Researcher Access Service: Application Form (read-only)

- This document provides a read-only view of the Application form at the Researcher Access Service
- It is intended to provide information to Researchers ahead of completing the form, to allow them to prepare their answers
- This document was last updated on 25 March 2024

Safe people and organisation: Your details

Field name	Field requirements, help text
First name	Mandatory field, text entry, eDRIS will use this to correspond with you
Last name	Mandatory field, text entry, eDRIS will use this to correspond with you
What is your telephone number?	Mandatory field, UK telephone number required, must be 13 characters, must begin with +447. This is necessary for accessing the Scottish National Safe Haven
What is your role on the project?	Mandatory field, select one from the following options: ○ Approved researcher ○ Approved Researcher (PhD Student) ○ Peer reviewer with access to secure data ○ Peer reviewer with access to cleared outputs only ○ PhD Supervisor requiring Safe Haven access ○ PhD Supervisor not requiring Safe Haven access ○ Principal Investigator
Accredited Researcher Number	Optional field, integer formatted as min. 5 numbers, ie, *30000*. More information on Researcher Accreditation via ons.gov.uk
Please select your approved researcher training	Mandatory field, select one from two options: ○ Safe Researcher Training (Office for National Statistics) ○ Research, GDPR and confidentiality – what you really need to know (Medical Research Council)
When did you complete your approved researcher training certification?	Mandatory field, select date from calendar
Please upload evidence of your approved researcher training	Mandatory field, file upload, accepted file extensions are: doc, docx, pdf, jpeg, jpg
Please select your organisation	Mandatory field, select from dropdown or select 'Other' if your organisation is not listed

Are you the person with operational or day-to-day responsibility for the proposal?	Mandatory field, Y / N

Safe people and organisation: Your Research Team

Add a new researcher

Field	Field requirements, help text
First name	Mandatory field, text entry
Last name	Mandatory field, text entry
Email address	Mandatory field, text entry, must be an institutional email address
What is your telephone number?	Mandatory field, UK telephone number required, must be 13 characters, must begin with +447. This is necessary for accessing the Scottish National Safe Haven
What is your role on the project?	Mandatory field, select from options: ○ Approved researcher ○ Approved Researcher (PhD Student) ○ Peer reviewer with access to secure data ○ Peer reviewer with access to cleared outputs only ○ PhD Supervisor requiring Safe Haven access ○ PhD Supervisor not requiring Safe Haven access
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When did you complete your approved researcher training certification?	Mandatory field, select date from calendar
Organisation	Mandatory field, select from dropdown or select 'Other' if your organisation is not listed
Please select your approved researcher training	○ Safe Researcher Training (Office for National Statistics) ○ Research, GDPR and confidentiality – what you really need to know (Medical Research Council)
When did you complete your approved researcher training certification?	Mandatory field, select date from calendar
Please upload evidence of your approved researcher training	Mandatory field, file upload, accepted file extensions are: doc, docx, pdf, jpeg, jpg

Safe Project: Project details

Field	Field requirements, help text
What is your project title?	Mandatory field, text entry, maximum 255 characters
Describe your project	Mandatory field, text entry, maximum 750 characters Describe your aims, outcomes and research questions. If the project is multi-national, please outline the relevance to Scotland. Where possible, please write in layperson's terms.
Estimated duration **Start date**	Mandatory field, select from calendar How long do you need to access the data for?
End date	Mandatory field, Select from calendar
What are your research questions?	Mandatory field, text entry, maximum 300 characters Describe the main question(s) you want to address.
+ Add another research question	If required
What are your research methods?	Mandatory field, text entry, maximum 750 characters Provide details of the research protocol and methodology (e.g., study design and statistical analyses) and how you intend to use the data.
Please describe how your research project will provide a public good and provide a short description of how your project will produce the listed output.	**Please select all the statements that apply:** o Help the system to better understand the health and care needs of populations o Lead to the identification or improvement of treatments or interventions, or health and care system design, to improve health and care outcomes or experience. o Help to manage the response This to communicable diseases and other risks to public health, such as pandemic planning and research? o Advance understanding of regional and national trends in health and social care needs o Advance understanding of the need for, or effectiveness of, preventative health and care measures for particular populations or conditions such as obesity and diabetes o Better inform those planning health services and programmes, for example, initiatives to improve equity of access, experience and outcomes in the short or long term o Inform decisions about how to effectively allocate and evaluate funding according to health needs

