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| Internal Use only |
| DRF is: |  |
| Reference No: |  |
| Date Received: |  |
| Version No: |  |

 **PIONEER DATA REQUEST FORM**

Please use lay language where possible. For any assistance contact PIONEER@uhb.nhs.uk.

**SECTION A: THE PROJECT**

|  |  |
| --- | --- |
| **A1: Project Title**  | *(200 characters)* |
|  |  |
| **A2: Aim(s) of your project** | *(up to 200 words)* |
|  |  |
| **A3: Background and scientific rationale of the proposed project** | *(up to 300 words)* |
|  |  |
| **A4: Lay summary**A lay summary of your project in plain English, stating the aims, scientific rationale, and a broad description of the data required the project duration and likely public health or patient benefit. Please note, this will be published on the PIONEER website.  | *(up to 500 words)*  |
|  |  |
| **A5: Patient and public involvement** Please describe how patients and the public have been and will be actively involved in your project and whether you would like PIONEER to support discussions with patients or members of the public. Please note, patient and public involvement is considered best practice in all data projects. | *(up to 300 words)*  |
|  |  |
| **A6: How will access to PIONEER data help your project?** | *(up to 300 words)* |
|  |  |
| **A7: What type of dataset and data fields is required?** Please state if this is based on a metadata catalogue descriptor, or if a bespoke data specification is attached to this application. Please state if you require synthetic or real patient data. Please note, exact data fields are required for contracting purposes.  | *(up to 100 words)*Click here to enter text. |
|  |  |
| **A8: What is the expected value of this project to patients and the NHS?** (Considering the public interest requirement) | *(up to 300 words)* |
|  |  |  |
| **A9: Please provide up to 6 keywords which best summarise your proposed project.**  | **1.** **2.** **3.**  | **4.** **5.** **6.**  |
|  |  |
| **A10: What is the estimated duration of the project, in months?** Please note, data will be archived at the end of the project by PIONEER and removed from the TRE. |  |
|  |  |
| **A11: How will results be shared / disseminated?** Note: As a requirement of using PIONEER data, a lay summary of findings is required. Please provide details of all expected outputs (for example, conference abstracts, academic papers, external reports, policy documents, internal reports, business cases). | *(up to 300 words)* |

**SECTION B: THE DATA, SETTING AND ANALYSES**

|  |  |  |
| --- | --- | --- |
| **B1: Level of data access requirement** |  |  |
| 1. Do you wish to commission PIONEER to conduct analysis for you, minimising your direct exposure to the data?
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Can you undertake the planned project using aggregate data only?
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Do you wish to request access to anonymised individual patient-level data?
 | [ ] [ ]  | YesNo |
| **B2: Data Environment:**  |  |  |
| 1. Will you access the data solely within a PIONEER Trusted Research Environment (TRE)?
 | [ ] [ ] [ ]  | YesNo – I will require a transfer **(B3 – egress)** |
|  |  |
| If so, please list which tools you would like to access for data analysis. Please note: your exact requirements will need to be discussed with the PIONEER team. | SPSS, R and Microsoft Excel |
|  |  |  |
| **B3: Data environment: Egress** |  |  |
| 1. Will you require a transfer of anonymised data to an alternative secure environment in order to achieve the project aims?
 | [ ] [ ]  | YesNo |
| If yes, then |  |
| 1. What are the reasons that this transfer is required?

*Nb. Data transfer will require proof of the security of the environment against national / international standards*. |  |
|  |  |
| 1. Which legal entity(s) will be receiving the data? *Nb. Sub-licencing is subject to approval from the provider.*
 |   |
| ***Data Security Standards***PIONEER may not transfer data where these criteria are not met. All sub licencing must also meet these criteria.Please request help from our team if you are unsure – PIONEER@uhb.nhs.uk |
| 1. Are the standards of transfer ISO27000 series compliant?
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Does the alternative Data Environment satisfy all requirements of:
 |  |  |
| * 1. ISO27001
 | [ ] [ ]  | YesNo |
|  |  |  |
| * 1. NHS Data Security and Protection Toolkit
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Have all researchers received adequate training in the use, care, protection and handling of Personal Data that enables them and the Recipient to comply with their responsibilities under the Data Protection Legislation?[[1]](#footnote-1) Please define what training has been received.
 | [ ] [ ]  | YesNoClick here to enter text. |
|  |  |  |
| **B4: Statistical analysis** |  |  |
| 1. What forms of statistical analysis are planned?
 | (up to 300 words) |
|  |  |
| 1. How do you intend that data will be presented in the published or shared output? (For example, summary statistics)
 | (up to 100 words) |
|  |  |
| 1. PIONEER expects outputs to adhere to small number suppression, where any cell counts of < 5 are suppressed. Please indicate you will adhere to this[[2]](#footnote-2).
 | [ ] [ ]  | YesNo |  |
|  |  |  |
| **B5: Machine learning** |  |  |
| 1. Will the data be subject to any machine learning (ML) techniques?
 | [ ] [ ]  | YesNo |
|  |  |  |
| If yes, please specify the type of ML technique(s) | Click here to enter text. |
| 1. is the PIONEER data for:
 |  |  |
| 1. Algorithm generation and training
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Internal validation
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. External validation
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Other – please specify
 |   |
|  |  |  |
| **B6: Ethical approvals and governance** |  |  |
| 1. Do you seek for your project to be approved under the generic favourable ethical opinion of the PIONEER Research Database?
 | [ ] [ ]  | YesNo |
|  |  |  |
| 1. Do you seek for your data access request to be considered under your own pre-existing ethical approval?

