

**National Research Ethics Service**

### RESEARCH DATABASE

### Annual Report to Research Ethics Committee

*Research databases with approval from a Research Ethics Committee are required to provide the REC with an annual report on their activities. This form sets out the minimum content of the report and a template format, which may be adapted appropriately.*

**1. Details of the research database manager (“Data Controller”)**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| E-mail: |  |

**2. Details of the Database**

|  |  |
| --- | --- |
| Title: |  |
| Establishment responsible for management of the database: |  |
| Data Custodian*This should be a senior individual, not part of the research database team, who is responsible for oversight of the database within the establishment.* |  |
| Main REC: |  |
| REC reference number: |  |

**3. Summary of activity for [period covered by report]**

|  |
| --- |
| *Please provide an overall summary of the database’s activities during the year, including:** *Data collection*
* *Use /release of data*
* *Collaborations with other databases /programmes*
* *Engagement with patients/service users and publicity*
* *Any significant developments in the database’s scope, operation or governance.*
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**4. Applications for access to data**

*Please append a listing of applications made to the database for release of, or access to, data during the reporting period, together with a lay summary of the purpose of each approved project. Include any releases authorised following a further project-specific application to a REC, as well as those authorised under generic approval.*

**5. Declaration**

|  |  |
| --- | --- |
| Signature of database manager: |  |
| Date of submission: |  |

**Applications for release of data**

*Please also provide a lay summary (maximum 200 words) for each project for which release of data was approved. Include both projects conducted within the research database team and by external researchers. Where further project-specific approval was given by a REC, please include the REC Reference Number in the additional comments.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Reference (optional)*** | ***Title of project*** | ***Name of Chief Investigator*** | ***Institution******(name/address)*** | ***Dataset requested*** | ***Outcome******(e.g. approved, rejected, pending)*** | ***Additional comments******(optional)*** |
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