



Administrative Data
Research Network

An ESRC Data
Investment

ADRN Project Proposal Online Form

User Manual

EXTERNAL

04 NOV 2016

Version: 01.04

T +44 (0)1206 873435

E help@adrn.ac.uk

www.adrn.uk

Contents

1. Introduction.....	3
2. Filling in the Online ADRN Project Proposal Form	4
Section 1: Project title & Purpose of Access.....	4
Section 2: Research Impact	6
Section 3: Funding, Commissioning/Sponsoring of Research	8
Section 4: Data Required.....	9
Section 5: Methods	12
Section 6: Ethical Approval	14
Section 7: Access requirements.....	16
Section 8: Research Team.....	19
Section 9: Declaration	20
3. Submitting your Project Proposal form	21
4. Help	22

1. Introduction

This document provides guidelines on completing the ADRN Project Proposal Application form. This is sent to the lead researcher at the application development stage.

Once the ADRN User Services have established that your project is eligible and that the members of the research team can fulfil the eligibility criteria, they will 'issue' a project proposal form, usually an online form. A link to the form will be sent to the lead researcher's institutional email and will need to be filled in by the lead researcher initially with input from all researchers in the team and is expected to evolve further after discussions with ADRN User Services. The information provided will feed into any data-owner specific data application forms that will form part of the access application to the data owner, which will be drafted in cooperation with the researcher, data experts and the data providers.

More information about the different steps in the application process are available via the ADRN *Application Process* pages¹ on our website.

The structure of this document follows that of the application form, and you are encouraged to use it alongside the form as you go through the questions.

If the link is not working or you experience any problems with the form, please see the 'Help' section with some additional information on what to do.

Remember to save your form regularly, by clicking the Save button at the bottom of each section. Treat this document as a working document - feel free to get back to User Services with more questions, before you submit the form. Please note that once you submit it, you will not be able to edit it further. You can, however, view a read-only version of the form anytime. If you need to modify this form or if you have any questions or need help with your applications, contact the ADRN User Services section that issued the form. Alternatively, you can email help@adrn.ac.uk or call 01206 873435.

¹ <https://adrn.ac.uk/getting-data/application-process/>

2. Filling in the Online ADRN Project Proposal Form

Section 1: Project title & Purpose of Access

Information provided in this section will help us confirm that ADRN is a suitable service for your project. Information included here, will also form the basis of any application to the Approvals Panel, the body that reviews prospective ADRN projects before data negotiations and data access takes place.

ADRN Project Proposal Form

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

Section 9

Remember to save your page regularly as you work your way through the questions, and before you go to the next page!

Part A: Project details

Title of research proposal:*

Test Application

Purpose of access

Research abstract:

A full and detailed description of the purpose(s) for which the microdata are requested, describing the aims of the study/research.

B *I* U 13 ▾ ☰ ☷

Project summary:

Please summarise your project in simple language, suitable for a general audience.

B *I* U 11 ▾ ☰ ☷

Research part of larger programme:

Is the research part of a larger programme?

- Yes
 No

[Save my progress](#)
[Next section >](#)

1.1. Title of Research Proposal: Provide the title of your research proposal. This could be the same as the title of your larger project, but it will need to reflect the proposed project put forward. This field is required.

1.2. Purpose of Access:

1.2.1 Research abstract: Describe the research proposal in detail, including a full and detailed description of the purpose(s) for which the administrative data are requested, also describing the aims of the study/research.

Note that data requested should be used for statistical/research purposes and should be the focus of the research and resultant analysis.

1.2.2 Project summary: Describe the proposed research in simple terms suitable for a general audience. Make sure you use simple language and you put your research proposal in context. Use vivid language to tell a story of what the problem that you are addressing is, why your research is important and why the public should care.

Bear in mind that information you include in this section will be used when communicating summaries of your project to our stakeholders and will be the starting point for the public benefit statement text published online once the project has been approved.

