**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***

All outputs (Intermediate and Final) must be within the agreed scope of your project. Please confirm that these outputs:

[ ]  Are needed to answer the research questions specified in your SLS project application form

[ ]  They will not change the purpose of your research

[ ]  Shall only be used as part of your research project by those who signed the SLS Undertaking form

***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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