



CLOSER-UK LLC webinar: Application Process

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Application Process Overview



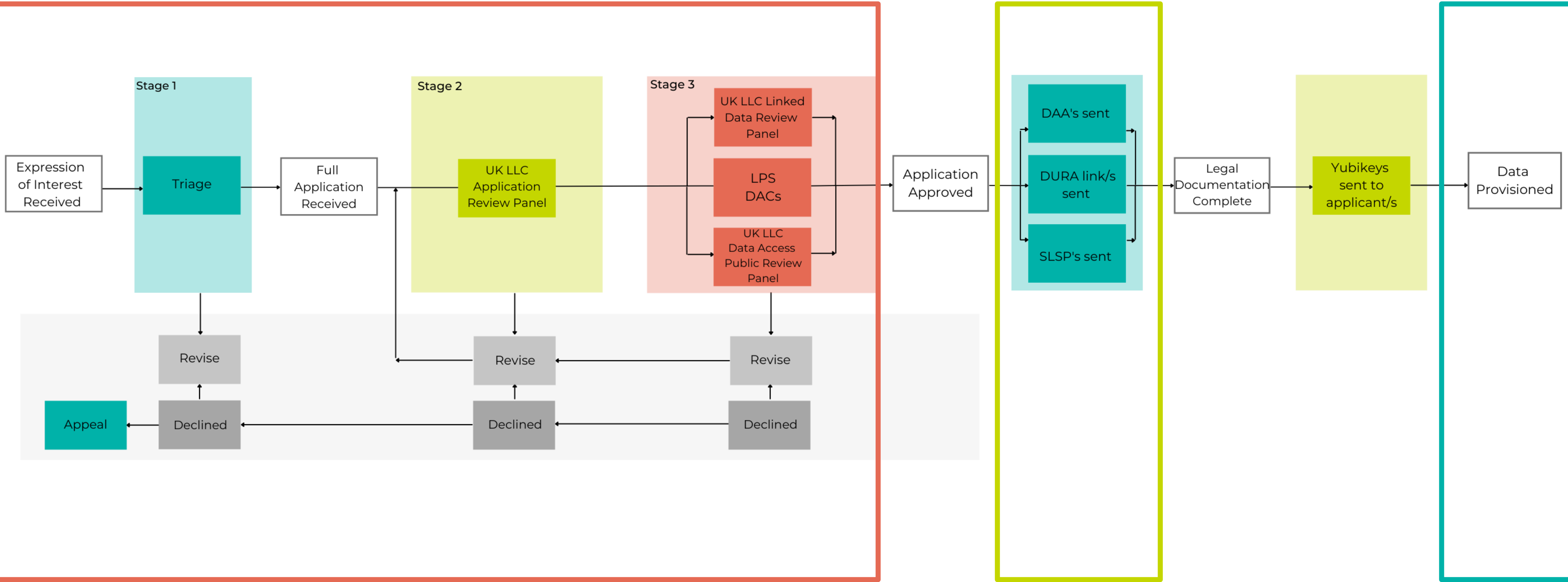
Stela
Application Process

Sammy
Data Request

Kirsteen
Data Access Public Review Panel

Jacqui
Data User Responsibility Agreement (DURA) and Data Access Agreement (DAA)

Rich
Data provision



Expression of interest

Submit your Expression of Interest (Eoi) through the HDRUK Innovation Gateway:

UK Longitudinal Linkage Collaboration (UK LLC)
(healthdatagateway.org)

- You need to register

The screenshot displays the Health Data Research Innovation Gateway interface. The top navigation bar includes 'Explore', 'Help', 'Usage Data', 'About Us', 'News', and 'Community'. The main content area features the UK Longitudinal Linkage Collaboration (UK LLC) dataset page, which is currently 'Not rated'. The dataset is categorized as 'Dataset' and includes various topics such as Covid-19, Socio-Economic, Physical Measures, Mental Health, and Self-reported disease and medication data. A 'How to request access' button is visible. A modal window titled 'Data access requests' is overlaid on the page, containing the following text: 'This data custodian has not yet adopted the Gateway's Five Safes Application Form. Please contact the custodian using the 'Make an enquiry' messaging function and they will contact you directly to discuss your requirements and guide you through their Data Access Request process.' A 'Make an enquiry' button is located at the bottom right of the modal window.

