**Society For Endocrinology Registries Data Request Form (DRF)**

**Before completing this form please check you have read and considered the Society for Endocrinology (SFE) Registries Data Access Policy**

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| 1. | Which SFE Data Registry are you applying for access to data from? |  |
| 2. | Details of Principal Investigator (name institution name & address & e-mail address) |  |
| 3. | Details of Coinvestigator(s) (name, institution & e-mail address) |  |
| 4. | Full Name of Project |  |
| 5. | Short Name of Project for Communication purposes |  |
| 6. | This application has been discussed with all the coinvestigators (notification of approval of this application will be sent to all coinvestigators) | Yes  No |
| 7. | What are the main reasons for requesting data access from the SFE Registries? | To assist with designing a new project  To perform a survey of participating centres  To obtain de-identified existing patient data from the registry  Any other project – please provide details |
| 8. | Has the project been funded? | Yes  No (Go to question 12.)  Not applicable |
| 9. | Source of project funding |  |
| 10. | Start date of funding (can be approximate) |  |
| 11. | End date of funding (can be approximate) |  |
| 12. | Is there a plan to apply for funding? |  |
| 13. | How will the data access costs be covered? |  |
| 14. | Has this project been peer reviewed and approved by any organisation? (e.g. funding body, ethics body, regulatory agency, other formal organization) | Yes  No  Not applicable |
| 15. | Please provide details of these organisation(s) and the date and duration of approval |  |
| 16. | If not approved, is there a date for submission | Yes; provide date:  No |
| 17. | Background and rationale for support required (max 500 words) |  |
| 18. | What is the primary aim or hypothesis of the project? |  |
| 19. | What are the primary outcomes that will be measured? |  |
| 20. | What are the secondary outcomes that will be measured? |  |
| 21. | Describe the methodology including project design (max 500 words) |  |
| 22. | State the inclusion criteria of the cases that will be recruited |  |
| 23. | State the exclusion criteria of the cases that will be recruited |  |
| 24. | Specify the data that is required from the Register using the Data Request justification section of the Data Dictionary |  |
| 25. | Specify any data fields that are not currently collected in the register but will be necessary for your project |  |
| 26. | Summary of project for the website (max 200 words) |  |
| 27. | Plain language abstract of the project (max 100 words) |  |
| 28. | How will this project improve the health of the people with the condition that is being studied? |  |
| 29. | Will the project require collection of patient reported outcomes/surveys? |  |
| 30. | List the expected outputs and how they will be disseminated |  |
| 31. | State publications plan for authorship of abstracts and full papers and how it compares to our recommendations |  |
| 32. | Timeline from start of project to above outputs |  |
| 33. | Planned start date of the project? |  |
| 34. | Planned end date of the project? |  |
| 35. | Have you received data from the Society for Endocrinology Registries previously? (provide dates and outputs references) |  |
| 36. | Please add any additional/relevant information. The team may contact you for further clarification. |  |

Form Completed by:

Date of Completion:

Date of Submission:

Please submit this form to [research@endocrinology.org](mailto:research@endocrinology.org). Your request will be considered by the relevant SfE Registry Steering Committee as soon as possible.

TERMS AND CONDITIONS: If your request is successful you will be required to sign a Data Sharing Agreement (based upon Appendix 2 of the Data Access Policy). All research outputs must be approved by the relevant registry Steering Committee before dissemination, submission or publication. Your outputs must cite your source of data as per the Publication Policy (appendix 5 of the Data Access policy). Before transferring any data the Society will confirm a date for data destruction or return.