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. Significant changes to your original research question and type of variables will require a new SLS Application Form and SLS Research Board Approval.

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

The SLS holds various variables that are either directly sourced 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.

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 to arrange your amendment.

**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. For further information on how your data is used, see below or visit our website:

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

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

**Data handling of this SLS Project Extension Form**

In addition to staff emails, an electronic copy is held in your project folders (including for business needs such as on the SLS-DSU secure SharePoint site and SLS Trello space with access permitted only to SLS-DSU staff). A copy is also stored in the Project Log on the non-internet connected SLS network with restricted access to key members of SLS staff. A further copy is stored by NRS on their secure server. Once the SLS-DSU moves into the EPCC Safe Haven Services a copy may be saved within the secure project folders there too.

**Please check the box to confirm you have read our privacy statement and agree to our managing your personal data as described above and in the privacy statement on the SLS website**

1. **USER AND STUDY DETAILS**

*Study title:*

## SLS Project number:

## Details of person making the request:

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

**Please list all existing team members and indicate if they will work directly with the SLS data in the SLS Safe Setting. Include their dates of information governance training only if they will access the SLS Stage (1) Pre-publication Output (Intermediate outputs). For those on the project in a more advisory role – and will not see any Stage (1) Pre-publication Output – IG training is not required (ie they will only view Stage (2) Publication Output (Final outputs)).**

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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).* Researchers will be able to give permission for each script/parts of code they share. Code from all statistical packages is accepted. NOTE: by ticking the above box, this does not mean the SLS will automatically share your code. Researchers can submit their scripts/code or a support officer may ask permission to share a specific analysis/script.

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| (ie key parts from main analysis, data management, etc) |

*If you are willing to share code please give details below:*

1. **PROJECT EXTENSION/AMENDMENT DETAILS**

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

1) Extension of project end date

2) Remove or add member(s) of the research team

3) New research question(s)/aim(s)

4) Data related , specific details:

*(please select)* | Data/variables Existing sample New cohort

| (ie younger/older cohort)

Update existing | State briefly which source

SLS data (variables) | (ie new vital events, migration

| data or Census data)

|

New SLS variables |

|

|

Existing SLS data |

|

|

Add health data | State briefly which source | (ie SMR01, PIS, etc)

### 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.

If you have health data, HSC-PBPP have given delegated permission for the SLS-DSU to approve minor changes if the extension request is no longer than 12 months. We suggest your request the maximum extension.

*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). If members are not accessing SLS data and will not be viewing Stage (1) Pre-publication Outputs, there is no requirement for date of IG training.*

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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 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
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| 6 |  |  |  |  |  |  |  |

#### Update the aims of the study

#### 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** (use coloured text to show new parts if you are copying from your original application).

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*If NHSCR variables are included please indicate how the research proposal relates to Health research (up to approx. 100 words). NHSCR variables are listed in Table 1 at the end of the document (they are from the SLS database tables: A01, E08, E09, E10, M01)*

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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 (e.g. 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* |

#### Data related

#### 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)** (use coloured text to show new parts if you are copying from the original application).

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| (ie extending your research sample to a younger/older cohort, or adding in information on non-members) |

*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)** (use coloured text to show new parts if you are copying from the original application).

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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 if new sample then same as variables as for original data. Or an update to include more recent years worth of vital events, migration or postcode history data, etc. plus for which years. Or, applying/applied to PBPP for health data linkage specifying which sources (SMR etc). |

## Add new variables

**Please list your variables in a separate excel file and submit together with this form.**

As with your original application, please refer to the online SLS Data Dictionary ([www.lscs.ac.uk/dictionary](http://www.lscs.ac.uk/dictionary)) to create an excel file listing the variables you will require. If manually creating your excel file listing the variables, please include the table name, variable name, short description, restriction level and a short justification for including this variable in your project.

For the excel file, add variables for SLS members in one tab (labelled SLS members), variables for non-members in a second tab (labelled non-members), then add all new variables in a separate tab for SLS members and non-members (labelled either “NEW SLS members” or “NEW non-members”).

NOTE: if this is an extension for a project where your original application did not ask for a separate excel file with the variables list, for this extension it will be okay to make an excel file of only the new variables.

*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). **Include these input variables (ones used for the derivation) in a separate tab in your excel file** 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. Use the box to explain what the derived variable is and how you want it derived.*

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See *Table 2 for Restricted Variables.*

*Briefly explain the variable/data selection for this study in the box below (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 HSC 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 are being 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 are requested, explain briefly why it is essential)

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

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#### Service and access arrangements

## 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 and your Excel file should be EMAILED to your SLS Support Officer, who will pass on to the NRS SLS Project Manager.

