**SLS Final Outputs Clearance Form**

Please note that final outputs can only be disseminated once an approval letter from the

SLS Data Custodian has been received and all required changes have been incorporated.

**Please then send a finalised version of the output to the SLS-DSU**.

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| --- | --- | --- | --- |
| **General Information** | | | |
| Project Number: | | Support Officer: ***Select One*** | |
| Date of request: ***Select a date*** | | Required date for clearance: ***Select a date*** | |
| Type of output: ***Select One*** If Other or more than one, please specify: | | | |
| **Output Information** | | | |
| Title of the output: | | | |
| Corresponding/Main Author’s name | Telephone number | | Email Address |
|  |  | |  |
| Other authors (in the order to be displayed online) | | | |
|  | | | |
| **Dissemination Information** | | | |
| ie Journal Name / Event Name and Location: | | | |
| Publication date (if known) or event date(s): ***Select a date***  Deadline for submission: ***Select a date*** | | | |
| Please select the key words relating to your output:  Topics A-D Topics E-H ***Topics I-Z***  Topics A-D Topics E-H ***Topics I-Z***  Topics A-D Topics E-H ***Topics I-Z***  Other/more than above: | | | |

Please note that details of all final outputs will be published on the SLS website; please tick at least one option below giving your approval\*:

For the final output (eg your ppt slides/thesis/research brief/abstract etc) to be made available through the SLS website, together with (where applicable) the title of the conference/meeting, location and date disseminated.

For the title, location & date of dissemination only, to be made available through the SLS website

(your ppt presentation/thesis/research brief/abstract etc will NOT be uploaded).

\*Journal articles – the DOI or ISBN link will be added to the website upon publication (please help us by letting let us know when this happens).

Please provide a date when the final output can be added to the website ***Select a date***

Or ***Select an Option***

***Your Privacy***

*The information you provide on this form will be used only by the SLS-DSU & NRS for the purposes of processing your output request.  An electronic copy of this form will be securely stored with NRS and the SLS-DSU.  For further information on how your data is used, see:*

<https://www.nrscotland.gov.uk/record-keeping/legislation/primary-information-legislation/data-protection>

<https://sls.lscs.ac.uk/more/privacy-statement/>

|  |
| --- |
| **For completion by SLS Data Custodian** |
| Date completed: ***Select a date*** |
| Comments affecting clearance: |
| Comments not affecting clearance |
| ***Data Custodian Decision*** |