Expression of interest : questions



**On-screen
confirmation of
your submission!**

Name:

Organisation:

Email:

Project title:

Research aim or question:

Datasets of interest:

Are there other datasets you would like to link with the ones listed above?:

Name or description of the linked datasets:

Do you know which parts of the dataset you are interested in?:

Parts of the dataset interested in:

Funding:

Potential research benefits:

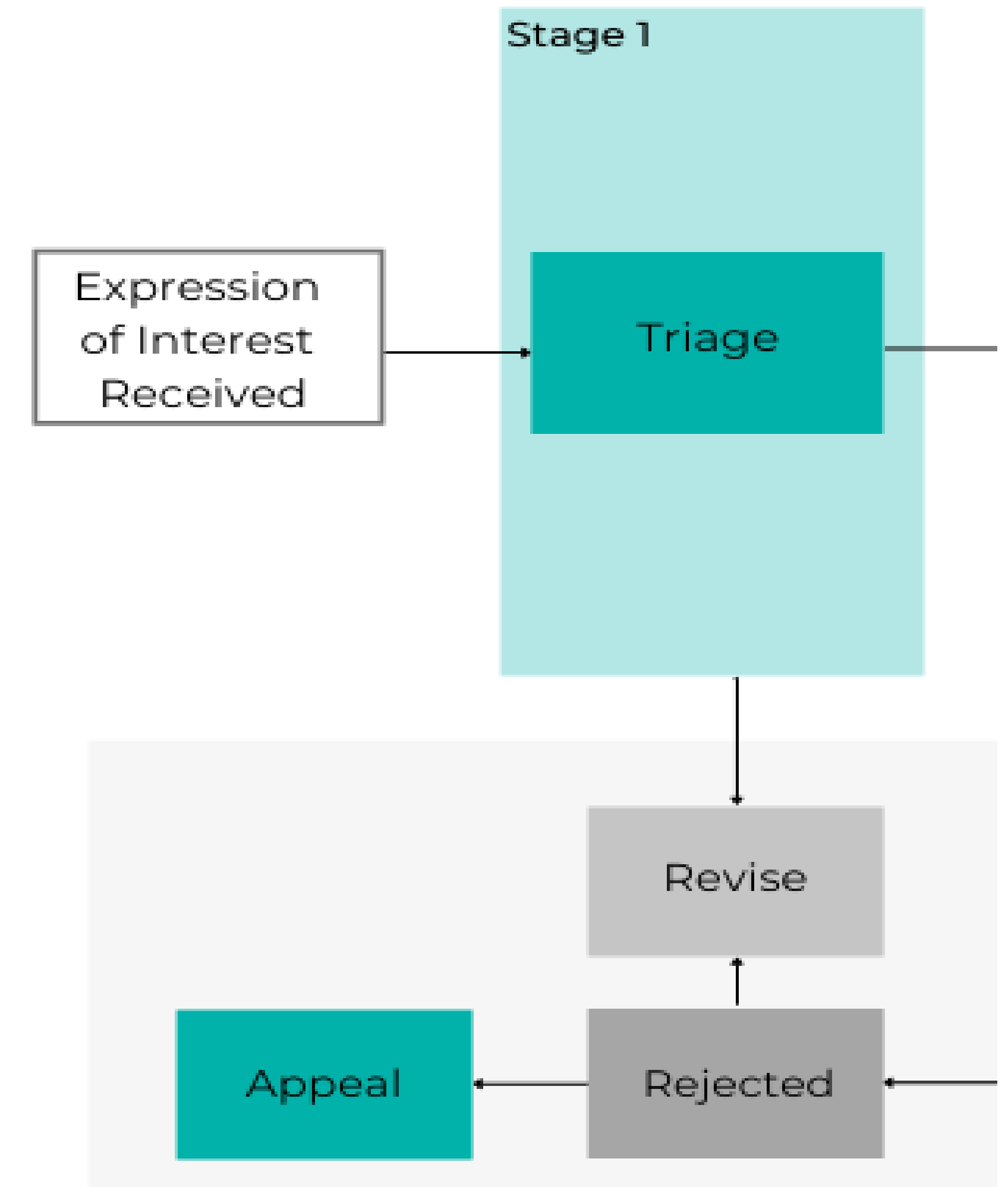
Expression of interest : review

- COVID related
- UK-based
- Scientifically sound
- Data available

Meetings are offered at this point.

Expected turnaround: 1 week

If successful, you'll be invited to submit full application.



Full application

SharePoint site: [Resources for Researchers](#)

The screenshot shows a SharePoint site interface on the left and an Adobe Acrobat Reader window on the right. The SharePoint site is titled 'University of BRISTOL' and 'SharePoint'. It displays a list of documents and folders under the 'General' folder. The document 'READ_ME_FIRST_V1.1.pdf' is highlighted with a yellow box. The Adobe Acrobat Reader window shows the content of the PDF, which is a letter addressed to researchers, welcoming them to the 'Resources for Researchers' SharePoint Channel and listing subfolders under the 'Application Process' folder.

Documents > General

Name	Modified
1. Application Process	January 24
2. Accessing the TRE	January 24
3. Amendments	March 2
4. Supplementary Materials for Publications	4 days ago
