Proposal review and access process for COVID-19 Register

1 Preparing to apply

- Researcher to refer to COVID-19 Register web page for resources such as FAQs, eligibility questionnaire, project proposal form and data variable list
- If required, researcher to discuss project with COVID-19 Register team at the Australian Institute of Health and Welfare (AIHW)
- Where relevant, AIHW provides initial cost guidance for secure remote access environment
- Where relevant, AIHW provides guidance on whether researcher needs to obtain additional ethics approvals

2 Researcher completes a project proposal form

- Submits a project proposal form to COVID-19 Register team at AIHW
- Revises project proposal form to address feedback from Step 3 and 4 if needed

3 COVID–19 Register team (AIHW) reviews project proposal

- Assesses researcher's eligibility to access data
- Ensures aim and objectives are within scope of ethics approval
- Provides project proposal to COVID-19 Register Data Advisory Group and relevant data custodians

4 COVID–19 Register Data Advisory Group reviews proposal

- Reviews project proposal and ensures data can meet aims and objectives
- Liaises with state/territory hospital data custodians or state/territory Communicable Diseases Network Australia (CDNA) representative for review where relevant
- Provides feedback to AIHW

5 AIHW adds researchers to ethics

- Based on the researchers listed in the approved proposal, AIHW facilitates jurisdictional ethics amendments to add researchers to the project.
- Informs researchers when approved.

6 Researcher signs s29 and secure environment user agreement forms

- Submits *AIHW Act 1987 s29* Undertaking of Confidentiality forms signed by all researchers who will access the data, and the allocated responsible officer who has the authority or delegation to commit the organisation to the terms and conditions of the s29 undertaking
- Submits relevant secure environment user agreement forms signed by all researchers who will access unit record data

7 AIHW secure remote access environment training and onboarding

- AIHW contacts researcher for secure remote access environment training and onboarding
- Provides access to secure remote access environment
- Provides access to approved data set(s)

AIHW · Researcher · Advisory Group/relevant data custodian