ADP Application Form Guidance Notes

Before you can complete this form, you must have completed the Project Scoping form. This will have been developed with a member of the ADP analyst team. The application process cannot begin until this initial phase has been completed.

*The Project Scoping form is a form that will be completed by the ADP team. This will be based on the agreements between you and ADP on what support is needed from the platform. The form will be sent to you for you to sign and will need to be included with your ADP Application Form.*

Please provide the Project Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This number will be provided on the Project Scoping form.*

**Contact Details of the Project Lead**

*Please provide the key contact details of the person that will be leading the project.*

**Contact Details of the Lead Contact from the other organisation(s)**

*Please provide the key contact details of the person(s) who is (are) leading the project from other organisations. Only one contact from each organisation is required here. Individual analysts who will access the data do not need to be listed here.*

**Full Project Title**

*Please provide a title that gives a reasonable idea of what the project will be about.*

**Funding Details**

*Please give the name of the organisation that is providing funding for the project and the total funding for the project that you have been given.*

**Project Aims and Anticipated Outcomes**

*Please provide the details of what the project aims to achieve; to quantify x in relation to y, to study the relationships between x and y, to explore and characterise etc. These details should include an indication of the sample group to be used; all children, children over 12yrs etc. This should be written clearly and concisely so that the purpose of the project and what it aims to achieve is evident. A project protocol will need to be provided however the application must stand on its own and reference to the protocol should not be necessary. The protocol will be used to provide further, more detailed information only.*

**Lay Summary of Project**

*Please provide a summary of the project in* ***language suitable for non-experts in the field****. This will need to cover the rationale, the aims, the datasets required (e.g. using the school survey records), what the project hopes to achieve and how the findings will be used to inform further research, healthcare development or policy. Please explain any abbreviations and technical terminology that may be used so that this summary can be understood by the average lay person.*

**Public Engagement Strategy Summary (if there is none, please explain why)**

*This section should include who you plan to engage with and how and when you intend to engage with those groups.*

**Prospective Project Start Date** *(dd/mm/yy)*

*Please provide the date that the project would ideally start working with the ADP, subject to obtaining RGRP approval. If the project is planned to start as soon as RGRP approval is obtained, please state ‘upon approval’ instead of a specific date.*

**Anticipated Project End Date**

*Please provide the anticipated date of the completion of the project, subject to obtaining RGRP approval. This can be an exact date or an amount of elapsed time following approval.*

***If access to the data is required beyond this date, you will need to submit an application to the RGRP for an extension. With this in mind, please ensure that the end date allows plenty of time to complete all project activities.*** *This includes preparing and submitting publications. Applicants must bear in mind that there can be unexpected circumstances; complexities in the analysis, delays in bringing in external datasets etc. Please note that the end date need not match the funding end date if applicants expect to be working on publications beyond this date.*

**Please use this section to outline the permissions you have obtained or that are being sought.**

**Research Ethics**

*If the study is using only anonymised ADP/SAIL data then generally ethical approval is not required. If the study is collecting additional data that is identifiable, it will require ethical approval and informed consent. A blank copy of the consent form will need to be provided to ensure that it covers data linkage.*

**Independent Peer Review**

*The funder or commissioner will usually require peer review. If a study is not funded then it may not have had a peer review.*

**Permission from data-holding organisation to use their datasets**

*If the study is using only ADP/SAIL data then this is often not required. There may, however, be a requirement for permission with certain restricted datasets e.g. DCELLS (the education data). If the study will bring in any additional datasets, appropriate documentation will need to be provided.*

*If the study uses any of the core restricted datasets, please mark ‘being sought’. A separate application outside of RGRP will not be needed. The ADP will make any requests on behalf of the applicant.*

*If in any of the above sections the applicant has stated ‘not required’, the reasons must be specified.*

**Please use this section to select the datasets and the information within them to which you are requesting access. Please also indicate the time period, geographic area and demographic criteria you require.**

*Please list the following:*

**Dataset**

*Please provide the appropriate information of the datasets within the ADP. To avoid confusion, please use the name of the datasets provided to you during the feasibility review with the ADP team.*

**Information**

*Please provide the details on the information required from each dataset. For example, diagnosis, prescribed medications, hospital attendance, age in years etc. Specific variables do not need to be listed here, only the kind of information needed. There are, however, some variables deemed sensitive (RALF – Residential Anonymous Linking Field - and LSOA code) that will not be included as standard so these variables will need to be specified with explicit justification stated. For the LSOA code, please state whether the actual code is required or whether an encrypted code is sufficient.*

**Time Period**

*Please state the start and end dates of the data required. For example, all antidepressant prescriptions issued between 01/01/2000 to 31/12/2009 etc.*

Geographic Area

*Please provide details about the geographic area you require in your data extract. For example, all admissions to Betsi Cadwaladr hospitals, individuals that live in London LSOA’s etc.*

**Demographic Criteria**

*Please provide details of the individuals that are required in the data extract. For example, boys aged between 14 and 18 at time of first hospital admission etc. If a control group or population data for comparison is required in addition to the primary individuals of interest to the study, this should be stated clearly here.*

**Do you require SAIL data?**

*The ADP can provide access to SAIL data in addition to data held in the platform. Please indicate whether SAIL data will be required to complete a project.*

**Will you be providing any other dataset(s) to be incorporated into the ADP?**

*Please indicate if you wish to link your own datasets to the data available within the ADP. List the name, the type of data and the source.*

**Do you consent for the data to be kept within the ADP once the project is completed?**

*If data has been brought into the platform, it will need to be specified at this point whether the data will need to be destroyed after the project ends.*

**Please use this section to outline the outcome of your project once completed.**

**Outline of Analysis Plan (please include anticipated outcomes)**

*Please provide a clear and concise plan of analysis is planned, on what data, and how this will be done, with the anticipated outcomes. For example, counts of people by gender who have suffered from a certain condition, chi square statistics on the difference between group A and B depending on exposure to X, a measure of the correlation between variables Y and Z, a description of a phenomenon for the sample group etc.*

**Are the results/methods developed likely to have other potential applications?**

*Research findings can often be generalised. Methods can be reused in other situations. Consideration must be made here on how the study could be reused or extended. The answer to this question is almost never ‘no’.*

**Plans for Publishing the Results of the Project**

*Please provide details about how the results of the research will be shared. This can include conferences, peer-reviewed journals and reports to a health board or funder.*

**Any potential sensitive issues to be taken into account when publicising findings?**

*It is important in this section that any significant risks to personal identity are clearly stated here as well as the measures planned to minimise these risks.* ***All secondary use of anonymised data for research is potentially sensitive, so it is not appropriate to state that there will be no sensitive issues for a project.*** *If an applicant thinks that there are no* ***particularly*** *sensitive issues in the proposed research, a general statement should be made to emphasise that care will be taken to follow the ADP policy and avoid disclosive results as well as a statement to explaining the reasoning of why the project is considered low risk.*

*Some examples of sensitive issues that may want to be addressed:*

* *The project looks at a rare condition and may result in small numbers in the results.*
* *The project uses low-level geographic information or wants to show results on a map.*
* *The project is studying a sensitive topic or population, increasing the consequences of any potential disclosure.*
* *The project could potentially be misconstrued as performance managing health care providers (e.g. league tabling hospital performance).*

*Some examples of measures that can be taken to mitigate these sensitive issues:*

* *Only reporting results at a more highly aggregated level (e.g. UK wide).*
* *Reporting results in a way that has less potential for disclosure (e.g. regression results are safer than frequency tablets with small numbers).*
* *Not identifying individual hospitals.*
* *Taking care to follow the ADP policy for outputs.*