(Please attach all relevant documents). | [ ] [ ]  | YesNo |

|  |  |  |
| --- | --- | --- |
| **B7: Cost Model** |  |  |
| PIONEER operates a cost recovery model for all data requests. Has a cost model been agreed for this data request? | [ ] [ ]  | YesNo |
|  |  |  |

**If not, please contact the PIONEER team at** **PIONEER@uhb.nhs.uk** **to discuss further.**

 **SECTION C: THE APPLICANT**

**C1: Lead Applicant** (Must be a substantive member of staff at lead organisation)

|  |  |
| --- | --- |
| 1. Name
 |  |
| 1. Email address
 |  |
| 1. Current position
 |  |
| 1. Organisation
 |  |
| 1. Substantive/Primary Employer
 |  |
| 1. Specific role(s) in the project
 |  |
|   |  |
| **C2: Lead applicant’s expertise relevant to this project:** |  |
| Relevant publications (up to 5) |   |
| Other relevant outputs |   |
|  |  |
| **C3: Sponsoring / Lead organisation** |  |
| 1. Name
 |  |
| 1. Legal name (if different; to appear on any legal documents)
 |  |
| 1. Sector
 |  |
| 1. Size of organisation
 |  |
|  |  |
| **C4: Co-applicants including students** |  |
| 1. Name
 | Click here to enter text. |
| 1. Current position
 | Click here to enter text. |
| 1. Their organisations
 | Click here to enter text. |
|  |  |
| **C5: Other significant project team members** |  |
| 1. Name
 |  |
| 1. Current position
 |  |
| 1. Their organisation
 |  |
| 1. Specific role(s) in the project
 |  |
|  |  |
| **C6: Contracts Lead in organisation** |  |
| 1. Name
 |  |
| 1. Email address
 |  |
| 1. Preferred telephone contact number
 |  |

**SECTION D: CHECKLIST**

|  |
| --- |
| **Please confirm the attachments included with this Data Request Form:** |
| Your exact data specification (please discuss with us if you are unsure) | [ ]  | Yes - attached |
| Your protocol and proof of ethical approvals, if seeking to use own ethical approvals | [ ] [ ]  | Yes – attachedNo – I am seeking to use PIONEER’s ethical approval. |
| Evidence of Minimum Training Requirements (outlined in Appendix 1). | [ ]  | Yes - attached |

 **Appendix 1:** Minimum Training Requirements for access to PIONEER data\*:

1. Read:
	1. The National Data Guardian (NDG) Standards for Healthcare data: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/823491/NDG_progress_report_2018-19_v1.0_FINAL__002_.pdf>
	2. The Data Security Standard Overall Guide - (DSP) Toolkit: <https://www.dsptoolkit.nhs.uk/help/attachment/24>
	3. The NDG review: Review of Data Security, Consent and Opt-Out assets: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/535024/data-security-review.PDF>
2. Provide a valid certificate of completion of the following training:
	1. **Data Security and Awareness Level 1 Training**:

Certificate from e-Learning for Healthcare: <https://www.e-lfh.org.uk/programmes/data-security-awareness/>, or local training certificate (e.g. Moodle)

**AND**

* 1. **Additional training from one of the following**:
		1. MRC’s Research, GDPR and confidentiality – what you really need to know. (We will accept a certificate of completion for the accompanying quiz accessible here <https://byglearning.co.uk/mrcrsc-lms/course/index.php?categoryid=1>;)
		2. Safe User of Research data Environments (SURE) Training course – run by ONS, the UK data service, and the Administrative Data Research Network.

Please note that your training certificate must not be older than 12 months at the time of your data request via this DRF.

1. Provide your signed and dated CV, including the following: Full name, present employment, qualifications, professional registration (where applicable), previous employment (last 6 years), research experience and research specific training (where relevant), publications.

**Please note:**

* + 1. If the project requires use of synthetic data only, only a signed copy of the Lead Researcher’s CV is needed.
		2. Synthetic data will still require a Data Licensing Agreement.
1. See Appendix 1 for minimum training requirements [↑](#footnote-ref-1)
2. PIONEER reserves the right to audit the outputs for adherence to small cell suppression [↑](#footnote-ref-2)