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| Office for Research Governance and Development |

Pre-submission data access request

Application to access data for the purpose of research. Once Applicants complete Part A, they are to send this document to the relevant Data Custodian to complete Part B. The Queensland Department of Health and HHS Public Health Act 2005 (Research) Data Custodian contact list is available [here](https://www.health.qld.gov.au/__data/assets/pdf_file/0034/843199/data_custodian_list.pdf).

This form should be completed and signed prior to project submission Gold Coast Hospital and Health Service Human Research Ethics Committee. Formal access to data is only granted after the project has been authorised to commence.

**Part A: Applicant to complete**

**Personnel**

Members of the research team (including appointment affiliation/s and duration of appointment)

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**Project**

Title of proposed project

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Summary of the project

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The study protocol will require more detail, but to allow a custodian to determine the availability and volume of data required, please provide the following:

Primary outcome variable

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Secondary outcome variable/s Confounding and other variables

Sample size calculation (by requesting a specific number of files or access to patient data, it is expected that this number is based on a power calculation or other justification)

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Will a waiver of consent be sought? (please consult with the [*National Statement S2.3.10*](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018#toc__321) *for further details*)

Yes  No

**Data source**

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| --- | --- |
| ieMR / GC EMR | CIMHA |
| HBCIS | Metavision |
| Karisma | Long Term Image Archive |
| CHARM | Other: (*please provide details*) |

**Applicant name: Signature: Date:**

**Part B: Data Custodian (or delegate) to complete.**

For GCHHS data, which requested variables can be extracted by Divisional Analysis & Reporting Team or Data Operations and provided to the researchers?

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For non-GCHHS data, which requested variables can be extracted and provided to the researchers?

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Can the data extraction be performed as part of normal business?

Yes

No

If no, what additional fees are required?

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Which variables will require manual extraction (clinical review)

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Does the research team have permission to access all requested data?

Yes

No

Further details / conditions

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In your opinion, the researchers should access these data through which of the following?

[*Public Health Act (2005)*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2005-048)

[*Hospital and Health Boards Act (2011)*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-032)

Other (*please provide details*)

**Pre-approval**

As the appointed Data Custodian (or delegate) for the requested data source, I have reviewed all relevant documents, consulted with the appropriate personnel and am able to confirm the access, use, and disclosure of data is appropriate for this research project following governance authorisation.

​​☐​ Yes

​​☐​ No

I am unable to provide services for the following reasons:

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**Data Custodian (or delegate):**  **Signature**: **Date**: