



DPAU DATA ACCESS APPLICATION GUIDANCE

The application form is used by DPAU and relevant Contributing Research Studies (CRS) to assess whether proposed studies are worthwhile, in the public interest, likely to be feasible with available data and conform to each CRS's own access policies.

In order to help ensure your application is successful, below is guidance on how to fill out the DPAU Data Access Application Form:

General

- Please ensure you provide all the details requested - incomplete applications will be returned for revision.
- Please do adhere to word limits. Applications that do not conform to the word limits will be returned for revision.
- Please ask a colleague to read your application and provide constructive comments on its completeness and ease of reading before submission.

Main Applicant Details

- In this section, please ensure your email address is an academic or industry address. Unfortunately, we cannot accept applications that do not comply to this requirement (Gmail, Yahoo, Hotmail etc).
- In this section, please ensure your email address and mobile number is correct, as these details will be used to set up your DPAU account upon the approval of your application.

Co-Applicant(s)

- It is advisable to list all applicants that may require access to the CRS data for your project on the application.
- please ensure the email address of all co-applicant(s) is an academic or industry address. Unfortunately, we cannot accept applications that do not comply to this requirement (Gmail, Yahoo, Hotmail etc).
- For any co-applicant(s) who wish to access the DPAU Analysis Environment, please ensure the email address and mobile number is correct.

Project Details

- In this section, please describe clearly how the project is being undertaken in the public interest. Direct benefits, such as expected outcomes and outputs associated with the aim of project should be outlined in this section.
- As appropriate, please describe how your proposed project will aid the understanding, diagnosis, and treatment of dementia.



Data Requested

- This section is where you indicate which CRS are of interest to you and you select which waves and categories of data from that CRS you wish to analyse. You may apply for only one or for multiple categories of data, but you will need to justify your selection based on your design. CRS are likely to reject proposals where the applicant has requested data without providing a suitable justification.

Key guidance on which data categories/waves/CRS to request

- Please be aware that, in order to have the greatest possible chance of having your access request approved by the relevant CRS, you should ensure that you justify your selection of data categories/waves in the Scientific Rationale and Analysis Plan sections of the Application Form. If you select all, or the vast majority of data categories/waves for a CRS, a justification of the relevance of your selection must be provided on the form. Similarly, when selecting your CRS, we advise only choosing CRS that hold data that are clearly relevant to your study and match the information provided by you on the Application Form. Information to assist you is provided by the CRS directory and the CRS matrix on the Portal website, as well as on the CRS's own websites and in their published literature.

Scientific Context

- As a guideline, 250-300 words for each of 'Project Overview', 'Scientific Rationale', 'Analysis Plan' of the scientific context section should be adequate.
- The aims and objectives of your project should be outlined in the 'Project Overview' section.
- The reasons why your project is valuable to the scientific community should be explained in the 'Scientific Rationale' section.
- Please explain your project methodology and analysis plan in the "Analysis Plan" section.
- Please provide details of your ethics approval. This will increase the chance of approval by the CRS and in some cases is mandated. If researchers cannot provide details of ethical approval, they need to justify the exemption from ethical approval on the application form.

Technical Specification

- In order to ensure users' requirements for software, packages and computing power, and that any bespoke arrangements can be accommodated, we ask that you outline the specification of the Analysis Environment necessary for your project at the application stage. Further information can be found [here](#) and [here](#).
- On receipt of your application, if any upscaled or bespoke requirements are selected, a member of the DPAU team will contact you to discuss implementation and any potential costs.

Other Information

- If you acknowledge any overlaps/conflicts with other research, you must make a declaration [here](#).
- If you wish to also include your own data in your study, you must make a declaration [here](#).

Contact information

If you require further information about the DPAU Access Application Form, the application process, or your application then please contact dpau@unsw.edu.au with subject “*DPAU Data Access Application Enquire*”.



Data Access Application Form

Purpose of this document

This form is to be completed when requesting access to data from the Dementias Platform Australia (DPAU). By submitting this application, you are agreeing to the terms and conditions specified by the DPAU and the Contributing Research Studies (CRS).

Summary of the application process

Your application will first undergo an initial review by the DPAU to ascertain whether the form you've submitted is completed correctly and evaluate the project's rationale. Incomplete applications will be returned for revision and unqualified applicants will be advised.

Ready for review applications will be circulated to the data custodians of the CRS that you request access to, based on their individual governance requirements and scientific objectives. The data custodians may ask you to clarify any parts of your application. The data custodians for each CRS will then approve or decline your request for data access. It is possible you will need to have a collaboration discussion and/or sign additional Data Access Agreements with an individual CRS, depending on their requirements. Decisions are expected within 28 days but may vary depending on the access procedures of each CRS.

Following a successful application, you are required to sign the DPAU Data Access Agreement ([DAA](#)). This will be signed by the leading institution of your project and all project team members seeking to access data on DPAU Analysis Environment prior to the release of data. Policies surrounding use of DPAU can be found [here](#).

You will then be assigned an account to access the Analysis Environment via CISCO VPN and two-factor authentication using Okta Verify. Detail guidance document can be found [here](#).

The Analysis Environment will appear as a window on your personal host computer, from which you can commence your data analysis. Data cannot be downloaded from the Analysis Environment, but you can upload additional data using the File In function. If you wish to also include your own data in your project, you must make a declaration in the Other Information section of the application form. Summary figures and tables for the purposes of reporting on the analysis may be exported following additional approval, using the File Out function which may take 72 hours to complete.

