

Making a Project Application

To access data from the QResearch database you will first need to have a funded Project approved by QResearch. This involves making a Project Application using the online form on QWeb. This User Guide provides some guidance to help with making your Project Application on QWeb. It is a stand-alone Guide, but you may also wish to refer to the accompanying Video, 'How Do I Complete the Project Application form?'

Related Documents you may find useful:

- Your QWeb Project
- Creating a QWeb account
- Using my Code Groups in Projects
- Building a New Code Group using SNOMED Codes
- Building a New Code Group using BNF Codes
- Building a New Code Group using ICD-10 Codes
- Building a Code Group using QWeb Code Group Libraries
- Linking Code Groups to Projects created by other QWeb Users
- Code Group Versions: An Overview
- Code Groups: Saving, Checking In and Checking Out
- Merging Code Groups
- Requesting a Review
- Reviewing someone else's Code Group
- How to make your Code Groups publicly available

QWeb is a regularly updated piece of software. The accompanying User Guides and Videos are frequently reviewed to ensure compatibility with the latest version of QWeb. It is important that you use the most recently published User Guides and Videos to ensure maximum accuracy. These can be found at:

<https://www.qresearch.org/qweb-guides>

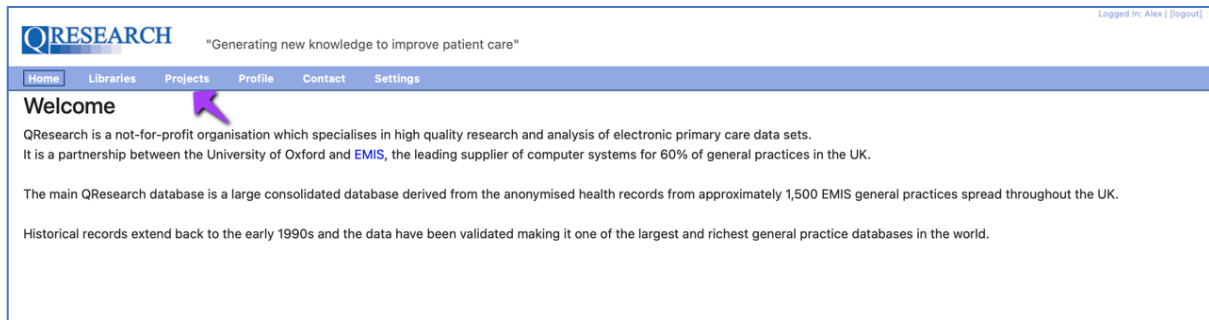
QResearch welcomes feedback on these User Guides and Videos. If you have any suggestions or questions, please feel free to contact us here:

<https://www.qresearch.org/about/contact-us/>

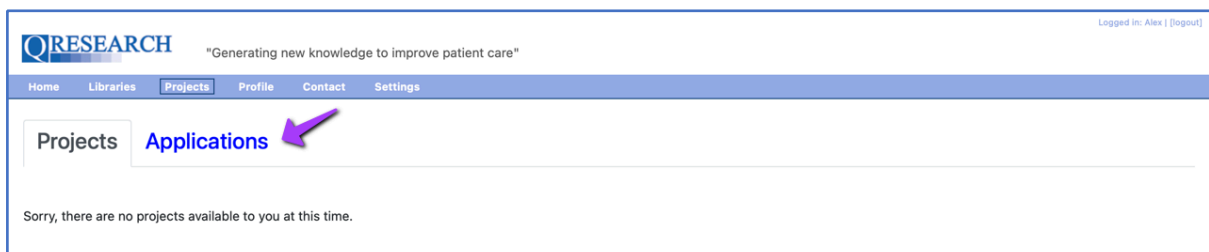
QResearch is part funded via the Data and Connectivity National Core Study, led by Health Data Research UK in partnership with the Office for National Statistics and funded by UK Research and Innovation (grant ref MC_PC_20058)

