to DaSH@abdn.ac.uk. Otherwise, please access the online training course provided below. Upon completion, feel free to send us a copy of your certificate along with this document (PID).

**Suitable Information Governance** **Course:**

[MRC e-learning: Research, GDPR and Confidentiality](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fbyglearning.co.uk%2Fmrcrsc-lms%2Fcourse%2Fcategory.php%3Fid%3D1&data=05%7C02%7Cdash%40abdn.ac.uk%7C70a68b4c794b411730d608dc1023cc3a%7C8c2b19ad5f9c49d490773ec3cfc52b3f%7C0%7C0%7C638402993198638193%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=NKfv3aJ02d%2F8kJmBdu1oJ8m8N2%2BIAIJF0i6nkjFUnYQ%3D&reserved=0) :

1. Begin by working through the **"Research, GDPR and Confidentiality – what you really need to know"** section (10 modules).
2. Then, complete the **"Research, GDPR and Confidentiality Quiz"**.
3. Send a screenshot (as a PDF) of your quiz results to dash@abdn.ac.uk, including your name, date of completion, and pass mark.

**International access**

To ensure compliance with data protection legislation, please inform us of any requirements for international access to the safe haven so that additional documentation or approval requirements can be considered. If any of the researchers listed above will require access to the safe haven from outside the United Kingdom (UK), please complete:

|  |  |
| --- | --- |
| Name of researcher |  |
| Country for access |  |
| Reason for requirement to access the Safe Haven from outside the UK. *Please also provide dates if this will be for a limited period.* |  |

**The following section can be left blank and discussed with the DaSH team at an initial meeting, unless this has already been confirmed, however the project Sponsor will need to confirm approval requirements:**

**Project Permissions (if known)**: tick as appropriate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Will Apply** | **Already Applied** | **Not Required** | **Unsure** |
| **A) North Node Permissions Advisory Committee (NNPAC):** This is a streamlined permissions pathway for eligible data linkage studies (e.g. projects led by local UoA or NHSG researchers using the approved NHS Grampian datasets listed in the Data Requirements section above) OR |  |  |  |  |
| **B) Standard permissions pathway:** If your project is not eligible for NNPAC, projects will generally require some of the approvals listed below. This can be discussed at your initial meeting with DaSH if you are unsure. |  |  |  |  |
| **NHSG Caldicott Guardian** (if NHS Grampian data only) |  |  |  |  |
| **PBPP** (if data from more than one health board is required) |  |  |  |  |
| **Ethics** (e.g. Research Ethics Committee (REC) or College Ethics Review Board (CERB)) |  |  |  |  |
| **NHS R&D** |  |  |  |  |
| **Data Protection Impact Assessment (DPIA)\*** |  |  |  |  |
| **Other (please state)** |  |  |  |  |

**\*Researchers should review the guidance on DPIAs and consider whether a project specific DPIA will be required for the project.** UoA researchers can find further guidance here: [Data Protection | StaffNet | The University of Aberdeen (abdn.ac.uk)](https://www.abdn.ac.uk/staffnet/governance/data-protection-6958.php#panel8628). A DPIA checklist is available here: [IG01: Data Protection Checklist for Researchers (abdn.ac.uk)](https://www.abdn.ac.uk/toolkit/documents/uploads/checklist_gdpr_for_research.pdf)

**Costing:**

To request a costing quote, please complete and submit the Project Initiation Document (PID). The DaSH team will review your PID and schedule an initial meeting to discuss your project in detail. After the meeting, we will provide you with a comprehensive costing quote.

Please note, that for ACONF Hosting (only) projects that do not require additional services or linkages, cost estimation is not required. This means you can use our hosting platform without incurring any additional costs for projects that meet this criteria.