Research Data Governance Board (RDGB)

Application Form

for accessing the COVID-19 Data Research Hub (Research Microdata Files)

Please Note:

The Research Data Governance Board (RDGB) is an independent body jointly appointed by the Health Research Board (**HRB**) and the Central Statistics Office (CSO), in close cooperation with the Department of Health.

Detailed guidance on the application process can be viewed on the HRB website at: <https://www.hrb.ie/data-collections-evidence/access-covid-19-data-for-research/apply-for-access-to-the-covid-19-data-hub-for-research/>

Please do not alter the content of layout of the Application Form.

Please do not provide surplus documentation unless specifically requested.

Any reference to signature and date in this document can be read as meaning the typed name and date where such an application is forwarded electronically.

Please note that application forms will be shared with the Central Statistics Office.

This Application Form must be completed by the Lead Researcher and submitted by email in dot doc (.doc) format to [COVIDdatahub@hrb.ie](mailto:COVIDdatahub@hrb.ie)

Section C, the declaration, must be countersigned by the Research Organisation’s RMF Contact.

Version 1.0

**Last updated:** 15 February 2021

**Owner:** Secretariat: Research Data Governance Board

**Contact:** [COVIDdatahub@hrb.ie](mailto:COVIDdatahub@hrb.ie)

Please complete – mandatory checklist

Please confirm that all of the following criteria are met before proceeding with this application form. Please tick all that apply.

|  |  |
| --- | --- |
|  | Your Research Organisation must already be registered or agree to register with the Central Statistics Office for the purpose of accessing Research Microdata Files (RMFs) before submitting this application.  See [https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/dataforresearchers/forms/](https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/dataforresearchers/forms/%20) for further information and application form. |
|  | All researchers named on the Application Form must already be registered or agree to register with the Central Statistics Office. For each named researcher, if he or she has not previously been appointed as a Central Statistics Office (**CSO**) Officer of Statistics he or she must complete a separate Researcher Registration Application Form: <https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/dataforresearchers/forms/> |
|  | Ethical approval must be sought and obtained before final access is granted to the COVID-19 Research Microdata File (**RMF**). The Lead Researcher must provide evidence of such approval to the Research Data Governance Board before it makes a recommendation to the Central Statistics Office. |
|  | A consent declaration from the Health Research Consent Declaration Committee (**HRCDC**) must be sought and obtained before final access is granted to the COVID-19 Research Microdata File (**RMF**). The Lead Researcher must provide evidence of such approval to the Research Data Governance Board before it makes a recommendation to the Central Statistics Office. |
|  | See HRCDC guidance on applying for a consent declaration and application form at <https://hrcdc.ie/apply/>  A dedicated HRCDC application form has been developed to facilitate applying for a consent declaration for the purpose of processing RMFs from the COVID-19 Data Research Hub. |

Title of the Research Project:

Please provide a short title for the Research Project

|  |
| --- |
|  |

Lay Summary of the Research Project:

Please provide a non-confidential lay summary describing the research (**Maximum 150 words**).

The lay summary will be used for the purpose of Research Data Governance Board (RDGB) public records. Please do not use overly technical language or commercially sensitive information.

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Additional Approval requirements:

To access the COVID-19 Data Research Hub the researcher must obtain Research Data Governance Board (RDGB) approval. He or she must also seek and obtain ethical approval from a Research Ethics Committee (REC) and a consent declaration from the Health Research Consent Declaration Committee (HRCDC).

|  |  |  |  |
| --- | --- | --- | --- |
| Do you agree to apply for ethical approval? | | Yes | No |
| From which institutional Research Ethics Committee(s) (RECs) will you seek ethical approval? | | | |
|  | | | |
| What is the likely date(s) for receipt of this approval? | (DD/MM/YY) | | |
|  | |  |  |
| Do you agree to apply to the HRCDC for a consent declaration? | | Yes | No |
| See HRCDC guidance on applying for a consent declaration and application form at <https://hrcdc.ie/apply/>  **Please note a dedicated HRCDC application form has been developed to facilitate applying for a consent declaration for the purpose of processing RMFs from the COVID-19 Data Research Hub.** | | | |
| What is the likely date for receipt of this approval? | (DD/MM/YY) | | |

**Copies of the outcome letters from each REC and from the HRCDC giving approval are required before any access to the COVID-19 Data Research Hub will be given.**

Section A – Researcher Details

Section A must be completed for all applicants.

This application form must include the names and details of all researchers who will be involved in the proposed research project. **Please copy and paste the table below to input details of additional researchers, where necessary.**

Researchers who have not previously been appointed as an Officer of Statistics are required to complete a separate Researcher Registration Application Form.

Please refer to your organisation’s IT Service Desk for confirmation of your device’s public IP address or organisation’s IP Range.

