For researchers: cohort data application process

1) Register as a DPUK researcher at
   https://portal.dementiasplatform.uk/account/dataportal. [1]
2) Log in to data portal and select 'Apply for Study'.
3) Select 'Start a new study request'. You will be required to provide a name for your proposed study.
4) Select 'Open form' and complete with the required details. The form is divided into sections. All researchers will be required to complete the first five sections:

   a. Administrative details
   b. Datasets to access
   c. Scientific overview of your proposed project
   d. Variables requested from each dataset
   e. Public interest statement

   You may also be required to complete further sections – the sections you are required to complete depend on the nature of your proposed study.

5) Upload any supporting documents
6) Select 'Submit'

Your proposal is then circulated to the data guardians of cohort selected.

The data guardians may ask you to clarify parts of your application. You will be able to provide clarifications in the discussion forum – an additional feature to facilitate data applications. The data guardian for each cohort will then approve or decline your request for data access. Decisions are expected within 28 days, but may vary depending on the access procedures which govern each cohort.

Following a successful application, you will be required to sign the DPUK data access agreement (DAA). This will be signed by all parties prior to the release of data. Policies surrounding use of DPUK data are available on the DPUK data portal website.

DPUK is an MRC funded initiative, so in addition to the DAA, successful applicants for data will be required to take safe researcher training provided by the MRC. This is an online course which can be

---

[1] Academic email addresses are automatically accepted for registration, company emails are demanually approved by the DPUK team. Widely available public email addresses such as Gmail and Yahoo are automatically rejected, to protect the integrity of the DPUK resource.

found here: http://www.mrc.ac.uk/research/policies-and-resources-for-mrc-researchers/good-research-practice/. Successful applicants are required to add this to the signed DAA which they provide to Swansea.

Following a successful application, you will gain access to cohort data via a two-factor authentication, combining traditional username and password with Google Authenticator (an application that can be used on a mobile device to encrypt the password given by Swansea). You will then be able to get started on your analysis of the data.

As the analysis platform is housed within a separate remote desktop, it will appear as a window on your personal host computer. Data cannot be downloaded from the portal. Summary tables for the purposes of reporting may be downloaded.

June 2017