Making a Project Application

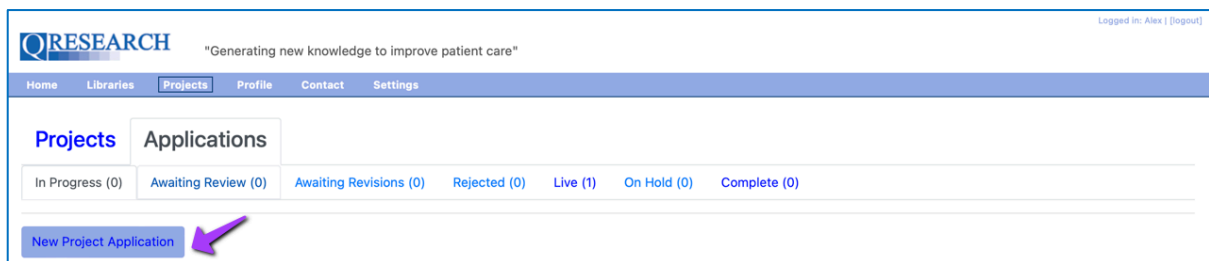
1. To make a Project Application, first go to the Projects screen:




2. From there, select Applications:



3. Then select the 'New Project Application' button:



- This takes you to the first page of the QResearch Project Application Form, 'A. General Details':


"Generating new knowledge to improve patient care"

[Home](#)
[Libraries](#)
[Projects](#)
[Profile](#)
[Contact](#)
[Settings](#)

QResearch Project Application Form

Application Form

Welcome to the QResearch application process.

Please ensure you have read the [information for researchers](#) found on the QResearch site before filling in this form.

You can use the "Save Changes" button at any time to save your progress, sections may be completed in any order.

General Details

1.1. Title of research

1.2. Name of Chief Investigator: Alex

1.3. Organisation: [\[Please Select\]](#)

CV

2. A copy of a current CV (maximum 2 pages of A4) for the Chief Investigator must be submitted with your application.

Upload a CV file no file selected

Co-applicant(s)

3.

Experience

Briefly outline what experience you, and/or your team, have with the following:

4.1. CPRD data

4.2. Statistics

4.3. Data Management

4.4. GP Practice

A. General Details

B. Funding

C. Data Sets

D. Protocol

E. Invoices

F. Data Sharing Agreement

G. Declarations

Status - In Progress

 Saved: 07/12/2022 11:15:23

Finished: Submit

This Application is linked to a project with ID: 332
[\[Go to project ID 332\]](#)

- As the instructions clearly state, it is imperative that you have read all of the instructions on the 'Information for Researchers' section of the QResearch website before commencing. This User Guide provides a practical walkthrough of how to fill out the form online, but does not contain all of the required background information. A draft Project Application form for practice purposes can be downloaded [here](#) or on the QResearch website.

- Sections A, B, C, D, E, F and G must all be completed before your application can be submitted. These can be completed in any order, however, and you are able to select the 'Save Changes' button at any point during the application process:

The screenshot shows the 'QResearch Project Application Form' interface. At the top, there is a navigation bar with links: Home, Libraries, Projects, Profile, Contact, and Settings. The main heading is 'QResearch Project Application Form'. Below this, there are two main sections: 'Application Form' and 'General Details'. The 'Application Form' section contains a welcome message and instructions. The 'General Details' section has three fields: '1.1. Title of research' (empty), '1.2. Name of Chief Investigator: Alex', and '1.3. Organisation: [Please Select]'. On the right side, there is a vertical menu with options A through G. Below the menu, there is a 'Status - In Progress' section with a 'Save Changes' button highlighted by a purple arrow. Below the button, it says 'Saved: 07/12/2022 11:15:23' and an 'Export PDF' button.

