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| **NISRA-RSU Final Outputs Clearance Form** | | | | | |
| **Please note that final outputs can only be disseminated once a finalised copy, incorporating all the required changes as specified by the Research Support Officer (RSO), is received by the NISRA-RSU. Failure to adhere to this requirement may result in the project team being denied access to the secure environment and/or sanctions being applied.** | | | | | |
| **General Information** | | | | | |
| Project Number: | Project Type: NILS/NIMS ADRC-NI Census Other | | | | |
| Date of request: | | Required date for clearance: | | | |
| Type of output: Journal article Abstract Presentation Poster Thesis Blog  Reseach/Policy Brief Other (please specify): | | | | | |
|  | | | | | |
| **Output Information** | | | | | |
| Title of the output: | | | | | |
| Author(s) name | Telephone number | | Email Address | Named on the project | |
|  |  | |  | Yes No | |
|  |  | |  | Yes No | |
|  |  | |  | Yes No | |
|  |  | |  | Yes No | |
| **If any author is not named on the project then an email is required from the chief researcher to confirm that they have not seen any intermediate outputs for the project** | | | | | **Email received**  ***(RSO use only)*** |
| **Dissemination Information** | | | | | |
| Journal or Conference name: | | | | | |
| Publication or Conference date(s):  *(If unsure write ‘Not Known’)* | | | | | |
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| **NILS Only** | | | | | |
| Please provide details of the health relevance of this NILS final output: | | | | | |
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| If this is the first final output for this project please provide information relating to the longitudinal element of the output. Otherwise please name the first final output for this project which included the longitudinal element. | | | | | |
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| **NILS/NIMS only** | | | | | |
| If this final output is an NILS/NIMS article, presentation, poster, thesis or research/policy brief please tick at least one option below giving your approval:  For the final output to be made available through the NILS-RSU website.  For the final output title & location to be made available through the NILS-RSU website.  Please provide a date when the final output can be added to the website.  *Please note the NILS-RSU will contact you again before the date you have specified above to ensure you are still content for the final output to be published. The NILS-RSU are required, with or without permission, to include at least a reference to the final output on the website within two years of the final output submission to the NILS-RSU.* | | | | | |
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| **ADRC-NI Only** | | | | | |
| If this is an ADRC-NI final output please tick to confirm that you will engage with the Public Engagement Communications Officers (PECO) to provide output for the ADRN website: | | | | | |

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| **Data supplier Information (mainly for ADRC-NI usage)** |
| Please provide any instructions from data supplier(s) regarding this final output: |
|  |
| **Other information** |
| Please provide any further comments regarding this final output: |

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| **For completion by Research Support Officers clearing the output** |
| Research Support Officers: and |
| Date completed: |
| Comments affecting clearance: |
| Comments not affecting clearance: |
| Cleared  Cleared if changes implemented and final version received by NISRA-RSU  Not cleared |