	○ Support knowledge creation or exploratory research (and the innovations and developments that might result from that exploratory work) ○ Advance understanding of the needs of carers supporting family members? ○ Evidence base for public policy decision-making ○ Evidence base for public service delivery ○ Replication, validation or challenge existing research ○ Improve the quality, coverage or presentation of existing statistical information
Statement of public good	Mandatory field, text entry, maximum 750 characters This will feature on the data use register.
Please give details of the ethical approval body and caveats.	Mandatory field, text entry, maximum 750 characters
Please upload supporting documentation for ethics consideration.	File upload
Please give details of the peer review body (e.g. funder) and caveats.	Mandatory field, text entry, maximum 750 characters
Please upload supporting documentation for peer review.	File upload
Please upload supporting documentation for DPIA.	File upload
Lawful basis - Article 6: Personal data	Please select the appropriate Article 6 lawful basis to process personal data: a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose. b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations). d) Vital interests: the processing is necessary to protect someone's life. e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law. f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Lawful basis - Article 9: Special category data	Please select the appropriate Article 9 lawful basis to process personal data: A) Explicit consent. The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject. B) Employment, social security and social protection. (if authorised by law). Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject. C) Vital Interests. Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent. E) Manifestly made public. Processing relates to personal data which are manifestly made public by the data subject. F) Legal claims. Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity. G) Substantial Public interest (with basis in law). Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. H) Health or social care (with basis in law). Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or Condition 2 I) Public Health (with basis in law). Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy. J) Archiving, historical or scientific research or statistics (with basis in law). Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Safe data

Field	Field requirements, help text
Study population	Mandatory field, text entry, maximum 750 characters Provide a detailed description of the criteria (exclusion/inclusion criteria) and datasets that will be used to define your cohort or population of interest.
What data do you need for your study population?	Mandatory field, text entry, maximum 750 characters Describe your population of interest, selecting from the available datasets if known.
Please select the datasets you require for your study population:	Select as many as required from dropdown: • Scottish Morbidity Records (SMR) 00 – Outpatients • Scottish Morbidity Records (SMR) 01 – Inpatients • Scottish Morbidity Records (SMR) 02 – Maternity • Scottish Morbidity Records (SMR) 04 – Mental Health Inpatients • Prescribing • Scottish Morbidity Records (SMR) 06 – Cancer Registry • Accident and Emergency (A&E) • National Records of Scotland (NRS) – Deaths • National Records of Scotland (NRS) – Births
Linked Data	Please select the datasets you require for your linked data. Select as many as required from dropdown: • Scottish Morbidity Records (SMR) 00 – Outpatients • Scottish Morbidity Records (SMR) 01 – Inpatients • Scottish Morbidity Records (SMR) 02 – Maternity • Scottish Morbidity Records (SMR) 04 – Mental Health Inpatients • Prescribing • Scottish Morbidity Records (SMR) 06 – Cancer Registry • Accident and Emergency (A&E) • National Records of Scotland (NRS) – Deaths • National Records of Scotland (NRS) – Births
Please select the variables to be used as linked data for the [selected] dataset.	Select the variables you require for each chosen dataset
Per dataset: Reason for access: Why is this dataset required?	Mandatory field, text entry
Per dataset: Corresponding research question	Mandatory field, select from research questions entered above

Safe setting

Field	Field requirements, help text
Please select the dissemination method you will use to ensure public access to your results.	Select all formats that apply: • Websites • Journals (peer reviewed) • Policy reports • Pre-publication reports • Insight documents to inform policy (internal) • Conference presentations (paper) • Conference presentations (poster)
Please select your audience for outputs and publications	Select all that apply: • General public • Journal subscribers • Policymakers • Scottish Government • National Health Services (NHS) • Research community
Name of the lead funding organisation or body	Select from dropdown list of previous funding orgs, or select Other
Funding end date	Select date from calendar