Workshops	4 days ago
Data Access and Acceptable Use Policy.pdf	March 8
READ_ME_FIRST_V1.1.pdf	March 18

Dear Researcher,

Welcome to the “Resources for Researchers” SharePoint Channel.

Under the “**Application Process**” folder you will find the following subfolders:

- 1. Application Form**

This folder contains a current version of the “Application Form” and the “Application Form User Guide”, explaining how to complete the form.

You will also find two further User Guides: “CV User Guide” and “Writing a Lay Summary User Guide”. Please consult these when preparing your CV and writing the lay summary for your application.

- 2. Data Request Forms**

Full Application : documents



University of BRISTOL SharePoint Search this library

LR grp-UK University of BRISTOL SharePoint Search this library

Home Conversations Documents Shared with us Notebook Pages O365 Support Site contents Recycle bin Return to classic ShareP

+ New Upload Edit in grid view Share Copy link Sync Download All Documents

Documents > General > 1. Application Process > 1. Application Form

Name	Modified	Modified By
UKLLC_Application_Form_User_Guide_V4.pdf	March 18	Stela Mclachlan
UKLLC_Application_Form_V4.docx	March 18	Stela Mclachlan
UKLLC_CV_UserGuide_V1.1.pdf	March 18	Stela Mclachlan
UKLLC_Writing a Lay Summary_V2.pdf	5 days ago	Stela Mclachlan
UKLLC_Writing a Public Involvement Strate...	5 days ago	Stela Mclachlan

Full Application : documents

Application Form / User Guide

Based on 'five safes'.

