Macintosh HD:Users:fionabolik:Desktop:Work:Hub:LOGOS:Final Versions:Print logos:SLS 2.eps

SLS STUDY EXTENSION FORM

Please fill in this form if you wish to extend your current SLS project to include new research aims and/or new variables, or to extend the project end-date or remove/add researchers. This cut-down form is only applicable if your research question and type of variables you wish to use have not altered significantly since your original application.

**Your Privacy**

The information you provide on this form will be treated in the strictest confidence. An electronic copy of this form will be securely stored with NRS and the SLS-DSU. A hard copy will be securely stored in 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/>

***NHS Central Register (NHSCR) data***

The SLS holds various variables that are either directly or derived from NHSCR data. Please note that your project must have an impact on health (directly or indirectly) as a condition of using variables sourced from NHSCR. Please speak to your SLS staff for more information once you have selected your variables in order to undertake the research.

1. **USER AND STUDY DETAILS**

*Study title:*

## SLS Project number:

## Details of person making the request:

|  |  |  |
| --- | --- | --- |
| Title: | Name: | |
| Position: | | |
| Organisation: | | |
| Telephone: | | Date of last Safe Researcher Training (SRT): |
| Email: | | |

**Please list all team members, indicate if will work directly with the SLS data in the SLS Safe Setting and their dates of information governance training**

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| --- | --- | --- | --- |
| **Name of Team Member** | **Will access SLS data (tick)** | **Type of IG Training (MRC/SRT..)** | **Date passed** |
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**Would you be happy to share your project code for reuse?**

Yes  No

*The SLS-DSU is funded by the ESRC, due to the restrictions on datasets which form part of the SLS we cannot deposit research data with the UK Data Service (data archive). As such, we are now asking researchers to share code used for data management or modelling for reuse by others. This could be all project syntax or key parts (ie specific analysis). Code from all statistical packages accepted. The SLS-DSU will then deposit code for reuse in GitHub (or similar).*

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*If you are not willing to share code please give details below:*

1. **PROJECT EXTENSION/AMENDMENT DETAILS[[1]](#footnote-1)**

**Overview of SLS extension:** *(please tick all required)*

1) Project end date  2) Remove or add member(s) of the research team

3) New research question(s)/aim(s)  4) New sample  5) New variables

**Please complete only the sections below that are applicable to the request, then move onto C.**

### Extend duration of project

### Requested new end date: Click or tap to enter a date.

Project start date: Click or tap to enter a date. Original end date: Click or tap to enter a date.

*Reason for extension*

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Please ensure that you propose a realistic end date. In order to comply with current guidance on data retention in line with GDPR, the LSCS/SLS-DSU will archive your project extract data for a period of 5 years beyond the stated end date, after this it will be deleted. This is to enable if need be, to further revise models for publications etc.

### Add extra member(s) to research team

### *(or remove old members (list here and score through))*

### *Names and contact details of any additional members of the research team (not listed before)*

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|  | Name | Position | University/  organisation | Email & Telephone | Date of last IG training | Main Contact /chief researcher (please tick) | Will access SLS data  (tick) |
| 1 |  |  |  |  |  |  |  |
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| 6 |  |  |  |  |  |  |  |

#### Update the aims of the study

#### As before the information given in this section will be published on the SLS website at: [www.lscs.ac.uk/sls/projects.htm](http://www.lscs.ac.uk/sls/projects.htm) if the project extension is approved

*Please provide an* ***updated account*** *of the aims of your study (up to approx. 250 words)*

This should describe the specific aims of your project, and must include the hypothesis that you hope to test and/or your detailed research questions.

**Please clearly detail if/how these differ from your original aims** (you can use coloured text to show new parts).

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*If NHSCR variables are included please indicate how the research proposal relates to Health research (up to approx. 100 words)*

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Dissemination and Impact

*Please indicate how you will publicise and disseminate the findings of your extended study and identify any deadlines.* (eg. plans for journal papers or conference presentations)

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| *Put ‘same as original application’ if unchanged* |

*Please indicate how your research will have impact both for academia and for a wider audience (eg, Government and third-sector bodies). Give some idea of exactly who might benefit from the work, and the steps you plan to take to achieve this impact. For example, if your work could influence policy-making, you might plan to write a research brief for a Government department, give a presentation to your target audience, or offer advice on a consultancy basis.*

Your Support Officer can advise you on completing this section (up to approx 200 words).

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| *Put ‘same as original application’ if unchanged* |

#### Add new sample/study population

#### As before please complete this section of the form with the help of your Support Officer.

#### Study population

*Provide a description of the population selected for the extension if differing from original project*

(For example, all male SLS members enumerated at the 2011 Census and aged 16 – 64 years at the 1991 Census).