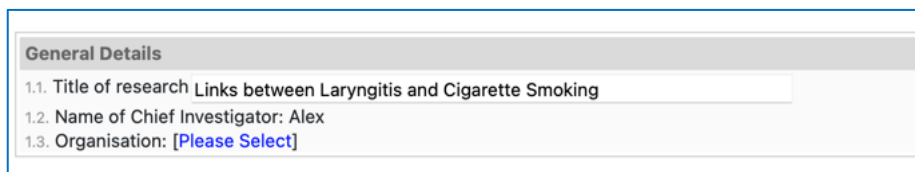
- You are also able to export Saved sections of the application form containing what you have completed so far by selecting 'Export PDF':

This screenshot is similar to the previous one, but the 'General Details' section is now populated. The '1.1. Title of research' field contains the text 'Laryngitis and Smoking - a Review'. The '1.3. Organisation' field is 'DHC' with links for '[view details]' and '[Change]'. The 'Status - In Progress' section now shows 'Saved: 12/12/2022 12:53:31'. The 'Export PDF' button at the bottom right is highlighted with a purple arrow.

8. For the purpose of this User Guide, we will fill in the pages chronologically, clearly stating which page is being completed. We will start with the first section, 'A. General Details'.

SECTION A

9. Firstly, complete field 1.1 with the Title of your research. Field 1.2 is filled by default with you named as Chief Investigator, as you are submitting the Project Application:



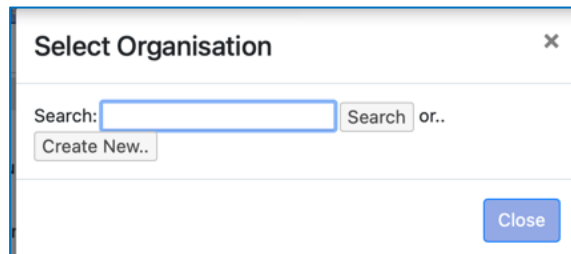
General Details

1.1. Title of research Links between Laryngitis and Cigarette Smoking

1.2. Name of Chief Investigator: Alex

1.3. Organisation: [Please Select](#)

10. To fill in details of your Organisation, 1.3, click on [Please Select](#). You will then be able to search to see whether your Organisation is already listed, or create a new Organisation:



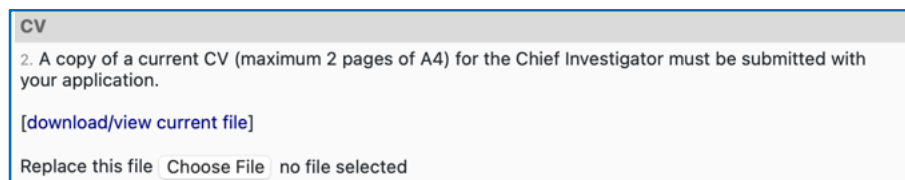
Select Organisation ×

Search: Search or..

[Create New..](#)

[Close](#)

11. Next, in field 2, upload the Chief Investigator's CV (maximum two pages) by choosing a file to attach. You can view or replace this file before the Application is submitted by using the Choose File process again:



CV

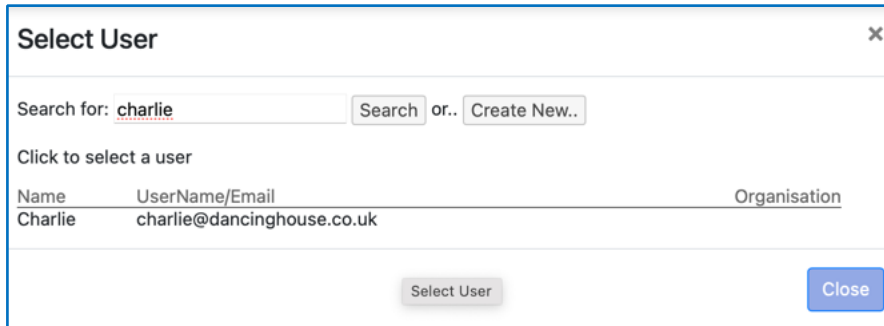
2. A copy of a current CV (maximum 2 pages of A4) for the Chief Investigator must be submitted with your application.