Here are some resources on communicating research to the general public that you can have a look at if you are running out of ideas:

- ESRC. *Impact Toolkit*², accessed 04/11/2014
- Bode, Claudia. *Tips on Communicating research to a broad audience*³, accessed 04/11/2014
- The American Society of Human Genetics. *Communicating Science to the Public*⁴, accessed on 03/10/2014

1.2.3 Research part of larger programme: Indicate whether the proposed project is part of a larger programme of research by selecting *Yes* or *No*.

Selecting *Yes* will reveal additional options.

Research part of larger programme:

Is the research part of a larger programme?

Yes

No

If yes please provide details. Please note that approval of this application to access data does not imply approval of the research programme as a whole.

B *I* U 11 ▾ ☰ ☷

Check the 'Yes' box for projects that are funded as part of a larger programme, including those that form part of a programme of research for which the final outputs will include research that does not use ADRN data and/or cover topics not described in this application. Please provide details of the programme's Principal Investigators, aims and a link to the project page if applicable.

If you have previously applied for an ADRN project, which is related to the current project proposal, select 'yes', and note this in the space provided.

² <http://www.esrc.ac.uk/research/impact-toolkit/>

³ <http://cebc.ku.edu/sites/cebc.drupal.ku.edu/files/docs/Tips%20on%20sci%20communication.pdf>

⁴ http://www.ashg.org/press/scientist_public.shtml

Please note that approval of the proposed project does not imply approval or support of the research programme as a whole.

Section 2: Research Impact

ADRN Project Proposal Form

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

Section 9

Remember to save your page regularly as you work your way through the questions, and before you go to the next page!

Research impact

Anticipated societal benefits of the project:

Outline the anticipated societal benefits of the research.

B I U 11 ▾ ☰ ☷

Intended outputs of publications:

What are the intended outputs or publications arising from the use of these data? (for example, journal articles, PhD thesis, report for government department etc).

B I U 11 ▾ ☰ ☷

Potential impact and societal benefits:

Outline how you intend to maximise the potential impact and social benefits of your research.

B I U 11 ▾ ☰ ☷

← Previous section

[Save my progress](#)

Next section >

It is a key principle of the ADRN that any research proposal put forward to use must have the potential to provide a benefit to society. It is essential you provide details of the potential societal benefit of your research and how you intend to maximise the potential impact of those benefits. This is quite often a requirement of most data owners, so make sure you include as much information as possible.

2.1. Anticipated societal benefits of the project: Outline the anticipated societal benefits of this research describing who the beneficiaries might be and how they might benefit from the research.

For example:

- Is there anyone, including policy-makers, within international, national, local or devolved government and government agencies or regulators who would benefit from this research?

- Are there any beneficiaries within the public sector, third sector or any others who might use the results to their advantage? Examples include museums, galleries and charities.
- Are there any beneficiaries within the wider public?

Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work. Please consider how the research has the potential to contribute to the nation's health, wealth or culture when framing your response:

The RCUK Typology of Research Impacts⁵ provides an indication of the potential range of impacts that can be generated from research.

2.2. Intended outputs or publications: List any intended outputs/publications arising from your use of the data e.g. journal article(s), PhD thesis, report for government department, conference presentations.

The more specific you can be the better, so if you already have in mind a specific publisher or journal, you'll be submitting your output to, or a specific conference or forum you intend to present your research to, please mention it here.

2.3. Potential Impact and Societal Benefits: Describe how you intend to maximise the potential impact and benefits of your research.

Note that all projects need to demonstrate how they can benefit the public.

Where the direct public benefit of the research is not necessarily clear (for example in cases of exploratory research), please ensure that the proposal describes what potential future benefits might result from a future extension of the research.

You will need to demonstrate why your research will benefit the public and in what way. Make sure you include any specific ways you will be using to engage with the public or the specific group that will mostly benefit from your research as well as names of events (conferences, user groups etc) when you might have the opportunity to talk to stakeholders about your research and your results.

For example:

- How do you intend to publicise your work so that it reaches the audiences who might make the most use of it to improve society?
- Are there organisations that you have contact with that can implement any recommendation from your research or develop practical policy from your research results?
- Are there organisations that you intend to target to maximise the impact of your research?