If your project requires more than one sample (for example, non-members resident with SLS members at Census time) please describe the samples separately.

**Please detail if/how this differs from your original project sample(s)** (you can use coloured text to show new parts).

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*Estimated sample size (ask your Support Officer)*

If your project requires more than one sample please give these details separately.

**Please detail if/how this differs from your original estimated sample size(s)** (you can use coloured text to show new parts).

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*What files will the data be drawn from?*

**Please detail if/how this differs from your original data selection** (if only additional variables are being selected please leave blank)

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*ie now requesting Vital Events deaths data, Education data, etc. Plus for which years. Or applying/applied to PBPP for health data linkage including specifying which sources (SMR etc).*

## Add new variables

Please list in more detail the **new** variables you need for this extension

**Please only detail the new variables being requested**

As before, this section should be completed using the online SLS Data Dictionary ([www.lscs.ac.uk/dictionary](http://www.lscs.ac.uk/dictionary)). The tables in **Annex B** (a summary of the most widely used variables and general information on selecting variables) may also be helpful. If you are not sure of the exact variables you want, give a broad indication of the type of variables you are likely to use and discuss this in more detail with your SLS Support Officer. Full details will be required before data extraction can begin. Please note that a project with over 60 variables in total is considered a large project. It may also be useful to consider the restriction levels of variables in order to operationalize them for your research. You can either check this with your Support Officer or see **Annex A** for an overview of the restricted variable levels.

Again if your project requires more than one sample (for example, non-members resident with SLS members at Census time) please list these variables in separate tables. *Please indicate if this addition of non-members is part of the extension.*

***SLS members***

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| **Table name** | **Variable name** | **Short description** | **Restriction**  **level** | **Justification for Inclusion** |
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*If you need more variables, please add extra rows to the table*

***SLS non-members (ie people living with SLS members at Census time)***

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| **Table name** | **Variable name** | **Short description** | **Restriction**  **level** | **Justification for Inclusion** |
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*If you need more variables, please add extra rows to the table*

*New derived variable(s)*

You may wish to specify your own derived variables (i.e. variables that do not exist already on the SLS database, which cannot readily be created from existing variables due to restriction levels). List the input variables to be used in the derivation and, where possible, show how the variable will be derived.

*As an example, if an SLS member is living with a partner (cohabiting/marriage) in both 2001 and 2011, we could use the full date of birth for the partner at each point in order to check whether it is the same person. This would create a 0/1 indicator: 0=different partner, 1=same - based on partner's DOB.*

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*Briefly explain the variable/data selection for this study (up to 300 words)*

* Users of ISD health data: please explain in general why these variables are required for the study. If you have not completed a PBPP form please indicate the sources that may be requested.
* All users: please explain broadly why each of the SLS datasets selected is required, and if a large number of variables requested, in broad terms why they are necessary.

(For example: if you have requested the Stillbirths, Infant Mortality data and have not discussed the need for this elsewhere in the application form, please state briefly why this information is necessary to answer your research question. Or if Marriages and Widow(er)hoods or Immigration/Emigration data requested explain briefly why it is essential)

**Please clearly detail if/how this differs from your original application** (you can use coloured text to show new parts).

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#### Service and access arrangements

Will your access requirements be different to those in the current project?

Yes  No

## What format do you want your new SLS data extracts to be?

SPSS  Stata

Please note we also have R and mapping software however **your initial SLS labelled extracts will only be provided in either** **SPSS or Stata**. We can use the package Stat Transfer to convert these extracts to other formats though loss of labelling may result. We will provide you with the syntax that we used to label the extract(s) (in SPSS or Stata) so that you can adapt this to re-label in your chosen package. SLS-DSU staff offer support in SPSS or Stata (ie for running remote access code), but welcome R users to work on the SLS by using the Safe Settings. If you prefer another package (ie SAS, Matlab etc) you may be able to work on a ‘bring your own license’ basis, but please consult your Support Officer.

This form should be EMAILED to your SLS Support Officer

For office use only:

|  |  |  |
| --- | --- | --- |
|  | **Please comment or check box** | **Date** |
| **Checked by SLS SO** |  |  |
| **Comments from SLS SO to SLS PM / SLS RB** |  | |
| **Checked by SLS PM** |  |  |
| **Comments from SLS PM to SLS RB** |  |  |
| **Sent to SLS RB** |  |  |
| **Comments from SLS RB to research team** |  | |
| **Application approved by SLS RB** |  |  |

1. If you have linked health data as part of the SLS project a separate HSC-PBPP amendment is required, please contact your eDRIS Research Coordinator for more details. [↑](#footnote-ref-1)