[\[download/view current file\]](#)

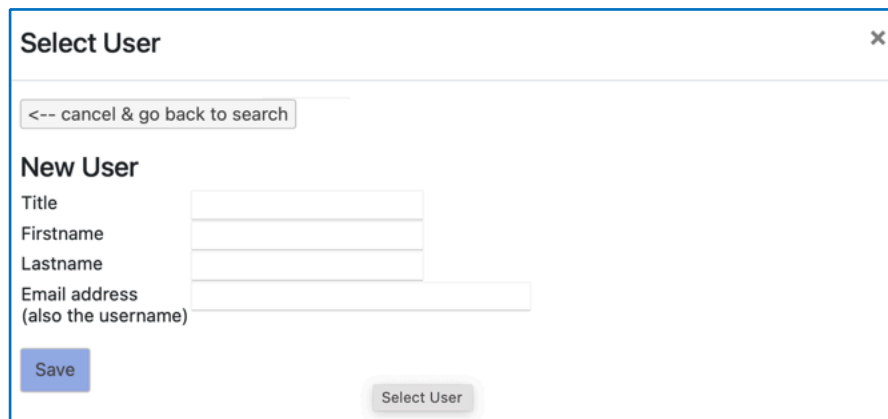
Replace this file [Choose File](#) no file selected

12. If your Project has one or more co-applicants, please record their details in the next field (3). (Please note that there is a separate area to list other researchers in your

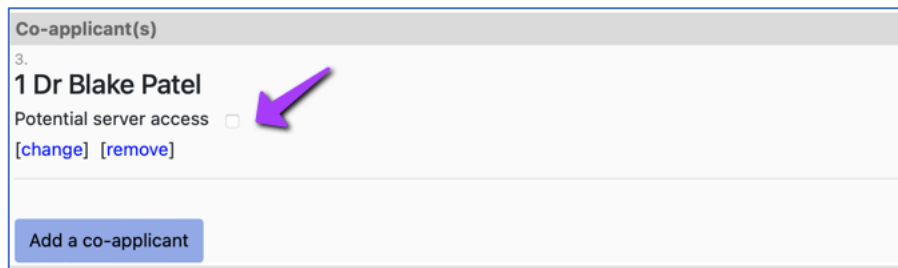
team who are not co-applicants.) If the applicant is an existing QWeb user, you can search for their details using the name/email they use for QWeb:



13. Alternatively, you can create a New User by submitting their title, first name, last name, email address and selecting Save:



You have the option to allow this co-applicant access to the server which will securely host your project data. If you wish to allow this, tick the check box. If not, leave it blank:



You also have the option to add further co-applicants if applicable; simply follow the same process for the remaining co-applicants

14. The next fields (4.1- 4.4) ask you to list what experience the research team has with the following – CPRD data; Statistics; Data Management; and GP Practice. Complete all of the boxes with information about the experience your team has in these areas:

Experience

Briefly outline what experience you, and/or your team, have with the following:

4.1. CPRD data

4.2. Statistics

4.3. Data Management

4.4. GP Practice

15. Section A is now complete. Select the ‘Save Changes’ button to ensure that all of the information that you have entered in Section A is saved, and to check that you have completed all of the fields satisfactorily:

QResearch Project Application Form

Application Form

Welcome to the QResearch application process.

Please ensure you have read the [information for researchers](#) found on the QResearch site before filling in this form.

You can use the "Save Changes" button at any time to save your progress, sections may be completed in any order.

General Details

1.1. Title of research

1.2. Name of Chief Investigator: Alex

1.3. Organisation: DHC [[view details](#)] [[Change](#)]

CV

2. A copy of a current CV (maximum 2 pages of A4) for the Chief Investigator must be submitted with your application.

[\[download/view current file\]](#)

Replace this file no file selected

- A. General Details
- B. Funding
- C. Data Sets
- D. Protocol
- E. Invoices
- F. Data Sharing Agreement
- G. Declarations

Status - In Progress

Save Changes

Saved: 09/12/2022 11:13:50

[Export PDF](#)

Finished: Submit

This Application is linked to a project with ID: 332
[\[Go to project ID 332\]](#)

Page 7 of 25

If there are incomplete fields which require filling in, they will be highlighted in red, as you can see here:

Experience

Briefly outline what experience you, and/or your team, have with the following:

