

Medical Research Information Service (MRIS)

Step-by-step guide to the application process

- 1** **Contact us** about the study you want to do. We are happy to discuss what information we may be able to provide to support your research.
- 2** We will guide you through the **application process**. You should follow this process and submit your application form.
- 3** The MRIS Applications Manager will allocate a study reference number, review your application and present to the **Data Access Advisory Group (DAAG)** committee for approval.
- 4** The DAAG committee secretariat will contact you directly with the outcome.
- 5** The security review team will contact you regarding your **System Level Security Policy (SLSP)**.
- 6** Once the SLSP is approved and conditions satisfied, the secretariat will send you confirmation of the full approval.
- 7** The MRIS applications manager will send you a **Data Sharing Agreement** and declarations to sign and return.
- 8** The MRIS applications manager will pass your study to the business area and the study supervisor will be in touch to discuss a schedule for processing. **Good luck with your research.**