Guidance on filling out the DPUK and Associated Hubs Online Application Form:

The application form is used by cohorts to assess whether proposed studies are worthwhile, in the public interest, likely to be feasible with available data and conform to cohorts' own access policies.

In order to help ensure your application is successful, below is some guidance on how best to fill out the TBI-Reporter Online Application Form:

General

- Please ensure you provide all the details requested- incomplete applications will be returned for revision.
- The application should be completed in coherent English
- Please do adhere to any word-limits. Applications that do not conform to the word limits will be returned for revision.
- Please ask a colleague to read your application and provide constructive comments on its completeness and ease of reading before submission.

Main Applicant Details

- In this section, please ensure your email address is an academic or industry address. Unfortunately, we cannot accept applications that do not comply to this requirement (Gmail, Yahoo, Hotmail etc).

Co-Applicant(s)

- It is advisable to list as many applicants as you think may require access to the cohort data for your study on the application.

Project Details

- In this section, please describe clearly how the study is being undertaken in the public interest. Direct benefits (expected outcomes and outputs associated with the aim of project should be outlined in this section.
- As appropriate, please describe how the project will aid the understanding, diagnosis, and treatment of dementia.

Data Requested

- This section is where you indicate which cohort(s) are of interest to you and you select which categories of data that cohorts have available you would wish to analyse. You may apply for only one category of data, or alternatively multiple categories but you will need to justify your selection based on your study design. Cohorts are likely to reject proposals where the applicant has just requested all the available data without providing a suitable justification.

Scientific Context

Key guidance on which data categories/cohorts to request

- our selection must be provided on the form. Similarly, when selecting your cohorts, we advise only choosing cohorts that hold data that is clearly relevant to your study and match the information provided by you on the Application Form. Information to aid choice is provided by the cohort directory on the Portal website, as well as on the cohorts' own websites and in their published literature.
- Scientific integrity should be upheld including an appropriate analysis plan and request for relevant data. your selection must be provided on the form. Similarly, when selecting your cohorts, we advise only choosing cohorts that hold data that is clearly relevant to your study and match the information provided by you on the Application Form. Information to aid choice is provided by the cohort directory on the Portal website, as well as on the cohorts' own websites and in their published literature.

Scientific Rationale

- As a guideline, 250-300 words for each part of the scientific context section should be adequate.
- The aims and objectives of your study should be outlined in the "Study Overview" section.
- The reasons why the study is valuable to the scientific community should be explained in the "Scientific Rationale" section.
- Please explain how you are going to carry out the study in terms of methodology in the "Analysis Plan" section.

Is additional ethical approval going to be required for your study?

- General analysis access to data is already covered by the ethical approval that the cohort has in place, and as the data is anonymised, no further ethical approval is necessary. However, in terms of preserving scientific standards, we need researchers to justify the exemption from ethical approval on the application form should the study need ethical approval.
- The only time extra ethical approval is needed on a study would generally be where the remit of the study goes outside of the original ethical approval the cohort will have received, such as studies where re-contact is involved, or biosample access is part of the study.
- If your university requires you to seek ethical approval regardless of these permutations for good practice purposes, we would be happy to support an application with information along the lines of the above.

Should you have any queries please contact Data Portal Operations Manager

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