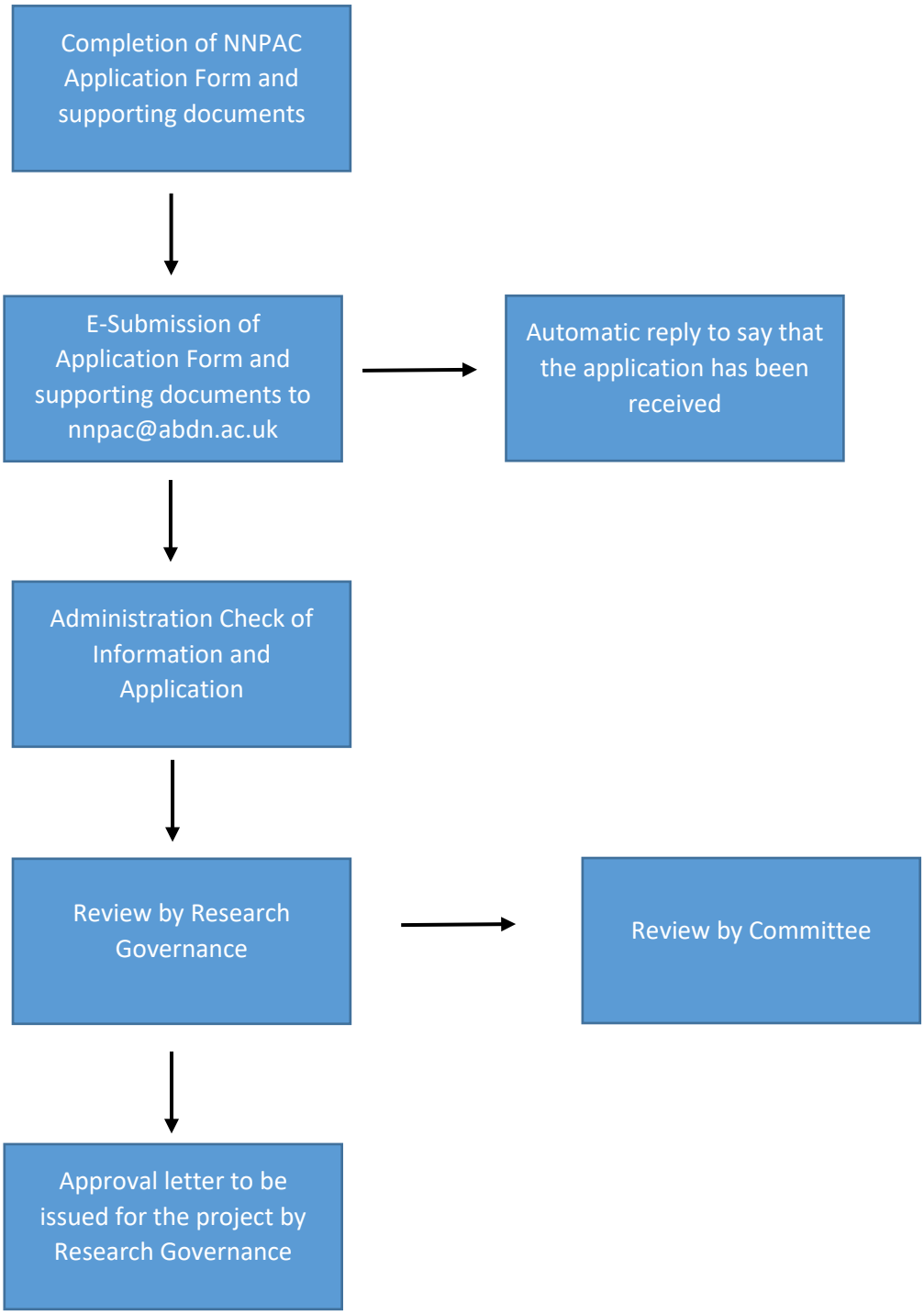
NNPAC Process & Guidance Notes for Applicants



Guidance for Applicants

Applications for the Grampian Data Safe Haven (DaSH) are made through NNPAC which is the North Node Privacy Advisory Committee. The remit of this Committee is to provide researchers with access to NHS patient/health data within NHS Grampian for research purposes via a streamlined approach that incorporates Sponsorship, Ethics, Caldicott & R&D.

The application should be carried out in collaboration with the Grampian Data Safe Haven and their process is outline below.

- Contact DaSH to discuss data management protocol
- Complete NNPAC application form
- Submit Application form and supporting documentation to nnpac@abdn.ac.uk
- Application reviewed and any other permissions reviewed
- Approval for project
- Contact DaSH for data linkage plan to commence
- Begin Project

More information can be found at www.abdn.ac.uk/iahs/facilities/gramian-data-safe-haven

Guidance on the Application Form

Section 1

Please add the project title and indicate the documents required for the application have been included by completing the table with the relevant version numbers and dates.

Please note – if Peer Review is not included with the application it will not be reviewed.

Peer review and protocol templates are available on the Research Governance website www.abdn.ac.uk/clinicalresearchgovernance/sops

Please highlight and provide details if the project is to identify small geographical areas or small numbers, if data is to be accessed from outside the UK, or if the project involves a commercial partner. Currently the Committee will not be approving projects with commercial interest and separate approvals applications should be submitted for Sponsorship, Caldicott, Ethics & NHS R&D.

Section 2

Please provide details of the applicants involved with the study including any students or additional collaborators, as applicable, and who will be accessing the Data generated by the Safe Haven.

All researchers accessing data must complete and maintain information governance training as per DaSH standard processes. DaSH (DaSH@abdn.ac.uk) can advise on approved training courses.

