Summary

Application

Project Number:

Principal Investigator:

Project Title

Date Submitted

What is the purpose of this application?

Project Duration

Specify the anticipated project duration. This period should cover all aspects e.g data collection, linkage, extraction, analysis, and publication.

Anticipated Start Date:

Anticipated Finish Date:

Are there any critical timeframes associated with your research project, including for data provision? Please specify (e.g. funding arrangements, PhD candidature timeframes).

Project Summary

Provide a detailed and concise description of your project in plain language

Project Outline

Provide a detailed outline of your project.

Background:

Aims:

Design:

Methodology:

Data Flow:

Analysis:

Responsible Organisation

Name of responsible organisation

Funding Source(s)

Please indicate the funding source(s) for this project, including whether they are confirmed or sought.

Conflicts of Interest

Are you aware of any current or potential conflicts of interest in this project?

If you indicated yes or other please specify

Researchers

Principal Investigator

This must be the person who has immediate responsibility for the management of the project and must not be a student.

Title:	
First Name:	
Last Name:	
Qualifications:	
Expertise:	
Position:	
Organisation:	
Employing Organisation:	

Role in Project:	
Role detail:	
Phone (work):	
Phone (mobile):	
Email:	
Street Address:	
Suburb:	
State:	
Postcode:	
Access to data required:	
Allow access to form:	

Contact Person

This is the person responsible for the day to day management of the project.

Title:	
First Name:	
Last Name:	
Qualifications:	
Position:	
Organisation:	
Employing Organisation:	
Role in Project:	
Role detail:	
Phone (work):	
Phone (mobile):	
Email:	
Street Address:	
Suburb:	
State:	
Postcode:	
Access to data required:	
Allow access to form:	

Cohort Selection

Cohort Description

Provide a detailed and concise description of your cohort(s), listing inclusion and exclusion criteria. List data sources and date ranges which should be used for selection of your cohort(s).

Can you provide an estimated breakdown of your cohort(s) by jurisdiction?

Will your cohort(s) be selected from specific disease or procedure groups?

If yes, should these codes apply to:

Please specify the codes and version (if relevant) you require.

Cohort Code Documents Attached

Document Name	Document Type

Should your cohort(s) be restricted to a specific residential or service area?

Control Group Description

Will your project require a control group?

Provide a detailed and concise description of your control or comparison group(s), listing inclusion and exclusion criteria. List data sources and date ranges which should be used for selection of your control group(s).

Can you provide an estimated breakdown of your control group(s) by jurisdiction?

Will your control group(s) be selected from specific disease or procedure groups?

Will your controls be restricted to a specific residential or service area?

Will you require different variables for your control groups?

Datasets

Jurisdictions to be Involved

List jurisdictions from which you are requesting data

Datasets Required

Summary table datasets required by jurisdiction.

Jurisdiction	Dataset Name

Dataset 1

Jurisdiction:	
Other Description:	
Dataset Name:	
Dataset Description:	
Added by Researcher:	
Linkage Variables Available:	
Estimated Number of Records:	
Requested Date Range From:	
Requested Date Range To:	
Actual To Date:	
Selection Criteria:	
Conditions of Use:	
Restrictions:	
Custodian Name:	
Custodian Contact Instructions:	
Custodian Phone:	
Custodian Email:	

Document list

Dataset 2

Jurisdiction:	
Dataset Name:	

Dataset Description:	
Added by Researcher:	
Linkage Variables Available:	
Estimated Number of Records:	
Requested Date Range From:	
Requested Date Range To:	
Actual To Date:	
Selection Criteria:	
Conditions of Use:	
Restrictions:	
Custodian Name:	
Custodian Contact Instructions:	
Custodian Phone:	
Custodian Email:	

Dataset 3

Jurisdiction:	
Dataset Name:	
Dataset Description:	
Added by Researcher:	
Linkage Variables Available:	
Estimated Number of Records:	
Requested Date Range From:	
Requested Date Range To:	
Actual To Date:	
Selection Criteria:	
Conditions of Use:	
Restrictions:	
Custodian Name:	
Custodian Contact Instructions:	
Custodian Phone:	
Custodian Email:	

Other Sources of Information

Indicate any other sources of information about the participants that will be used in this project.