Please includes as much detail as possible.

⁵ <http://www.rcuk.ac.uk/documents/impacts/typologyofresearchimpacts-pdf/>

Section 3: Funding, Commissioning/Sponsoring of Research

Home / ADRN Project Proposal Form / Section 3

ADRN Project Proposal Form

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

Section 9

Remember to save your page regularly as you work your way through the questions, and before you go to the next page!

Funding commissioning or sponsoring of research

Research funded?:

Is your research funded, commissioned or sponsored by a funding body or any other organisation?

- Yes
 No
 Funding application in progress

[← Previous section](#)

[Save my progress](#)

[Next section >](#)

As data accessed via the ADRN can currently only be made available for non-commercial use, we need to know details of the organisation funding your research. Use this section to let us know if you have secured or are applying for funding for your research and the funding body to which the application was made. Please also provide information on any institution, company or other body that is commissioning or sponsoring your research, such as their name, postal address and website and a reference project number if applicable. If you intend to do this work as part of your current role (i.e. without additional external funding, please select 'Yes' and note that in the space provided.

Please note that research is viewed as for commercial purposes if:

- it is funded, sponsored or commissioned by a private sector company
- if funded, sponsored or commissioned by any entity that wishes to make use of the results of the research for commercial purposes
- if any part of the research output will be kept confidential and not released into the public domain.

This applies irrespective of whether academic publications will arise as a result of the research.

Failure to disclose a commercial element of the research project will lead to sanctions under the ADRN Breaches policy and procedure (ADRN003)⁶.

⁶ <https://adrn.ac.uk/getting-data/resources/documentation>

Section 4: Data Required

Please provide information on the data sources and variables that you require to conduct the proposed research project. Please be as specific as possible as this will help us identify the most appropriate data resources for your project and scope data availability with data providers.

ADRN Project Proposal Form

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

Section 9

Remember to save your page regularly as you work your way through the questions, and before you go to the next page!

Data required

Use this section to provide information on the dataset as you would wish to have access to it when working at the secure setting.

Data sources:

If known, provide a detailed description of the data sources which will be used to create the dataset. Be as specific as possible by e.g. including title(s) of dataset(s) if known, date of collection and who holds it.

B
I
U
11 ▾
☰
☷

Dataset coverage:

- England
- Northern Ireland
- Scotland
- Wales

List of variables:

Please attach a list of the **data sources**, and the specific variables with their description and information about any variables to be linked, as you would need to access when working at the ADRC.

Please download the [variable template](#), fill it in with as much information as possible, then attach it to this form. Don't forget to specify which of these variables required in the final dataset are sensitive, as specified by the Data Protection Act 1998.

No files selected.

No files uploaded yet

Linkage options:	If that dataset will be created by linking more than one data sources, describe which data sources will be linked and how you would like the linkage to be done , including any specific variables that need to be linked.
	<div style="border: 1px solid #ccc; padding: 5px;"> B I U 11 ▾ ☰ ☷ </div>
Linking own data:	If you wish to link any data for which you hold identifying information please provide brief details of the data, source, method of collection and consent to link.
	<div style="border: 1px solid #ccc; padding: 5px;"> B I U 11 ▾ ☰ ☷ </div>
Need for ADRN services:	Briefly explain why access to the proposed data sources is needed for your research and why less disclosive versions of the data sources are not sufficient for your purposes. If you have already approached other data access providers (e.g. eDRIS, SAIL, UKDS Secure Lab, MoJ Lab, HMRC lab etc), please provide details of any discussions or negotiations.
	<div style="border: 1px solid #ccc; padding: 5px;"> B I U 11 ▾ ☰ ☷ </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> ← Previous section Save my progress Next section → </div>	

4.1. Data Sources: Provide a detailed description of the data sources which will be used to create the dataset. Be as specific as possible. While you might not always know all the details around the data source(s) and variables required, at this stage, the more information you are able to provide the more streamlined the initial stages of the application process are likely to be. If you do know which data source(s) you need to access please provide the dataset title, any permanent identifiers/links to data, documentation or access information, and any other information you think may be of use.

