Guideline number	**Guideline 59.011A**	Version	**1.0**
Title	**Safe Haven Notes for Applicants**		

Overview

The Glasgow Safe Haven provides secure access for research purposes to de-identified health data for NHS Greater Glasgow and Clyde and other Health Boards in the West of Scotland.

Requests for access are through communication with the Glasgow Safe Haven team, completion of the application form and, usually, via subsequent approval by our Local Privacy Advisory Committee (LPAC).

The application form consists of:

Section A: Details about the applicants

Section B: Details about the project and data requirements

Section C: Details about the funding and research ethics

The form is designed to collect enough information for the Safe Haven and the LPAC to make an informed decision regarding the suitability and ethical justification for the re-use of patient data for research purposes, whilst satisfying the requirements of existing data protection legislation, and preserving the privacy of Scottish health system users.

Notes for Safe Haven Project Applications

Principal Applicant Details

Enter the principal applicant, who will take responsibility for the project, and supervise

Proposer Details

Enter the chief investigator details

Other Researchers

Enter the names and email addresses of other researchers who will need access to the project

Note you can add other researchers at a later date

Project Details

A description of the aims and objectives of your research project

Project Title (< 25 words) : Enter a short descriptive title for your project. This will be used to name various project folders

Project Short Name (short identifier 1-3 words) : Enter a suitable short identifier for us to label parts of your project

Project Summary (< 300 words) : Enter a summary of the key questions

Lay Summary (< 100 words) : Enter a summary suitable for the project. Note that with your consent, we may use this summary on the Safe Haven website

Project Aim : What does the data attempt to answer

Project Type : Has implications regarding funding, whether it can be published, the level of ethical approval needed

Proposed Duration : this is the amount of time you expect analyses to take, support is time-limited post-extract, and ongoing follow-up work may be charged at cost

Project Deadlines : deadlines you have for your work, to facilitate Safe Haven planning and feasibility

Data Details

Cohort Build : Describe the broad criteria and inclusion / exclusion criteria required for your cohort, if appropriate

Datasets : List the main datasets you require access to within the Safe Haven

Updates : Will you require data updates and refreshes after the Safe Haven has extracted your data?

Analytics Requirements : Describe the basic statistical methods and software tools you will use to interrogate your Safe Haven data extracts. The Robertson Centre for Bioinformatics may be able to support specialist software

Approval Details

Data Consented : is data you are providing consented or unconsented?

Ethical approval : do you have existing ethical approval for your study

Sponsor : is the NHS Greater Glasgow and Clyde the default sponsor for your project, or do you have a different sponsor

Peer review : has this study been peer reviewed (include documentation)

Funding Details

Funding Type

Commercial: Projects funded by industry and the private sector

Eligible: for guidance on eligible funding bodies see http://www.nhsresearchscotland.org.uk/education-and-funding/funding-for-nhs-research-infrastructure

Non-Eligible: Non-commercial and non-eligible project funding

No Funding: Project has no funding attached

Funding Details: Include any further information about where the project funding derives from

Other Relevant Grants: If you hold other grants that you consider to be relevant, include information here

Proposer Declaration

If the Principal Applicant does not hold an employment contract with NHS Greater Glasgow and Clyde and is not a staff member in an academic department, the application should be supported by a suitably qualified Proposer.

Documentation

Funder Details: Any approval letter or evidence of funding support

Information Governance Evidence: Complete course certificates for all applicants

REC Approval: Supporting evidence of any other REC approvals obtained

Peer Review: Supporting evidence of peer review

Safe Haven Data Deposit

Principal Applicant Details

Contact information for the principal applicant for this data deposit

Data Control Group

Contact information for the department, group, or organisation that holds or controls this dataset

Linked Safe Haven Project Details

Enter any associated Safe Haven project number here

Dataset Details

Enter details of the dataset including:

- Dataset Title : short text title for the dataset
- Data Summary : less than 200 words, describe the dataset
- Start Date : date of first record in the dataset
- Availability Date : date this dataset can be provided for import
- Format : file format such as CSV, SQL database etc
- Size : data volume in TB / GB / MB
- Number Rows : approximate number of rows in main table
- Number of Tables : approximate number of data tables
- Location : where is the data currently hosted
- Technical Contact : email address for best contact for dataset
- CHI Populated : does the dataset link using CHI, or contain CHI numbers
- Exception Handling : what should be done for records Safe Haven cannot link
- Quality Issues : describe any known data quality issues
- Cleaning Required : describe if data requires cleaning and / or transformation
- Documentation : describe any documentation you can provide for the dataset

Approval Details

Data consents : have patients consented for use, or should the data be assumed to be unconsented and for special research purposes

Ethical Approvals : check whether you seek approval for use of the dataset under the Safe Haven's delegated ethical route, or if you have separate REC approval in place

Proposed Tier : check Tier 1 for re-use of large, core NHS datasets such as SMR; check Tier 2 for re-use of smaller, locally derived datasets that would require ongoing consents for each future data linkage project ; check Tier 3 if this dataset is NOT to be made available for re-use

Proposer Declarations

Dataset deposit proposer and the Dataset Group controller or representative should both provide approval; please enter 'Confirmed electronically' to substitute for a signature.

Guideline signatories

Prepared by Signature	Charlie Mayor Date
Approved by Signature	Chloë Cowan Date

Document history

Version	Date	Description
1.0		First Release