Safe people

- UK-based / ONS approved researchers
- **Except main applicant, only people accessing the data!**
- PhD students can be main applicant as long as supervisor also accessing the data

Safe projects

- Public benefit
- Ethical approval
(NCS, UK LLC or own)

Safe data

- Justification for use

Safe settings

- Your institutions' Information Security certification

Safe outputs

- Dissemination plans

- **ISO27001 certification**
- or
- **NHS Digital DSPT reference number**
- or
- **System Level Security Policy (SLSP)**

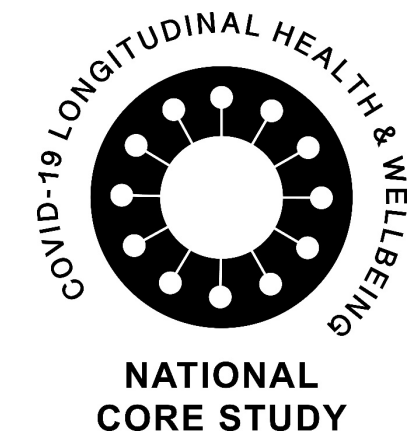
UK LLC project application guidance

Application Form field	Guideline to complete it
Application reference:	<i>Assigned reference number.</i>
New project application?	<i>Yes/No. If no, specify.</i> <i>The application could be a new application, an extension, a renewal or amendment. For extensions or amendments, you must highlight the specific information within this form that has been updated, provide an original application number and approval date, any subsequent amendment approval dates and a summary of changes and rationale for the change to your original application in order for the request to be processed.</i>
Does this project require expedited review e.g. in response to a specific urgent request from UK Government? If so provide detail.	<i>Yes/No. If yes, please provide detail here.</i>

People

1. Main Applicant		
1.1	Name:	<i>Full name.</i>
1.2	Job title:	<i>Job title is the name of the position the applicant holds within their organisation.</i> <i>If student, we ask that your supervisor also be named as another applicant with access to the TRE in order to supervise effectively.</i>
1.3	ORCID ID:	<i>Applicant's ORCID ID, if available.</i> <i>ORCID provides a persistent digital identifier (an ORCID ID) that you own and control, and that distinguishes you from every other researcher. You can create an ORCID profile at https://orcid.org/.</i>
1.4	email:	<i>Applicant's institutional email.</i>
1.5	Organisation:	<i>Please give the full name of the organisation on whose behalf you are making the application or within which you work in your professional capacity as an applicant. This should include a parent organisation, and sub-division or department if appropriate (for example The University of Edinburgh, School of Informatics).</i>
1.6	Organisation type:	<i>Please specify the type of organisation, unique purpose or role of the organisation.</i> <ul style="list-style-type: none"> • Academic institution • National body • Healthcare provider • Healthcare commissioner • Commercial body • Local authority • Other (please specify)

Full Application : documents



CV User Guide

There is no prescribed format but we need to see these sections included.

Document Purpose: User Guide to CV Requirements

The below are sections The UK LLC would like to see included in researcher's CVs.

Personal Information:

Name, pronouns.

Education:

Please list degrees in reverse chronological order, and include honours classification where available.

Skills:

Please list skills relating to data management, data analysis and use of statistical software, e.g., SPSS and Python.

Courses:

Please list courses relating to data analysis, specific statistical methods and/or use of statistical software.

Publications:

Please limit list of publications to small selected list (e.g., newest, first-author, highlighted research or similar).

Full Application : review



Stage 2

- **UK LLC Application Review**

Review based on 'five safes'