* 1. Please provide details of the Lead Researcher(s)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | | |
| Title: |  | | | | |
| Position: |  | | | | |
| Organisation: |  | | | | |
| Organisation address: |  | | | | |
|  | | | | | |
| Address from where RMF data will be accessed: | | |  | | |
|  | | | | | |
| Email: |  | | | | |
| Telephone: |  | | | | |
| CV attached: | Yes | No | |  | |
| CV template available at: <https://www.hrb.ie/fileadmin/1._Non-plugin_related_files/HIE_files/2021_HIE/RDGB/RDGB_Lead_Researcher_CV_template.docx> | | | | | |
| Public IP Address: |  | | | | |
| Has this researcher previously been appointed as a Central Statistics Office (CSO) Officer of Statistics? | | | Yes | | No |
| If no, please complete separate Researcher Registration Application Form: | | | | | |
| <https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/dataforresearchers/forms/> | | | | | |
|  | | | | | |

* 1. If the Lead Researcher is not the Principal Investigator for the research study please give details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Title: |  | | |
| Position: |  | | |
| Organisation: |  | | |
| Organisation address: |  | | |
|  | | | |
| Address from where RMF data will be accessed (if relevant): | |  | |
|  | | | |
| Email: |  | | |
| Telephone: |  | | |
| Public IP Address: |  | | |
| Has this researcher previously been appointed as a Central Statistics Office (CSO) Officer of Statistics? | | Yes | No |
| If no, please complete separate Researcher Registration Application Form: | | | |
| <https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/dataforresearchers/forms/> | | | |

* 1. Please provide details of all other researchers involved in this research study

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Title: |  | | |
| Position: |  | | |
| Organisation: |  | | |
| Organisation address: |  | | |
|  | | | |
| Address from where RMF data will be accessed: | |  | |
|  | | | |
| Email: |  | | |
| Telephone: |  | | |
| Public IP Address: |  | | |
| Has this researcher previously been appointed as a Central Statistics Office (CSO) Officer of Statistics? | | Yes | No |
| If no, please complete separate Researcher Registration Application Form: | | | |
| <https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/dataforresearchers/forms/> | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Title: |  | | |
| Position: |  | | |
| Organisation: |  | | |
| Organisation address: |  | | |
|  | | | |
| Address from where RMF data will be accessed: | |  | |
|  | | | |
| Email: |  | | |
| Telephone: |  | | |
| Public IP Address: |  | | |
| Has this researcher previously been appointed as a Central Statistics Office (CSO) Officer of Statistics? | | Yes | No |
| If no, please complete separate Researcher Registration Application Form: | | | |
| <https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/dataforresearchers/forms/> | | | |

Please copy and paste the above table to input details of additional researchers, where necessary.

* 1. Please provide details of the Research Organisation RMF contact to receive correspondence in relation to this application, if different from Lead Researcher

|  |  |
| --- | --- |
| As Given Above: |  |
| Name: |  |
| Title: |  |
| Position: |  |
| Organisation: |  |
| Organisation address: |  |
|  | |
| Email: |  |
| Telephone: |  |

Section B – Research Project Details

1. RMF Details

To which COVID RMF(s) in the COVID-19 Data Research Hub are you requesting access?

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|  |

Please specify the data reference period (for example RMF name, quarter, year – please specify if you may require future releases of these RMFs which are not yet available):

|  |
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What is the expected project duration (maximum being 12 months unless renewed)

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1. Project Overview

Please provide details of the proposed research project including an outline of the main aims and objectives, methodology and deliverables of the proposed research.

Sufficient detail, including the reason why access to each requested RMF is required, should be provided to allow an assessment of the proposal under the principle of data minimisation.

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Describe how the proposed research is relevant to COVID-19.

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Describe the potential benefits of your research to public, patient or wider community. Have any consultations or engagements been undertaken with focus groups, advocacy groups, patient and/or representatives regarding your research?

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Please provide details of any International partners and their role in the research?

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1. Statistical Disclosure Control

I confirm that I have read and understood the CSO Tabular SDC Guidance Document, available at the following webpage:

<https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/dataforresearchers/resourcesforresearchers/>

|  |  |
| --- | --- |
| Yes | No |

Please outline your understanding of Statistical Disclosure Control (SDC) including the criteria that you will use to determine if aggregated tabular data is disclosive or not:

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|  |

I agree to apply SDC Primary Suppression rules to all output as required:

|  |  |
| --- | --- |
| Yes | No |

Specific rules for this RMF will be forwarded once the application has received final CSO approval.

I agree to apply SDC Secondary Suppression rules to all output as required:

|  |  |
| --- | --- |
| Yes | No |

Specific rules for this RMF will be forwarded once the application has received final CSO approval.