4.2. Dataset coverage: Indicate the coverage of the data required by country. Please tick the relevant box(es). You can select more than one.

4.3. List of variables: Download the Data Template from the link provided inline and fill it in. Please attach that list of data sources and the specific variables with their description and information about any variables to be linked, as you would need to access them when working at the ADRC.

To do this, click on the 'Browse' button, then select each file you need to upload on your local computer and click 'open'. This should attach the file to your project proposal form.

Remember provide an as detailed description of the data required as possible, as you would wish to have it when working at the secure environment.

Include information about:

- i) A detailed listing of the **sensitive** variables (as per the Data Protection Act 1998) required (including any derived variables). Include the variable name if known, and a description of what it is recording.

Feel free to add additional rows as applicable. If your list is too long please collate this in a spreadsheet and provide as an attachment.

- ii) Provide information on the smallest level of geography required (e.g. region, GOR, postcode), etc.

Note that the level of geography requested will significantly impact on the sensitivity level of the data and therefore your access conditions and the chance of securing the data in the first place, so please do not request a more detailed geographical variable than necessary.

For some datasets it may initially be challenging to secure access to sources for all UK countries in the same safe setting, therefore please indicate if there are countries which could be left out without significantly affecting the outcome or quality of your research.

- iii) List either the specific years or the time period covered by the data you require.
- iv) If the dataset you are requesting involves observations over a given time period, please provide more details about the relevant variables.
- v) If the dataset you are requesting describes household hierarchies (as opposed to individuals), please specify.

4.4. Linkage Options: If you have specified any data sources in 5.1 and 5.2 please state which you wish to link and any other information you think might be of use to the Trusted Third Party undertaking the link. If you do not know which data sources you will be using please describe any variables or information that you need to analyse and provide as much information about what you would like to link.

4.5. Linking own data: If you hold a data source containing identifying information (e.g. a survey you have administered) that you wish to link to the data sources listed in 5.1 and 5.2 please provide details of the dataset contents, the source, and any respondent/participant consent for linking (if applicable).

NB: This section is only applicable to researchers who wish to link data they have collected themselves with the appropriate consent arrangements.

4.6. Need for ADRN services: Provide evidence in this section of why less detailed data sources are not sufficient for your research purpose, and why you need access to detailed sensitive data.

Include an outline of other sensitive data access methods (e.g. UKDS Secure Lab, Farr institute etc.) that you have considered with details as to why they are not suitable for your research purposes. This is because a condition of using ADRN is that no other suitable arrangements exist to undertake the research.

Section 5: Methods

ADRN Project Proposal Form

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

Section 9

Remember to save your page regularly as you work your way through the questions, and before you go to the next page!

Methods

Method summary:

Summarise the methods you will use in the proposed research.

Rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Font size (11), Bulleted list, and Numbered list.

← Previous section

[Save my progress](#)

Next section >

Please outline the methods and analysis used in your proposed study. Include information about any contribution to the field of research methodology that you believe may result from your research.

While recognising that there are different research methods used in various disciplines, the main aim here is to encourage applicants to provide sufficient information to allow the Panel to judge the feasibility of the intended research project, one of the criteria used by the panel⁷.

Questions that this section should address include:

- what are your research interests/aims/question/hypotheses? (This helps us to understand how your analysis addresses your project aims. It may also be useful to highlight how each aspect of your planned analysis addresses your project's aim, or what aspect of your topic it explores when conducting exploratory research)
- what specific methods of analysis do you plan to use? (e.g. Logistic regression; cluster analysis; cross-tabulation; descriptive analysis)
- for domain specific methods (e.g. cluster analysis, structural equation modelling), please also include a lay summary of the method, in addition to a methodological reference.
- what data/variables will be used, and what type of data is it? (e.g. When running a regression, what is your outcome variable? Is it categorical or a scale? What are your input variables? etc.; When running cross-tabulations, what variables will you use or what types of data will be used to produce your tables?)
- how will you assess the quality of any probabilistic analysis? (i.e. thresholds for significance, confidence intervals)

⁷ <https://adrn.ac.uk/getting-data/de-identification/> and <https://adrn.ac.uk/share-your-data/security-standards/>

- if appropriate to the forms of analysis used, how will any potential biases be addressed (i.e. will a control group be constructed, and if so how is this control group to be created?).

