**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: | | | |

**Researcher Checklist** – please ensure:

The SLS is described correctly

'Source: Scottish Longitudinal Study' is added to tables and figures, where appropriate

The support of the LSCS is acknowledged using the specified disclaimer

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/>

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

For Office Use Only:

|  |  |
| --- | --- |
| **CHECKLIST Final Outputs Clearance Criteria** |  |
| * The SLS is described correctly |  |
| * 'Source: Scottish Longitudinal Study' is added to tables and figures, where appropriate |  |
| * The support of the LSCS is acknowledged using the specified disclaimer |  |
| * No tables have a cell count of less than 10 (unless previously agreed with SLS SO) |  |
| * There is no disclosure between tables |  |
| * Any statistics should be based on a sample size of at least 10 and when reported should include confidence intervals and/or statistical significance |  |
| * Any graphs should be based on cleared output, have no outliers and be in a suitable format |  |
| * There is no reputational damage to the National Records of Scotland, The Scottish Government and the Scottish Longitudinal Study. |  |
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