If the researchers/collaborators require a Research Passport or an Honorary Contract NHS Grampian Research & Development should be contacted by email gram.randdpermissions@nhs.scot or telephone 01224 551121

Conflicts of Interest

Please provide details if the CI/researchers will have any financial gain or personal benefit from the project and/or if the CI/researchers have a connection to a business that could profit from the information derived from the study.

Section 3

Please provide details of the project.

The Peer Review should be carried out by someone independent of the Research Team.

Section 4

Please identify which datasets will be accessed with this application.

If there are other datasets that are not mentioned please provide further information on how they are being accessed and what permissions are in place.

Section 5

Please list any identifiable or potentially identifiable variables to be included in your de-identified research dataset and justify why you need access to these for your study. Indicate if you aim to identify small geographical areas or rare events (e.g. rare adverse clinical events) and provide a justification.

Section 6

Please tell us about what you will do to ensure no individuals will be identified in the published findings. Tell us how you will handle small numbers (<5) in your analysis and how you will present your analysis so that it can be released from DaSH e.g. obscuring/not reporting low numbers or merging data categories. Demonstrate that you understand it is your responsibility to ensure published results do not contain any information or combination of information that could identify an individual.

Section 7

Timescale for Data Access & Data Storage

Please provide details on the timescale for the data access. It is important for Governance & Sponsorship to know when the study has been completed. If this date changes NNPAC (nnpac@abdn.ac.uk) should be informed and if necessary an amendment submitted to change the end date.

The definition of the end of study should be clearly documented in the research protocol; it should refer to the point of final data capture (the point at which all required data has been collected and processed to answer the research question(s) in the protocol).

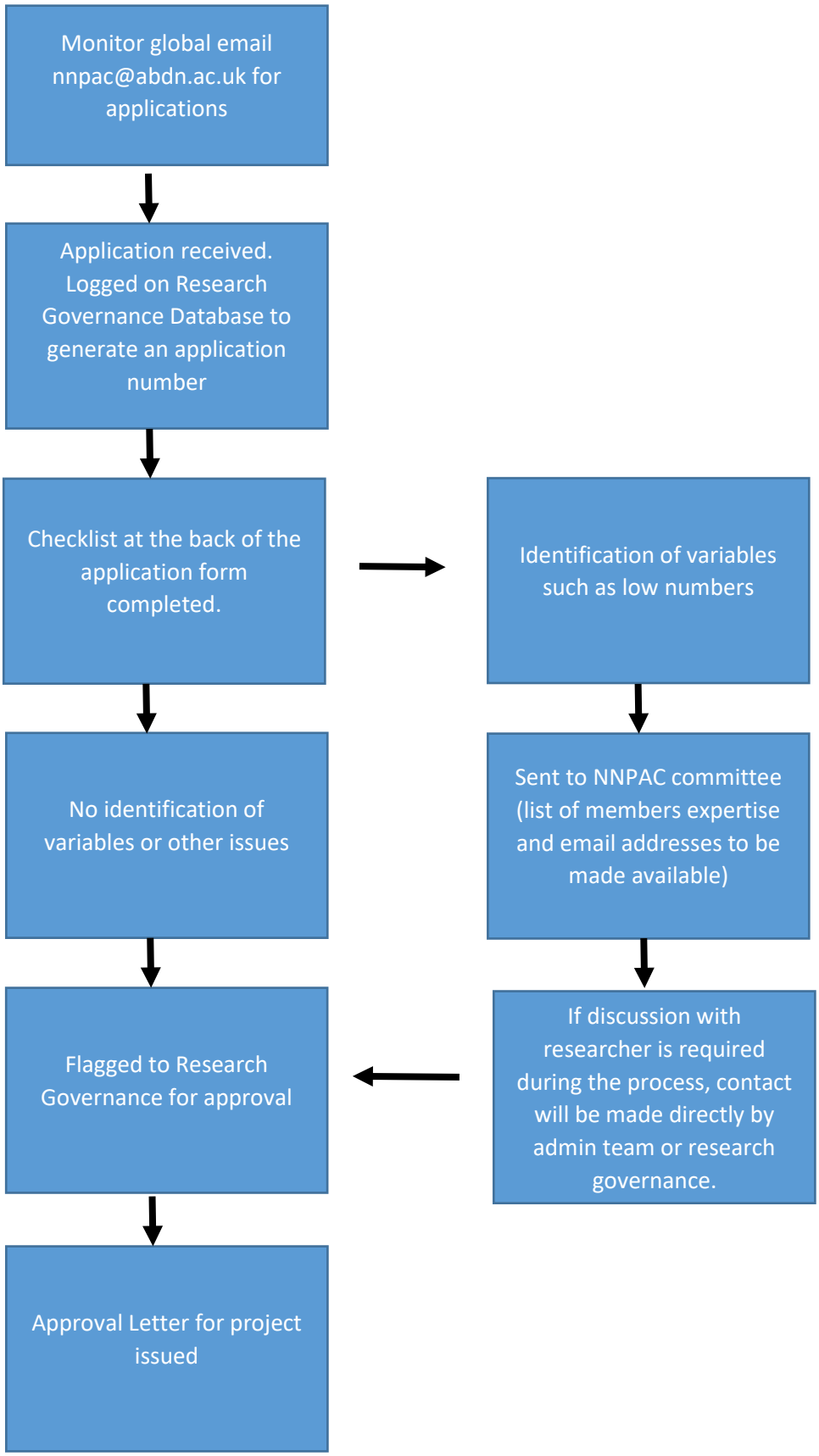
Check the Research Governance website for further information and clarification.

www.abdn.ac.uk/clinicalresearchgovernance

Section 8

Please provide details on any funding applications that have been made or approved to fund this project.

Section 9 – Declaration

The Applicant/Academic Supervisor as appropriate should sign and date the declaration.

Process for Reviewing NNPAC applications (Ethics to administer)