**Service Evaluation/Audit Permission Requirements   
  
Checklist**

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| **To DO** | **In progress** | **Date** | **Done** |
| 1. Contact [DaSH](mailto:dash@abdn.ac.uk) to discuss your project requirements. | Choose an item. | Click or tap to enter a date. |  |
| 1. Submit a Project Initiation Document (PID) to [DaSH](mailto:dash@abdn.ac.uk). | Choose an item. | Click or tap to enter a date. |  |
| 1. Complete [Information Governance Training](https://bygsystems.net/mrcrsc-lms/). | Choose an item. | Click or tap to enter a date. |  |
| 1. Register locally with the team responsible for service evaluation and audit. For NHS Grampian, contact the [QIAT](mailto:gram.qiat@nhs.scot). | Choose an item. | Click or tap to enter a date. |  |
| 1. Obtain (via [email](mailto:gram.caldicott@nhs.scot)) and complete the NHSG CG application form. | Choose an item. | Click or tap to enter a date. |  |
| 1. Gather all required supporting documentation: |  |  |  |
| * Service Evaluation/Audit registration (i.e. [QIAT](mailto:gram.qiat@nhs.scot)) | Choose an item. | Click or tap to enter a date. |  |
| * Protocol | Choose an item. | Click or tap to enter a date. |  |
| * Data Linkage Plan (created by DaSH after the initial meeting) | Choose an item. | Click or tap to enter a date. |  |
| * Data Specification File (created by DaSH after the initial meeting) | Choose an item. | Click or tap to enter a date. |  |
| * Specific Data Management Plan (created by DaSH after the initial meeting) | Choose an item. | Click or tap to enter a date. |  |
| * Signed and Dated CVs of researchers | Choose an item. | Click or tap to enter a date. |  |
| * Evidence of Information Governance Training | Choose an item. | Click or tap to enter a date. |  |
| 1. Submit the NHSG CG application and supporting documentation via [email](mailto:gram.caldicott@nhs.scot), copying [DaSH](mailto:dash@abdn.ac.uk). | Choose an item. | Click or tap to enter a date. |  |
| 1. Contact [DaSH](mailto:dash@abdn.ac.uk) with final approval documents. | Choose an item. | Click or tap to enter a date. |  |
| **NOTES** | | | |
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