Note that, the Approvals Panel are not looking for a level of detail in the application such that the analysis would be reproducible, but an experienced researcher should be able to understand what type of model is going to be constructed, how bias is being addressed and what is likely to constitute an important effect.

It is expected that most applications will fall under either the heading of exploratory research or targeted research. The type of research has implications for the planned methodology and the information provided.

Exploratory Research

Exploratory research usually covers proof of concept/pilot projects, for example research into whether effective data linkage/matching is possible, or works with a subset of data to develop methodology or future research. It may also involve research in an under developed field and where there may be little to no descriptive data on the phenomenon being studied. As such the work is not expected at this stage to answer specific scientific research questions or lead to policy recommendations. When completing this section please ensure you note that methods used are likely to be more descriptive, although it is acceptable that various types of model could be explored.

Targeted Research

Targeted research has hypotheses to test and/or direct research questions to be answered. As this research is targeted at addressing specific aims, then greater detail regarding the methods of analysis and the data to be used would be expected at the proposal stage. When completing this Section please ensure you:

- include a clearly defined hypothesis (hypotheses) to test and/or research question(s) to be answered
- as far as you can at this early stage, try to articulate the outcome or dependent variable(s). Types of outcome may be binary, categorical (with levels), time to event, continuous, multiple events/counts etc. The time point measured may also be relevant including defining any outcome that reflects a change over time.
- indicate the starting point for the modelling process - acknowledging that the model may evolve. For example, what independent or explanatory variables comprise at least the initial set to be considered. Other aspects include the statistical tests that are likely to be used and type of model to be employed (such as regression, logistic, proportional odds, cluster etc.)
- explain (where relevant) how any potential selection/causal bias will be addressed (e.g., by including a control group with information on how this control group will be created)
- provide methodology references, if a non-standard methodology is proposed
- include an explanation of how your methodological approach will answer the research question(s) set out in the project when employing methods not covered by any of the above (e.g. correlation or basic descriptive analysis will only be used, noting that such analysis might be more applicable for exploratory research)

Section 6: Ethical Approval

ADRN Project Proposal Form



Remember to save your page regularly as you work your way through the questions, and before you go to the next page!

Ethical approval

Ethical approval sought?: Have you sought or are you seeking ethical approval from an institutional ethical approvals panel or any other appropriate body?

Yes
 No

Supporting Documentation

Other supporting documentation: Please attach any other supporting documentation.

No files selected.

No files uploaded yet

[Save my progress](#)

All projects that require access to data via the ADRN should have received ethical approval from an appropriate institutional Ethics Panel before they can be considered by the Approvals Panel. Our approval process recognises existing ethical approval (if it has been awarded by a credible authority (e.g. an institutional ethics committee).

6.1. Ethical approval sought: Please select *Yes* or *No* to indicate whether you have or are currently seeking ethical approval for your research project from either an institutional ethical approvals panel or any other appropriate body.

Selecting *yes*, will bring up some additional options:

Ethical approval

Ethical approval sought?: Have you sought or are you seeking ethical approval from an institutional ethical approvals panel or any other appropriate body?

Yes
 No

Ethical approval details: If Yes, please provide evidence of the status of the application or the outcome of the ruling issued. Please list what evidence you are enclosing below and return it as a separate attachment in PDF format when you return this application form. Feel free to add any comments below.

Ethical approval file attachments:

No files selected.

No files uploaded yet

6.2. Ethical Approval Details: If you do not have access to an ethical approvals panel, or have not yet applied for ethical approval, the ADRN may be able to provide guidance. There is also guidance available for researchers and ethics review committees on *Ethics and Administrative Data*⁸.