[ ]

Please describe the other sources of information:

[ ]

Data Extraction

Are you requesting a once off data extraction?

[ ]

If no, please provide details about which data collections are to be updated.

[ ]

Consumer Participation

Consumer Participation

Have you sought consumer participation in your project?

[ ]

Enter text here about how you have engaged consumers.

[ ]

Enter text here about how you will provide feedback to consumers.

[ ]

[ ]

Privacy

Personal Information

Are you applying for the release of personal information from a data collection for the purposes of analysis? Please note, this does not relate to the release of personal information for linkage.

[ ]

Indicate the personal information variables you require in your data extract. Note that some of these variables will not be available in all jurisdictions. Please note, this does not relate to the release of personal information for linkage.

[ ]

Please explain why personal (identifiable) information is required.

[ ]

Consent

Will consent be sought from some or all participants for the use and disclosure of the information about them from the data collections?

If consent will be sought describe the consent process, i.e. how participants or those deciding for them will be informed about, and choose whether or not to participate in the project.

Risks and Benefits
Please list the risks and benefits to the community and explain how the benefits outweigh the risk to study participants.

Data Management Plan

Location
Will the data be stored and analysed in the Secure Unified Research Environment(SURE)?

Do you intend to transfer or access any data outside Australia?

List all the locations where the data will be stored and analysed. Please specify if any researchers physically located overseas will be accessing the data located in Australia. When listing locations please include departments at institutions (including buildings and room numbers if appropriate).

Security Plan
The security plan should specify the measures taken to ensure the security of information collected for, used in, or generated by this project from misuse, loss or unauthorised access during and after the research project. Please reference each jurisdiction's policies/codes of practice, where available, in completing this section.

Personnel Security Controls
This includes limiting access to only those people assessed to be suitable and whose work responsibilities specifically require them to access these resources.

Administrative Security Controls
Consists of approved written policies, procedures, standards, guidelines, security training, risk assessments and external reviews. Please include detail on AIHW and SURE data governance arrangements, if applicable.

Protection of Identity
This includes the statistical disclosure control in publication of results.

[ ]

Physical Security

Physical barriers should be in place to prevent access by unauthorised people.

[ ]

Technological Security

This includes password protection, encryption, firewalls, secure remote access laboratories and the use of stand-alone computers.

[ ]

Data Retention and Disposal Plan

For how long will the information be stored after the completion of the project and why has this period been chosen?

[ ]

Date data will be returned/destroyed

[ ]

How will information, in all forms, be disposed?

[ ]

Analytical Tools

Describe the software packages and analytical tools you intend to use for this project e.g. SPSS, SAS, R, STATA, Excel.

[ ]

Approvals and Agreements

Data Custodian Approvals

This is a list of all data custodian approvals required for this data linkage project.

Dataset Name	Data Custodian Name	Jurisdiction	Released to Data Custodian	Date of Approval/Rejection	Status	Approval Letter Attached

Data Custodian Approval Document Attached

Document Name	Document Type

Ethics Committees

This is a list of human research ethics committee approvals required for this data linkage project.

HREC	Jurisdiction	Application Submitted to HREC	Date of HREC Approval/ Rejection	Ethics Code Number	Expiry Date	Status	Approval Letter Attached

Ethics Committee Documents Attached

Document Name	Document Type

All Other Approvals

This is a list of all other approvals for this data linkage project.

Organisation/Entity Name	Date Approval Sought	Date Approved / Rejected	Status	Approval Letter Attached

Approval Body Documents Attached

Document Name	Document Type