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| **Final Outputs Guidance** |
| To disseminate your results beyond your project team (named in the project application form and any subsequent project modification forms) **you must obtain Final Outputs Clearance from the Research Support Unit** using the NISRA-RSU Final Outputs Clearance Form. Examples of final outputs are articles, abstracts, presentations, posters, thesis, and research/policy briefs. The process for clearing final outputs reduces the risk of disclosure, ensures that data are properly described and used appropriately. NISRA-RSU may provide additional comments that the researcher may wish to consider.  You should allow a maximum of **20 working days** for clearance of all final outputs, with the exception of conference and journal abstracts, for which **5 working days** are required.  **In all cases, the Registrar General reserves the right to withhold clearance of any output if such an output would inhibit his ability to carry out his statutory duties.**  **Definitions:**  Northern Ireland Statistics and Research Agency (NISRA)  Northern Ireland Longitudinal Study (NILS)  Northern Ireland Mortality Study (NIMS)  Administrative Data Research Centre - Northern Ireland (ADRC-NI)  **Describing the data (see** [**NILS Working Paper 1.0**](http://www.qub.ac.uk/research-centres/NILSResearchSupportUnit/GuidesResources/FurtherReading/Filetoupload,208461,en.pdf) **for further details):**  The data must be described correctly ensuring accuracy of both the text and substantive points about the data and its functions. The data should not be described as being used to ‘track people’. The data should be referred to as a database(s) and the data extract provided to researchers to use in analysis referred to as a dataset(s).  For Census data the term ‘Census-based’ can be used in the title. Researchers can also use the term ‘Census-based’ as key words for journals. The NILS is not Census-based as sample members are initially derived from the Northern Ireland health card registration system, which are normally linked to the census returns. This should be properly reflected in the Methods section of any outputs. For ADRC-NI projects data from providers **must** be described in the methodology section of a report as ‘de-identified’, e.g. The de-identified Census data.  Researchers must make clear that NILS ‘Distinct Linkage Project’ datasets have no identifiable individual level data and are derived from linkages that are anonymised prior to handover to the research team.  The data linkage method, sample size and content (i.e. that it includes data for Northern Ireland only) and study methodology (see below) should be described accurately for NILS/NIMS or ADRC-NI.  **NILS Methodology:**  The NILS sample is made up of c. 28% of the Northern Ireland population (approx 500,000 people) selected using 104 dates of birth. Researchers should always refer to health card registrations NOT GP registrations. Values cannot be described as ‘missing’, more appropriate to refer to them as ‘non-response (missing/edited)’.  **ADRC-NI Methodology:**  An ADRC-NI project is made up data requested for specific projects. Values cannot be described as ‘missing’, more appropriate to refer to them as ‘non-response (missing/edited)’.  The data from each data supplier is split into two databases. An identification (ID) database and an attributes database. The ID database and the attributes database will both contain identical encrypted IDs. The linkage service will match the details in each of the ID databases. One ID database will be created that will contain all the matched ID’s. The associated data from each of the attribute databases will be linked to the ID database to produce a dataset for the researcher. Any instructions from the data supplier **must** be adhered too.  **Results:**  Neither the results displayed nor discussion concerning them must raise confidentiality or disclosure issues. This also includes any possibility of differencing between tables within an article. Any reference to a data source should be added to tables and figures, where appropriate. All data is cleared in accordance with the [NILS Disclosure Control Policy](http://www.qub.ac.uk/research-centres/NILSResearchSupportUnit/GuidesResources/Access/Steps8-10AnalysisandOutputs/). A frequency of 10 is the minimum count permissible in any final output.  All NILS/NIMS projects **must** demonstrate the health relevance of the final output. For the first final output there **must** be a longitudinal aspect to the NILS/NIMS research results.  **Acknowledgments:**  The following acknowledgment **must** be included in all **NILS/NIMS** final outputs, with the exception of abstracts. For abstracts, the acknowledgment, where possible, should be included in an accompanying email.  ‘The help provided by the staff of the Northern Ireland Longitudinal Study/Northern Ireland Mortality Study (NILS/NIMS) [delete as appropriate] and the NILS Research Support Unit is acknowledged. The NILS/NIMS [delete as appropriate] is funded by the Health and Social Care Research and Development Division of the Public Health Agency (HSC R&D Division) and NISRA. The NILS-RSU is funded by the ESRC and the Northern Ireland Government. The authors alone are responsible for the interpretation of the data and any views or opinions presented are solely those of the author and do not necessarily represent those of NISRA/NILS.’  The following acknowledgment **must** be included in all ADRC-NI final outputs, with the exception of abstracts. For abstracts, the acknowledgment, where possible, should be included in an accompanying email. Any specific instructions and/or acknowledgments from data suppliers **must** also be included with the ADRC-NI final output.  ‘The Administrative Data Research Network takes privacy protection very seriously. All information that directly identifies individuals will be removed from the datasets by trusted third parties, before researchers get to see it. All researchers using the Network are trained and accredited to use sensitive date safely and ethically, they will only access the data via a secure environment, and all of their findings will be vetted to ensure they adhere to the strictest confidentiality standards.  The help provided by the staff of the Administrative Data Research Network Northern Ireland (ADRC-NI) and the Northern Ireland Statistics and Research Agency (NISRA) Research Support Unit is acknowledged. The ADRC-NI is funded by the Economic and Research Council (ESRC). The authors alone are responsible for the interpretation of the data and any views or opinions presented are solely those of the author and do not necessarily represent those of the ADRC-NI. The <data supplier name(s)> data has been supplied for the sole purpose of this project.’  **NILS-RSU Contact Details:** Email: [nils-rsu@qub.ac.uk](mailto:nils-rsu@qub.ac.uk) |