Timeline for access the Analysis Environment

Following the signing of DAA, you will be assigned an account to access the Analysis Environment, this process may take up to 10 working days.

For each application, the main applicant and all co-applicants will be contacted three months before their nominated intended completion date to confirm the termination of accounts. If no extension is needed, the DPAU will terminate the access of your account. If you require an extension, the extension request will be passed to the data custodians of the CRS that you request access to, and extension will be granted upon approval.

Contact information

If you require further information about the DPAU Access Application Form, the application process, or your application then please contact dpau@unsw.edu.au with subject “DPAU Data Access Application Enquire”

Office use only:

| | |
|------------------------|--|
| Submission date | |
| Application ID | |



1. Main Applicant Details

| | |
|---|---|
| Title | |
| Name | |
| Position | |
| Institution | |
| Email | |
| Country Code | |
| Mobile Number | |
| Role on project | Principle Investigator Co-Applicant Researcher Administrator |
| Does this applicant need access to the analysis environment? * If yes, we will create a user account for this applicant to access the DPAU Analysis Environment. Instructions to access the environment will be sent to the applicant once their account is created. | Yes/No |

2. Co-applicant(s) Details

| | |
|---|---|
| Title | |
| Name | |
| Position | |
| Institution | |
| Email | |
| Country Code | |
| Mobile Number | |
| Role on project | Principle Investigator Co-Applicant Researcher Administrator |
| Does this applicant need access to the analysis environment? * If yes, we will create a user account for this applicant to access the DPAU Analysis Environment. Instructions to access the environment will be sent to the applicant once their account is created. | Yes/No |



3. Project Details

| | |
|--|--------|
| Project title | |
| Is this project part of a consortia | Yes/No |
| If yes - consortia name (separate with comma) | |
| Intended Start Date | |
| Intended Completion Date | |
| Could your project be considered to be contributing to further understanding of dementia or neurodegeneration? | Yes/No |
| If no, we are interested to know what academic discipline you work in. Please select another primary research discipline from the list below which was put together for REF2014? | |
| How is the project being undertaken in the public interest? | |
| Is there funding support for the project? | Yes/No |
| If yes, source? | |
| If yes, amount? <i>*Please specify the currency of the amount you have entered. (e.g. AUD\$12345)</i> | |
| If yes, is the funder a commercial agency? | Yes/No |

4. Data Requested:

Collaboration request from CRS and/or consortia members cannot be declined without a good reason. If your project is seeking to access data from consortia members, the application may be shared with all consortia members for collaborative purposes.

Please explain why these data are required

| Contributing Research Study | Wave | Categories |
|---|------|------------|
| <i>*Select data categories from the wave. You can select multiple categories if required.</i> | | |
| <i>*Select a Contributing Research Study and Wave so we can display the available categories.</i> | | |
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5. Scientific Context

| | |
|---|---|
| Search terms/keywords (separate with comma) | |
| Project Overview (background, aims and any specific hypotheses) | |
| Scientific Rationale | |
| Analysis Plan | |
| Are the planned analyses cross-sectional and/or longitudinal? | Cross-sectional Longitudinal Both |
| Outcome of interest (measurement) *To identify potential project overlap. | |
| Ethical approval | Yes – approved Yes – in progress No |
| If approved, | |
| Ethics approval number for your Project | |
| Name of ethics committee | |
| Comments regarding ethics approval | |
| If in progress, | |
| Name of ethics committee | |
| Intended approved date | |
| Comments regarding ethics approval | |
| If no, please justify | |
| What kind of output do you expect your project to produce and when? (e.g. student thesis, publications, new datasets, etc) *Please provide a general description of all likely IP arising from your proposed project. | |

6. Technical Specification

The DPAU Analysis Environment offers various capabilities and functions to enable researchers to complete data analysis within a secure Virtual Desktop Infrastructure.

In order to ensure users' requirements, and any bespoke arrangements can be accommodated, we ask that applicants outline the specification of the Analysis Environment necessary for their project at the application stage. Further information can be found [here](#).

On receipt of your application, if any upscaled or bespoke requirements are selected, a member of the DPAU team will contact you to discuss implementation and any potential costs.

| | |
|---------------------------|--|
| Type of Project | Statistical Analysis Machine Learning |
| Type of Desktop Requested | Standard (8GB RAM, 4CPUs) Medium (16GB RAM, 4CPUs) – AUD\$3.72/Day Large (32GB RAM, 8CPUs) – AUD\$5.22/Day |



| | |
|---|--|
| | XL (64GB RAM, 16CPUs) – AUD\$8.22/Day Turbo (128GB RAM, 32CPUs) – AUD\$14.22/Day |
| Bespoke requirements (Software) – Please outline software needed for your analysis, if not already available as standard. Common Packages for STATA, R and Python have already been installed, if applicable, please also outline specific packages needed for your analysis. View standard software View package request | |

7. Other information

| | |
|---|--|
| Please list any known or potential overlaps/conflicts with other research using these data. <i>*Please include your proposal for resolving conflicts</i> | |
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|---|--|
| If you have any further comments regarding this application, please provide them here. <i>*This includes whether you intend to include your own data in your analysis.</i> | |
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