The following sources may also help you with your ethics application:

- The Economic and Social Research Council has issued guidance for researchers and research organisations about what an appropriate ethical review should entail⁹. In section 1.2 [p. 9] under the heading "Research potentially requiring a full ethics review" it explicitly mentions research involving "Administrative or controlled data. Appropriate approval within the relevant governance regime(s) is needed for use of these datasets. In many cases a light-touch review confirming that researchers have met these requirements will be sufficient. Issues however may arise when data are linked and where it may be possible to identify participants." It should be noted that the majority of research projects taking place within the Administrative Data Research Network (ADRN) will be using linked data, and many may involve potentially disclosive data.
- UK Information Commissioner's Office (July 2014) Big Data and Data Protection¹⁰
- Approaches to Linking administrative records to studies and surveys¹¹

⁸ https://adrn.ac.uk/media/1172/ethics-and-administrative-data-guidance_00_08_pub.pdf

⁹ <http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/>

¹⁰ http://ico.org.uk/news/latest_news/2014/~media/documents/library/Data_Protection/Practical_application/big-data-and-data-protection.pdf

¹¹ <http://www.adls.ac.uk/wp-content/uploads/Approaches-to-linking-administrative-records-to-studies-and-surveys-a-review.pdf>

- NHS Personal data in research¹²
- The UK Data Service website is a good point of reference and includes some sample consent forms (though not specific to big data)¹³
- NHS Digital Advice on consent with health data¹⁴
- Pointing people to the ADRN website might also be a good idea. It has quite a lot of information about how ADRN protects privacy¹⁵ and how de-identification works¹⁶ in case this is helpful. Our website also provides plenty of resources for researchers on the Resources pages¹⁷.

If you do not have access to an institutional ethics committee, it might be possible to apply for an ethics review through the National Statistician's Data Ethics Advisory Committee¹⁸.

The ADRN will not provide support to change or reverse any existing judgement or to try to influence an ethical panel in its decision making.

Initially any researcher who does not have access to an ethical review panel will be asked to partner with a researcher who does. The ADRN will be working on a more appropriate long term solution.

6.3. Ethical Approval file attachments: Please attach a digital copy of any documentation or correspondence confirming the arrangements for ethical approval and the outcome of the approval process (if known).

6.4. Other supporting documentation: Attach any additional files here such as annexes. You will only be able to upload the following formats of files (.doc, .docx, .pdf, .xls, .xlsx, .txt, .csv)

Section 7: Access requirements

The information provided in this section will assist the ADRN in assessing the feasibility of your project and scope any ADRC specific requirements. Please note that due to the innovative nature of the ADRN and the support it provides in negotiating access to previously unreleased data the time taken to secure access to data sources may vary. This section will help us to understand your preferences and assess how likely it is that ADRN will be able to secure access to data during the active phase of your project and the level of resources likely to be required to support the project.

¹² <http://www.hra.nhs.uk/resources/data-legislation-and-information-governance/personal-data-in-research/>

¹³ <http://www.data-archive.ac.uk/create-manage/consent-ethics/consent?index=0>

¹⁴ http://content.digital.nhs.uk/media/16690/Data-Access-Advisory-Group-advice-on-consent/pdf/DAAG_advice_consent_FINAL_20150323.pdf

¹⁵ https://www.youtube.com/watch?v=nnxz3_XGMAE

¹⁶ <https://www.youtube.com/watch?v=E3e4D2bHxa8>

¹⁷ <https://adrn.ac.uk/getting-data/resources/>

¹⁸ <https://www.statisticsauthority.gov.uk/national-statistician/national-statisticians-data-ethics-advisory-committee/>

ADRN Project Proposal Form

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

Section 9

Remember to save your page regularly as you work your way through the questions, and before you go to the next page!

Part B: Access requirements

Preferred access location:

It is likely that you will be required to access data from within a safe setting at an ADRC. Please specify your first, second and third choice of access location.

First choice:

Second choice:

Third choice:

Preferred project start date:

Expected time spent on data analysis (in no. of days):

Estimated no. of days of assistance needed at the ADRC:

Any known publication deadlines you are looking to meet:

Software details:

Please specify which software you will require to carry out your analysis.

