**Data access application form**

This form is to be completed by those wishing to access data held by JAG (RCP). The completed from should be returned to [askjag@rcplondon.ac.uk](mailto:askjag@rcplondon.ac.uk).

This form should be viewed alongside the JAG data access application process document. Please complete the following fields. All fields must be completed for the application to be considered.

Please note that currently applications are not being accepted if related to commercial activity. This will be defined by the JAG research committee.

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| --- | --- |
| **Proposal information** | |
| **Question** | **Response** |
| Title of research project |  |
| Primary research question |  |
| Name of lead investigator (LI) |  |
| Lead investigator e-mail address |  |
| Name of co-investigators  (note we encourage collaborative research) |  |
| Name of individual(s)/ group(s) who will complete analysis of data  (Demonstrable statistical expertise is required) |  |
| Name of link person via JAG  It is strongly recommended to have someone from database team involved in the project as the datasets are large and complex. |  |
| Estimated start date of project |  |
| Estimated completion date of project |  |
| Project timeline  (please provide major milestones) |  |
| Expected sample size |  |
| Funding\*  [Note all applicants will need to fund data extraction costs £400-£25,000] | Not required  Application being developed  Application submitted / funded |
| Funder |  |
| Date of ethics approval  (or not yet applied / or N/A) |  |
| NREC Number |  |
| Research domain(s) | Quality  Training  Performance metrics  Pharmacology  Safety  Cancer  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How would you categorise the project? | Research  Audit  Health service evaluation  Service development |
| Has STROBE or other tool been used to structure study (please include)? | Yes  No |
| Has study undergone quality peer review?  If so, please provide a copy of the report | Yes  No |
| Access to which dataset required? | National endoscopy database  JETS  JAG accreditation  GRS census  Unit information census |
| Please list data items you would like?  (if not known, please leave blank) |  |
| What methodology will be used to analyse data? |  |
| Publication policy  (JAG will sign off outputs prior to publication) |  |
| Authorship and acknowledgments policy  (explicit acknowledgement of JAG is mandatory) |  |
| Will publications/ outputs be open access?  [we strongly encourage publication in open access journals] | Yes  No |
| Summary of how project benefits patients |  |
| Please provide a structured 1-2 page project outline  [Please also include the full protocol where available] | |
|  | |
| Please provide a short 100 word lay summary that describes the main aims and expected outputs of the project in words understandable to the public which will be published on the JAG website if the project is accepted | |
|  | |

**Please note** that intellectual property rights of the data will remain as part of the RCP.

\*The fee to access data will be based on costs associated with the provision of data. This will be determined based on the application. Costs will be agreed prior to release of data.

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| **Data access information**  [Note legal gateway not required for anonymous / pseudo-anonymised samples which encompasses all JAG datasets]  Please tick to indicate you have met the areas listed below. | |
| INFORMATION GOVERNANCE MANAGEMENT  I certify that the individual(s) who will process the data is a/are bona fide worker(s) at the applicant’s organisation |  |
| I certify that the individual(s) (including permanent, temporary and locums) who is/ will process the data has/have been subject to personnel background checks and their employment contracts include compliance with organisational information governance standards. |  |
| I certify that information governance awareness and mandatory training procedures are in place and the individual(s) who is/ will process the data is/are appropriately trained. |  |
| I certify that the data can be entrusted to the organisation, in the knowledge that the individual(s) processing the data will conscientiously discharge his/her/their obligations, including with regard to confidentiality of the data. |  |
| CONFIDENTIALITY AND DATA PROTECTION  ICO registration |  |
| Territory of processing (UK / EEA / Other) |  |
| OUTSOURCING  Please confirm no data processing will be outsourced beyond the research team detailed above |  |

**Lead investigators signature**

|  |  |
| --- | --- |
| Name |  |
| Signature |  |

Once signed the above, please check you have completed all sections of the form and send to [askjag@rcplondon.ac.uk](mailto:askjag@rcplondon.ac.uk).

**JAG research committee section**

This section is to be completed by the JAG research committee.

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| --- | --- |
| Is this appropriate for review by JAG research committee? |  |
| Is the study in a JAG research priority area?  If yes, is the methodology appropriate to answer the study question? |  |
| Has study undergone quality peer review? Any issues? |  |
| Impact: JAG   * Might the data be used inappropriately or risk JAG reputation with patients of contributors to JAG databases? * Are datasets which might lead to small sample sizes (five individuals or less) being requested: risk of identification |  |
| Impact: Data   * Is JAG data required – could it be accessed elsewhere? * What data is required? * From which dataset this data best sourced? * Is data release approval required? |  |
| Impact: JAG / RCP admin   * What will the JAG / RCP admin team be required to do? * Estimate of workload – large, medium, small * Estimate of funding required: Ensure research team aware of this at early stage |  |
| Do any of the applicants have outstanding requirements from previous JAG applications/projects? |  |
| Comments |  |

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| **JAG research committee decision** | | |
| Approved | Not approved | Further information requested |
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Date of decision\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_