Iterative process

Expected turnaround: 2 weeks

Stage 3

Everyone

- **UK LLC Data Access Public Review**

- **Longitudinal Population Studies Data Access Committees**

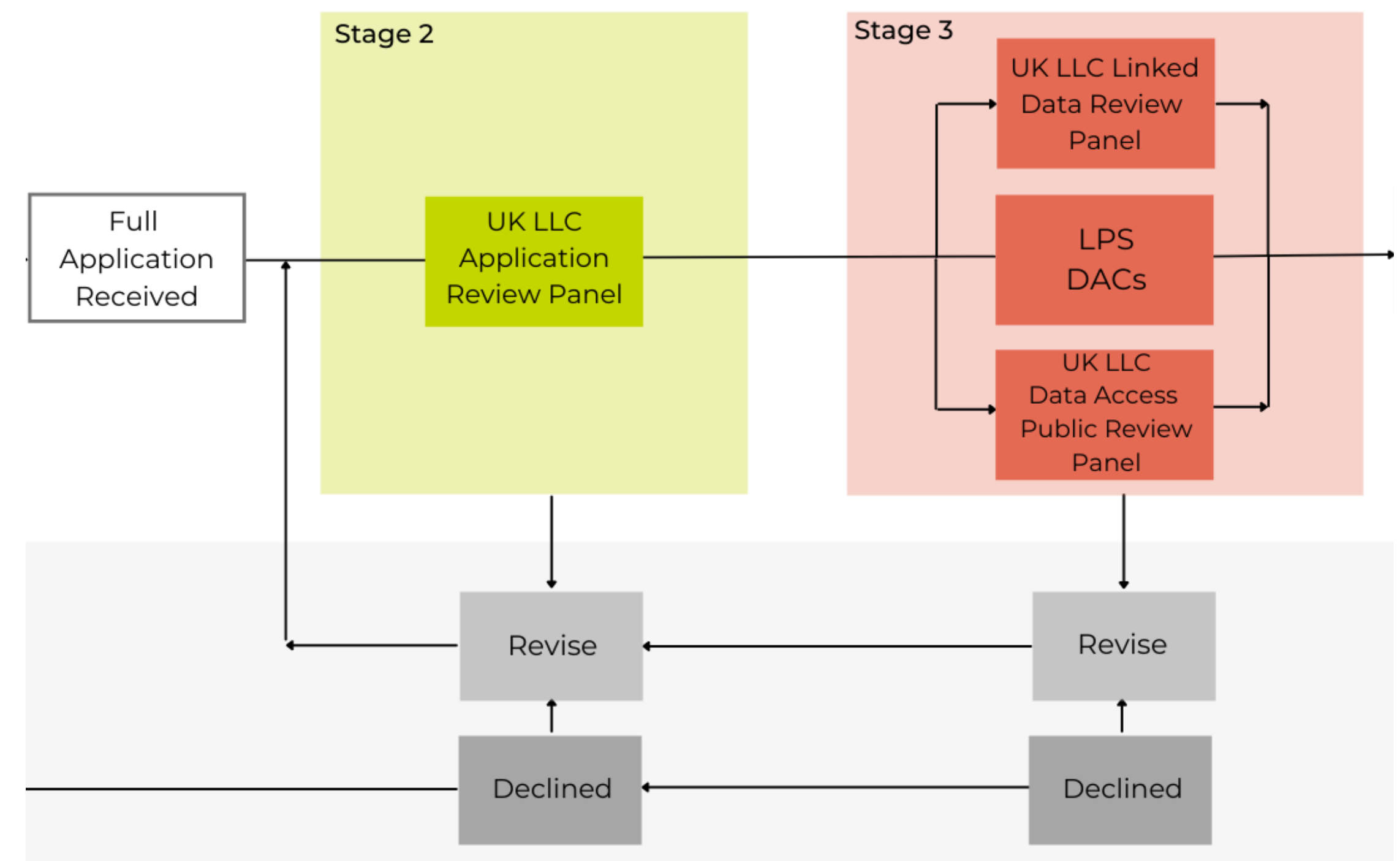
Against their standard criteria

Those requesting linked data

- **UK LLC Linked Data Review**

Review based on NHS Digital requirements at the moment

Expected turnaround: 4 weeks



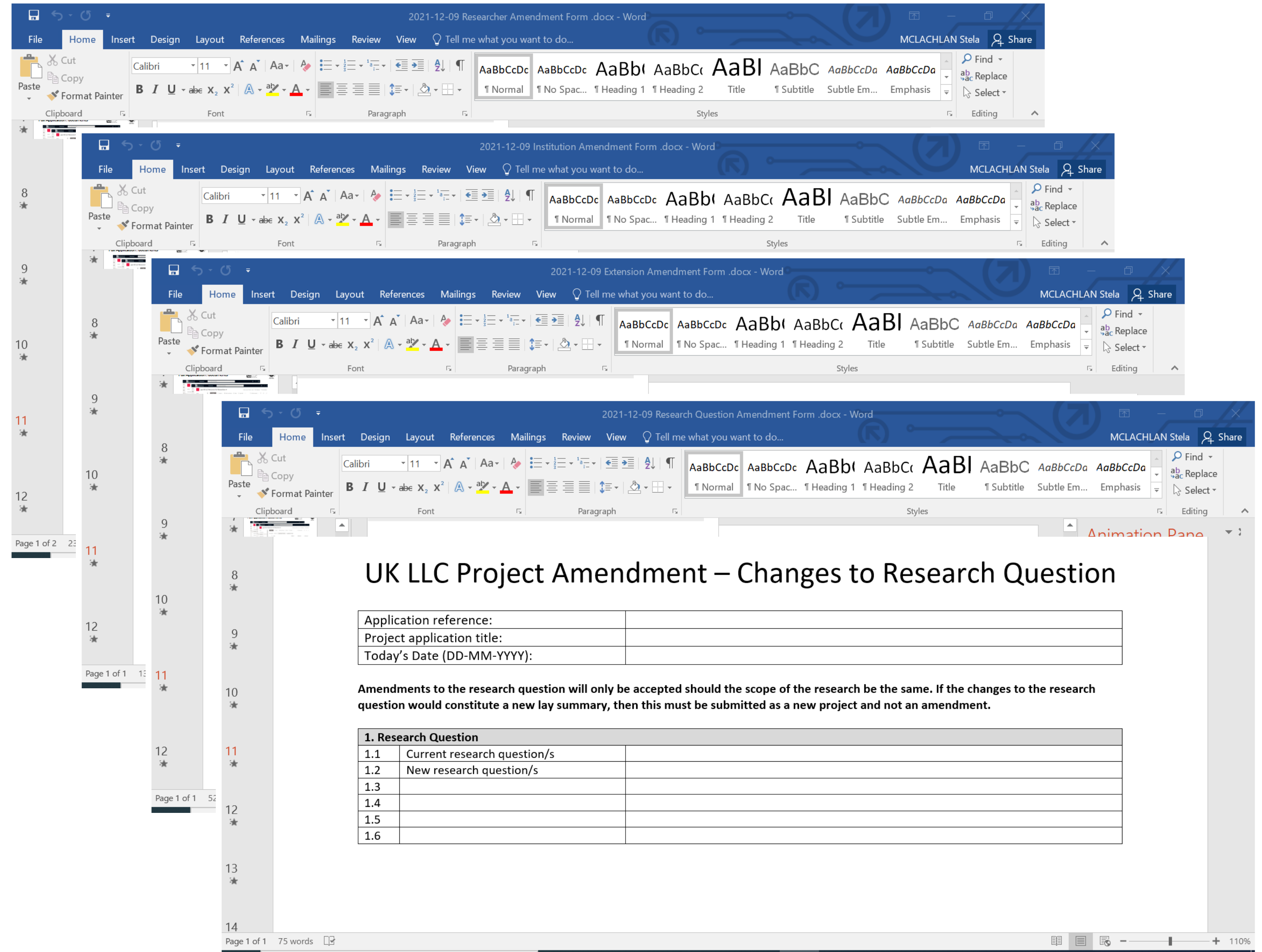
If successful, we'll move to contracts

Amendments

You can request changes!

Changes need approval, and it depends on the type of change you are requesting...

...but most reviewed and approved by Applications Team.



Benefits of applying to UK LLC



A Single Application



Data from 20+ longitudinal population studies

Study data linked to NHS Digital plus more to come

> 200,000 linked records, updated monthly

Consistent application and review process

Fast turnaround time from submitting an application to decision



Get in touch!

access@ukllc.ac.uk