[← Previous section](#)
[Save my progress](#)
[Next section >](#)

7.1. Preferred Access Location: Please specify your first, second and third choice of access location in the table provided, writing the appropriate number next to your option. If any of the locations are not accessible to you, please leave the box blank (no option selected). Currently, you can choose to conduct your analysis on location, at the following secure environments:

- For England:
 - University of Southampton
 - University College London
 - Office for National Statistics in Titchfield, Newport and London

- For Northern Ireland:
 - Northern Ireland Statistics and Research Agency in Belfast
- For Scotland:
 - Bioquarter, University of Edinburgh
- For Wales:
 - Swansea University
 - Cardiff University

ADRN is a network of universities, service and data providers across the UK. There are a number of secure access locations within the ADRN from which is it likely that you will be required to access data. While we will try our best to allocate you to the location of your choice, the final decision on the data access point will rest with data providers and will depend on issues relating to legal gateways and the sensitivity level of the data the 'secure environment' is accredited to hold. Therefore, it may not be possible to secure access to data in any of your preferred locations.

While we work on expanding the list of locations available, note that currently it is only possible to access data on location only, in the secure environments listed above. No remote access is allowed at the moment.

7.2. Duration of Access: Progress of an ADRN project will be affected by the amount of time taken to secure access to administrative datasets and you may need to be flexible with your research timetable. In order to help us assess the likelihood of your project being feasible please provide information about:

- a preferred project start date and the estimated duration of the project, factoring in time for peer review of analysis and outputs
- the time you expect to spend on data analysis (in no. of days)
- out of these, the estimated number of days of assistance you will need from the ADRC
- any known publication or other deadlines you are looking to meet.

7.3. Software details: Please specify which statistical analysis or other software you will require to carry out your analysis (e.g. Word, Excel, SPSS, SAS etc).

Our secure environments can usually accommodate most common statistical package requests, but this can be further defined closer to the date of accessing the data.

Section 8: Research Team

Please list the names, affiliations and institutional email addresses of all members of your research team and all co-authors on any publication/presentation that will make use of the data processed in the ADRN.

ADRN Project Proposal Form

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 **Section 8** Section 9

Remember to save your page regularly as you work your way through the questions, and before you go to the next page!

Please list the names, affiliation and email addresses of all members of your research team and all co-authors on any publication/presentation that will make use of the data processed in the ADRN.

Lead researcher

Name:*

Institution:*

Institution email address:*

ADRN researcher number (if known):

Telephone no:

Will be accessing data at the ADRC?:

Other research team members

Team Member No. 1 [Remove this team member](#)

Name:

Institution:

Institution email address:

ADRN researcher number (if known):

Will be accessing data at the ADRC?:

[Add another team member](#)

[Previous section](#) [Save my progress](#) [Next section](#)

Please also indicate under "will be accessing data at the ADRC?" column which members of the project team will be working with administrative data at the secure environment. This will help us ensure that the right provisions would have been made to accommodate the team at the ADRC and that appropriate arrangements are in place.

Please do not include your title (e.g. Dr, Prof, Ms) as part of your name, as this might create errors when you save the form.

Remember that all members of the research team should receive an email with a link to a researcher application form that they need to fill in. This will be forwarded further on to the Institutional Guarantor as per the Accredited Researcher (ADRN013) Policy and the ADRN Terms of Use (ADRN021). See also the ADRN Researcher Application Form Guidance (ADRN005).

Section 9: Declaration

By completing this section of the form and selecting 'yes, I agree' will indicate that the information you have provided is correct to the best of your knowledge and that you agree to the Terms of Use and the rest of the policies included in the message. Further to the declared caveats, the lead researcher agrees to act the main contact for progress updates and communication regarding the progress of the application.

By completing this section and returning the application form by email to help@adrn.ac.uk you are accepting the terms and conditions of undertaking a project using the ADRN, as listed in the ADRN Terms of Use (ADRN021).