1. RMF Access and Security

Are there any other potential data sources for this proposed research? If so, please specify the data sources:

|  |
| --- |
|  |

Why is access to an RMF(s) required for this project? (Explain why aggregated data is not sufficient.)

|  |
| --- |
|  |

Have similar studies or projects been undertaken on this topic previously in Ireland? If so, please provide details:

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|  |

Will access to the RMF(s) be used to derive, either directly or indirectly, any monetary gain to you personally or to the organisation for whom you work? If so, please provide details:

|  |
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|  |

Do you, or the organisation for whom you work or represent, or any other researchers or bodies that you are collaborating with in respect of the research project have a conflict of interest in accessing the COVID-19 RMF data? If so, please include details:

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| --- |
|  |

Please detail the physical security measures in place (for example location of the PC used, username and password, building security) to prevent unauthorised access to the CSO Research Data Portal (RDP) by any person who is not an Officer of Statistics:

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| --- |
|  |

1. Outputs

Please identify the target audience for the proposed outputs:

|  |
| --- |
|  |

Will outputs from the proposed research be released into the public domain?   
Please comment:

|  |
| --- |
|  |

Will there be a cost to the public in accessing the results or outputs from the research? If so, please comment.

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Please outline details of the proposed outputs (for example reports, publications, presentations, articles) from the research:

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1. Contractors/ Commissioners

Are you undertaking the research on your own behalf (including that of your organisation)?

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| --- | --- |
| Yes | No |

If not, who is the contracting or commissioning authority?

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Please provide relevant contact details within the contracting or commissioning authority:

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Organisation address: |  |
|  | |
| Position held: |  |
| Email: |  |
| Telephone: |  |
| Website: |  |

1. Funders or Sponsors

Please provide details of any research study funder(s), where appropriate.

|  |  |
| --- | --- |
| Not Applicable: |  |
| Name: |  |
| Organisation: |  |
| Organisation address: |  |
|  | |
| Position: |  |
| Principle Business: |  |
| Email: |  |
| Telephone: |  |
| Website: |  |

Provide details of the research study Sponsor, where appropriate:

|  |  |
| --- | --- |
| Not Applicable: |  |
| Name: |  |
| Organisation: |  |
| Organisation address: |  |
|  | |
| Position: |  |
| Principle Business: |  |
| Email: |  |
| Telephone: |  |
| Website: |  |

Section C – Declarations

1. Declaration to be completed by the Lead Researcher

|  |  |  |  |
| --- | --- | --- | --- |
| I, the Applicant, hereby certify that I am duly authorised by my organisation to submit this application to the Research Data Governance Board (RDGB). | | | |
| I confirm, on behalf of |  | | (research organisation) |
| that the particulars given in this application form are, to the best of my knowledge, correct. I hereby understand that any decision made by the RDGB is based on the accuracy of the information provided herein, or by any subsequent information provided to the RDGB. | | | |
| Lead Researcher title and name: | |  | |
| Organisation: | |  | |
| Date: | |  | |

Please forward this document to the Research Organisation RMF Contact for signature.

2. Declaration to be completed by Research Organisation RMF Contact

2.1 Where the Lead Researcher and other researchers on this RMF application are employed by, or formally related to your organisation, please complete the declaration below on their behalf:

I confirm that the details provided in this application form are correct and that all applicants named in Section A who are employed by, or formally related to, this research organisation will undertake to conduct their research in accordance with the terms of the CSO RMF Policy.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Date: |  |

Please note: If the research organisation is already registered with the CSO this should be signed by the Research Organisation RMF Contact. If the research organisation registration process is being undertaken in parallel to this application, the proposed RMF Contact from the registration process should sign.

Please note: Any reference to signature and date in this document can be read as meaning the typed name and date where such an application is forwarded electronically.

The Lead Researcher should submit this Application Form to [COVIDdatahub@hrb.ie](mailto:COVIDdatahub@hrb.ie) on completion.

Supplementary Section C – Declaration

Declaration to be completed by the Research Organisation RMF Contacts for all registered Research Organisations other than that of the Lead Researcher

2.2 Where there are researchers on this RMF application who are employed by, or formally related to an organisation other than that of the Lead Researcher, please complete the declaration below:

I confirm that the details provided in this application form are correct and that all applicants named on page one who are employed by, or formally related to, this research organisation will undertake to conduct their research in accordance with the terms of the CSO RMF Policy.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Date: |  |

Please note: If the research organisation is already registered with the CSO this should be signed by the Research Organisation RMF Contact. If the research organisation registration process is being undertaken in parallel to this application, the proposed RMF Contact from the registration process should sign.

Please note: Any reference to signature and date in this document can be read as meaning the typed name and date where such an application is forwarded electronically.

Where there are researchers from multiple registered Research Organisations on this RMF application, please duplicate this page and complete it for each organisation.

The Lead Researcher should submit this Application Form to [COVIDdatahub@hrb.ie](mailto:COVIDdatahub@hrb.ie) on completion.

|  |  |
| --- | --- |
| For RDGB Secretariat Office Use Only: | |
| Application Received on Date: |  |
| Comments: |  |
| Name: |  |
| Signature: |  |
| Date: |  |
| Unique application number: |  |