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| --- | --- | --- | --- |
| **TABLE 1 - NHSCR Variables in the SLS Dataset** | | | |
| **Variable** | **Variable Description** | **Table** | **Table Description** |
| TRACEIN | Tracing indicator defines how the SLS member entered the SLS project and whether traced at NHSCR | A01 | Core Information for each SLS Member |
| DOBDISCREPIND\_M | Indicates whether there is a discrepancy between the date of birth as recorded by the SLS (CORE table) and the date of birth as recorded by NHSCR (migration record). | E08 | Migrations of SLS Members (into or out of Scotland) |
| DOB\_M | Date of birth as held on the NHSCR system. | E08 | Migrations of SLS Members (into or out of Scotland) |
| SEXDISCREPIND\_M | Indicates whether there is a discrepancy between the sex as recorded by the SLS (CORE table) and the sex as recorded by NHSCR (migration record). | E08 | Migrations of SLS Members (into or out of Scotland) |
| SEX\_M | Sex as held on the NHSCR system. | E08 | Migrations of SLS Members (into or out of Scotland) |
| SLSDOBIND\_M | Indicates whether the date of birth as recorded by NHSCR (migration record) is an SLS date of birth. | E08 | Migrations of SLS Members (into or out of Scotland) |
| DEATH\_IND\_ND | Indicates whether the death is recorded by the SLS as well as NHSCR or NHSCR only. | E09 | Deaths as recorded by NHSCR |
| DOB\_DISCREP\_IND\_ND | Indicates whether there is a discrepancy between the date of birth as recorded by the SLS and the date of birth as recorded by NHSCR. | E09 | Deaths as recorded by NHSCR |
| DOB\_ND | Date of birth of SLS member, as held by NHSCR. | E09 | Deaths as recorded by NHSCR |
| DOD\_DISCREP\_IND\_ND | Indicates whether there is a discrepancy between the date of death as recorded by the SLS and the date of death as recorded by NHSCR. | E09 | Deaths as recorded by NHSCR |
| DOD\_ND | Date of death of SLS member, as held by NHSCR. | E09 | Deaths as recorded by NHSCR |
| LOCATION\_ND | Location of Death of SLS member, as held by NHSCR. | E09 | Deaths as recorded by NHSCR |
| SEX\_DISCREP\_IND\_ND | Indicates whether there is a discrepancy between the sex as recorded by the SLS and the sex as recorded by NHSCR. | E09 | Deaths as recorded by NHSCR |
| SEX\_ND | Sex of SLS member, as held by NHSCR. | E09 | Deaths as recorded by NHSCR |
| SLSNO | Unique identifier allocated to SLS member at entry to SLS. | E09 | Deaths as recorded by NHSCR |
| SLS\_DOB\_IND\_ND | Indicates whether the date of birth as recorded by NHSCR is an SLS date of birth. | E09 | Deaths as recorded by NHSCR |
| PC\_AREA | Postcode area code | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_CHANGE\_DATE | Postcode change date | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_CHANGE\_FLAG | Postcode change flag | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_CHANGE\_FROM | Postcode change from | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_CHANGE\_TO | Postcode change to | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_DURATION | Duration at a postcode | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_ENDDATE | Postcode end date (date format) | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_END\_DATE | Postcode end date | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_IND | Indicator whether the postcode has been used before | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_INDEX\_ID | Linked unique record id in the postcode index | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_NHS | NHS postcode | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_ORDER | Chronological order of the postcode | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_STARTDATE | Postcode start date (date format) | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_STARTDATE\_FLAG | Postcode start date flag | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_START\_DATE | Postcode start date | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_U\_FLAG | Postcode user flag | E10 | NHS Postcode History for SLS Members (2000-2015) |
| PC\_V\_FLAG | Postcode validation flag | E10 | NHS Postcode History for SLS Members (2000-2015) |
| DOD\_NHSCR | Death date record on NHSCR or 1939 register (up to April 2015). (SLSBC1936) | M01 | 1947 Scottish Mental Survey and Linkage Indicators (SLSBC1936) |
| MOVEOUT\_YEAR | Year of moving out of Scotland if not linked to the SLS but traced at NHSCR. (SLSBC1936) | M01 | 1947 Scottish Mental Survey and Linkage Indicators (SLSBC1936) |
| TRACEIND | Tracing indicator defines whether traced at NHSCR. (SLSBC1936) | M01 | 1947 Scottish Mental Survey and Linkage Indicators (SLSBC1936) |

TABLE 2 – Restricted Variables



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** |  |  |