ADRN Project Proposal Form

[Section 1](#)[Section 2](#)[Section 3](#)[Section 4](#)[Section 5](#)[Section 6](#)[Section 7](#)[Section 8](#)[Section 9](#)

Remember to save your page regularly as you work your way through the questions, and before you go to the next page!

Declaration

By submitting this form I hereby declare that the information included is true and correct to the best of my knowledge. I understand that any false or misleading information given by me in connection with my application may result in termination of the application process and/or other sanctions, as defined in the ADRN Breaches policy (ADRN003).

As the lead researcher, I also agree that I will be the single point of contact for progress updates and communication regarding the progress of the application.

I have completed and forwarded the Researcher Application form to the institutional guarantor.

I agree for my personal information to be processed for the purposes of processing this application in accordance with the relevant data laws of the UK.

- Yes, I agree
 No, I do not agree

Contact email: This must be your institutions email address.

[← Previous section](#)[Save my progress](#)[Submit ✓](#)

3. Submitting your Project Proposal form

Once you submit the form, the following message will be displayed, confirming successful submission of the form to ADRN User Services.

ADRN User Services officer will be further in touch with you about the next steps of the process which usually involves preparing your project for submission to the Approvals Panel.

ADRN Project Proposal Form

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9

This is a read only version.

Almost there!

Your project proposal has been successfully received by User Services at ADRN and a member of our team will be in touch in the coming days to discuss this proposal with the lead researcher.

Please note that you can no longer make any further edits to your Project Proposal form – attach any additional files.

You can view this form at any time using [this link](#).

Check your email, as you and any researchers mentioned in the project proposal will receive a copy of this Project Proposal form and a link to the read only version of the form.

If you do need to modify this form or if you have any questions or need help with your application, please email help@adrn.ac.uk or call us at +44 (0) 1206 87 3435

What happens next

User Services at ADRN will produce a feasibility and a Privacy Impact Assessment report based on the information on this Project Proposal form, which will form part of the submission portfolio to the ADRN Approvals Panel.

We may liaise with the agencies who will be approached to provide data for your project. We will keep you informed throughout this process and will let you know if we feel any elements of your proposal require amendment to improve the likelihood of gaining approval from the ADRN Approval Panel.

Although we cannot give you a definite date at the moment we will schedule your application to be considered by the Approvals Panel as soon as the submission portfolio is fully prepared, and will let you know the likely decision date as soon as we can.

If you have any questions please do not hesitate to get in contact.

Notice that you can no longer edit the form – you can see a read only version of the different sections though:

ADRN Project Proposal Form

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9

This is a read only version.

Please list the names, affiliation and email addresses of all members of your research team and all co-authors on any publication/presentation that will make use of the data processed in the ADRN.

Lead researcher
.....

You will also receive an email confirming successful submission of the project proposal and a link to the read only version of the form.

Once the proposal has been finalised and submitted, you and the rest of the researchers named on the proposal, will each need to complete a researcher application as part of your accreditation process. This application will need to include the name and contact details of a person, with the legal power to act on behalf of your institution, to countersign the application. We will discuss this further at a later stage but you may want to start to identify who that person would be in your institution, e.g. the Director of Research Grants and Contracts or equivalent post. Please see these links to information about our Institutional Guarantor policy and procedure¹⁹, and frequently asked questions²⁰ which may be helpful in explaining their role and purpose in relation to the Network's application, researcher accreditation and safeguarding processes.

For information on how to complete the ADRN Researcher Application form, see ADRN Researcher Application Guidance Notes (ADRN007).

4. Help

If you are having trouble with any aspects of the system and this manual does not help clarify the issue, please contact the ADRN User Services Officer who issued this form. Alternatively, you can email the ADRN Helpdesk on help@adrn.ac.uk or phone us on +44 (0)1206 873435 and we will try to help.

¹⁹ http://adrn.ac.uk/media/1158/adrn012-institutionalguarantorpolicyandprocedure_01_01_pub.pdf

²⁰ http://adrn.ac.uk/media/1157/adrn012-adrn-institutional-guarantor-faqs_01_00_pub.pdf