4.1. CPRD data

4.2. Statistics


4.3. Data Management

4.4. GP Practice

16. Once a section has been saved, your Project, its title and date it was created will now be visible in the Project Applications area of QWeb. To return to it in a new session, simply click on its name in blue text:

Projects Applications

In Progress (1) **Awaiting Review (0)** Awaiting Revisions (0) Rejected (0) Live (1) On Hold (0) Complete (0)

ID	Chief Investigator	Title	Created	Last Saved	History
4273	Alex	Laryngitis and Smoking - a Review	07 December 2022	09 December 2022	

[New Project Application](#)

SECTION B

17. Section B refers to Funding. Funding must be secured prior to application submission; the answer to question 5 must therefore be Yes:

QResearch Project Application Form

Funding (must be secured prior to application submission)

5. Has the funding been secured? Yes No

18. Once you have selected Yes, the other required fields will become visible:

QResearch Project Application Form

Funding (must be secured prior to application submission)

5. Has the funding been secured? Yes No

Funding Body Details

5.1. Funding body:

5.2. UK Contact Name:

5.3. UK Contact Email:

Funding: Project Details

6.1. Title of project:

6.2. Principal Investigator Name:

6.3. Proposed Study Start Date:

6.4. Proposed Study End Date:

6.5. Duration, Years:

6.6. Duration, Months:

6.7. Funding Amount:

6.8. X5 Ref No:

6.9. Budget Code:

- A. General Details
- B. Funding
- C. Data Sets
- D. Protocol
- E. Invoices
- F. Data Sharing Agreement
- G. Declarations

Status - In Progress

Save Changes

Saved: 09/12/2022 11:13:50

[Export PDF](#)

Finished: Submit

This Application is linked to a project with ID: 332
[\[Go to project ID 332\]](#)

19. All fields are mandatory other than 6.8 and 6.9, X5 Ref Number and Budget Code. Field 5.1 allows you to search for Funding Bodies from existing data, or create new information:

Select Organisation ✕

Search: or..

You also need to provide a UK contact name and email address for the funding body.

Page 9 of 25

- Fields 6.3 and 6.4 refer to the proposed start and end date of your research. The fields will display a pop-up calendar when you click on them, allowing you to navigate through the upcoming months and select the correct date. (Today's date is highlighted in yellow):

6.3. Proposed Study Start Date:	12/12/2022
6.4. Proposed Study End Date:	
6.5. Duration, Years:	
6.6. Duration, Months:	
6.7. Funding Amount:	
6.8. X5 Ref No:	
6.9. Budget Code:	

December 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- To choose a date simply click on it and it will be displayed in the required field. The next time you select the Calendar the chosen date will be shown in blue:

6.3. Proposed Study Start Date:	19/05/2023
6.4. Proposed Study End Date:	
6.5. Duration, Years:	
6.6. Duration, Months:	
6.7. Funding Amount:	
6.8. X5 Ref No:	
6.9. Budget Code:	

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Once again, when all the fields in Section B are completed, select the 'Save Changes' button to ensure that all of the information that you have entered is saved, and to check that you have completed all of the fields satisfactorily. Any incomplete mandatory fields will be highlighted in red.

SECTION C

22. The next section refers to Datasets. Select 'Yes' or 'No' to show whether or not you are applying for the type of Data, and then provide a brief description of the Data that you are applying for in fields below:

QResearch Project Application Form

Datasets

Which datasets are you applying for?
(give brief description here – a more detailed data specification will be drawn up once approval is given)

8.1. **General Practice data** Yes No

8.1.1. **Brief description**

8.2. **Hospital Episode Statistics** Yes No

8.2.1. **Brief description**

8.3. **Civil Registration data (Mortality data)** Yes No

8.3.1. **Brief description**

8.4. **Cancer registry data** Yes No

8.4.1. **Brief description**

23. Section C is now complete and can be Saved. The Application Form so far can be viewed in the Application section of the Projects page.

