



DPAU DATA ACCESS APPLICATION PROCESS

To begin the process, complete the [online DPAU Data Access Application form](#). Review of the applications will go through a two-stage review process: an initial screening by DPAU staff followed by the review and approval by the relevant Contributing Research Studies (CRS) or their nominee. Upon approval, you and all team members of your project are required to agree to the terms & conditions specified in the DPAU Data Access Agreement ([DAA](#)).

Before completing the application form, you must confirm that you have appropriate ethics approval from your organisation to access and use the data held by DPAU, and include details of the ethics approval in your application. Should your organisation not require you to obtain ethics approval for your project, then you must explicitly state this in your application to DPAU. However, under no circumstances may an applicant knowingly or intentionally contravene the right to privacy or confidentiality granted to research participants under New South Wales, Australia law nor under the laws of the CRS state or nation. All applications must include details of the ethics approval for the proposed project. Projects are not covered by the ethics approval of the CRS unless all investigators named on the Data Access Application and who will have access to participant-level data released to this project are named personnel on the CRS.

You will be asked which variables categories and which waves you require from which Contributing Research Studies (CRS) as well as a scientific overview of your proposed study. Information to assist you is provided by the CRS directory and the CRS matrix on the [DPAU Data Portal website](#), as well as on the CRS's own websites and in their published literature. The DPAU Data Portal website provides detailed [Data Access Application Guidance](#).

Your application will first undergo an initial review by the DPAU to ascertain whether the form you've submitted is completed correctly, provided sufficient details for scientific review and evaluate your 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. Before approving your application, DPAU and/or the relevant CRS may ask you to clarify any parts of your application, or request modifications to the project. Such communication may be directly between you and the relevant CRS with DPAU being privy to the negotiations and the final arrangements. Modifications will be made on a case-by-case basis but should adhere to the principles of good research practice. Each relevant 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. As part of the review and feedback process, DPAU and/or the relevant CRS may also ask the project team to consider the inclusion of additional investigators &/or potential co-authors on the project. Should the applicant not wish to include the requested modifications, additional investigators or potential co-authors, then this will be resolved by negotiation or, if this is not possible, the decision of DPAU will prevail. Decisions are expected within 4 weeks but may vary depending on the specific governance requirements of each CRS.

If the inclusion of any additional specific conditions is required by any relevant CRS, those specific conditions will be discussed and agreed to by all parties, before the entering of DPAU Data Access



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Agreement (DAA). Once an application is approved by DPAU and the relevant CRS, DPAU will require the requesting the lead researcher's institution (which is usually the lead institution for the collaboration) of your project to sign the DPAU Data Access Agreement ([DAA](#)). All project team members that seek to access data on DPAU also are required to sign the DAA. 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 File Out function, which may take 72 hours to complete.

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"