

DIRECT Data and Sample Access Request Form (version 2)

Data Access Requests are formulated and processed in accordance with the current version of the DIRECT Policy on Materials and Data Sharing (see [DIRECT MangoApps site](#)). All internal submissions should normally be accompanied by an approved Analysis Plan. It is not necessary for each institution to complete a separate copy of this form; all individuals involved in a planned analysis can be listed on this form. For any queries please contact [REDACTED]

1. What is this Access Request for? <i>(see dropdown options)</i>	
2. Is this Access request for your own data or for data generated from samples provided by your recruiting centre?	
3. Which areas does your research question relate to?	
4. Please provide a brief summary of your research question:	
5. Is this request linked to a particular Work Package (WP)	
5 a. If yes please state which WP(s): (WP2 to WP8)	
5 b. If yes please state which task number(s) (e.g. WP3.4)	
6. What is your institutional affiliation? (Please use your DIRECT project code e.g. [institution])	
7. Has an Analysis Plan been prepared, agreed and have evidence of approval by the Management Board ?	
7a. If Yes please submit the Analysis Plan with the evidence of approval with this request	
7b. If No please explain why (e.g. only access to Data query error tracker is required).	
7c. Is this request related to the extension of an existing Analysis Plan?	
8. About the Data or Analysis: Please identify the nature of the data or analysis you are requesting to access - <i>or indicate if this is not applicable</i>	
9. Do you require a new Shared Folder to be made available to your Analysts on the Analysis Server	
9a. If Yes please provide the information requested on the 'Shared Folder' worksheet (see green tab)	
9b. If No please explain why (e.g. a shared or 'team' folder is already in place)	
10. If a new Shared Folder is not required, to which existing folder or directories on the Analysis Server do you seek access? A description of the file structure on the Analysis Server is available from the Data Extraction Team (DET)	
11. When would you like access to start? (YYYY-MM-DD)	
12. When do you estimate your analysis or re-analysis will be completed? (YYYY-MM-DD)	

13. Please describe what type of data you would like to access (multiple options can be specified)	eCRFs	
	Phenotype data	
	Lab data	
	Genomic data	
	Metabolomic data	
	Proteomic data	
Other:		
14. Please describe below which datasets you are interested in (multiple options can be selected) Please provide as much information as you can on the exact datasets you need to access:	Prospective DIRECT data	
	Retrospective data (single centre)	
	Retrospective data (multiple centres)	
	Both Prospective and Retrospective data	
15. Is this request connected to a previous request?		
	If yes please provide DASA request No:	
16. Is this a re-formulation of a request that was previously not approved ?		
17. About the Samples: Please identify the nature of the samples you are requesting to access - <i>or indicate if this is not applicable</i>		
19. When would you like your samples to be sent? (YYYY-MM-DD)		
20. When do you estimate analysis of the samples will be completed? (YYYY-MM-DD)		
21. When will remaining samples be returned? (YYYY-MM-DD)		
22. Name, address and email of the individual who will be custodian for the samples:		
23. Data and sample Access Request Form Submitted by:	Address:	
	Address:	
	City:	
	Country:	
	email:	
	Signed:	
	Date:	

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DIRECT Data and Sample Access Request Form (version 2 - cont)

1. Name of Applicant	
2. Institutional affiliation	
3. Brief summary of research topic	
4. Date of application	

Details of Shared Folder required on Analysis Server	
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5. Name of Lead Analyst	
6. Preferred name for Shared Folder (Team Folder)	
7. Datasets from which extracts are likely to be needed	
Please list. A catalogue of the data currently held on the DIRECT Analysis Server is held by [institution]	
8. Any special requests, points to note or comments?	