Section D

24. Section D, 'Protocol' & 'Study Design', requests detailed information about your research proposal. Questions 9.1 – 10.12 are mandatory. Question 10.13 only needs completing if you have patient/group involvement in your study:

QResearch Project Application Form

Protocol

9.1. What is the scientific justification for the research? What is the background? Why is this an area of importance? *(Must be in language comprehensible to a lay person)*
 Please note: a minimum of five references should be cited in the background.

9.2. Please provide a lay summary for publication on the QWeb site. *(This should explain the aim of the study and why it is important)*

9.3. Give a brief synopsis / summary of methods and overview of the planned research. *(This should include the study design and a description of the study population)*

9.4. What are the principal research questions/objectives? *(Must be in language comprehensible to a lay person)*

9.5. What are the secondary research questions/objectives? *(If applicable; must be in language comprehensible to a lay person)*

9.6. **What are the principal inclusion criteria? (please justify):**

9.7. **What are the principal exclusion criteria (please justify):**

9.8. **What are the health or economic outcomes to be measured?**

9.9. **What is the primary outcome measure for the study?**

9.10. **What are the secondary outcome measures?**

9.11. **Where will the analysis of the data from the study take place and by whom will it be undertaken?**

Study Design
10.1. Study Design (e.g. case control, cohort, cross-sectional study etc) <div style="border: 1px solid black; height: 60px;"></div>
10.2. Study Period (i.e. which years are required) <div style="border: 1px solid black; height: 60px;"></div>
10.3. Selection of comparison group(s) or controls <div style="border: 1px solid black; height: 60px;"></div>
10.4. Describe the statistical methods and / or other relevant methodological approaches (e.g. for qualitative research) to be used in the analysis of the results. <div style="border: 1px solid black; height: 60px;"></div>
10.5. Plan for addressing confounding <div style="border: 1px solid black; height: 60px;"></div>
10.6. Plans for addressing missing data <div style="border: 1px solid black; height: 60px;"></div>

10.7. Limitations of study design, data sources, and analytic methods

10.8. Please present your feasibility calculation
 The Scientific Committee requires a feasibility calculation that consists of an evidence-based persuasive argument, including calculations and references, to show that there is a reasonable chance that QResearch contains enough of the right kind of data to answer your research questions.

10.9. Has the size of the study been informed by a formal statistical power calculation?
 Yes No

The Scientific Committee welcome (in addition to the feasibility calculation) a sample size calculation. They need to know how much data you need us to share with you to answer your research questions - how many patients worth of data you would need data for to have sufficient power to detect the difference you expect between the groups you plan to compare, for your primary outcome.

10.10. Has a statistician given an opinion about the statistical aspects of the research?
 Yes No

10.11. Do you anticipate there will be any intellectual property generated as a result of this project? If so, please give details including ownership and how and when this will be made publically and freely available.

10.12. What do you think the implications and impact of your research will be for patients and/or the NHS ?

10.13. Patient or user group involvement (if applicable)

25. You can Save this section at any point. Any incomplete fields or questions will be highlighted in red.

SECTION E

26. Section E of the Application Form asks you to provide details of the person to whom the invoice should be sent. Please complete all fields:

QResearch Project Application Form

Invoices

Contact details of the person to whom we should send the invoice

11.1. Name:

11.2. Title of role:

11.3. Address:

11.4. Email:

11.5. Telephone:

27. You can Save this Section at any point. Any incomplete fields or questions will be highlighted in red.

SECTION F

28. Section F of the Application Form asks you to provide details of the person who can sign the Data Sharing Agreement on behalf of your organisation. Please complete all fields:

QResearch Project Application Form

Data Sharing Agreement

Contact details of the person who can sign the Data Sharing Agreement on behalf of your organisation

12.1. Name:

12.2. Title of role:

12.3. Address:

12.4. Email:

12.5. Telephone:

29. You can Save this Section at any point. Any incomplete fields or questions will be highlighted in red.

SECTION G

30. Section G of the Application Form requires you to complete the following mandatory questions:

- Declarations about your research using Yes/No checkboxes (fields 13.1-13.14):

QResearch Project Application Form	
Declarations Note	
QResearch releases data to independent academics to undertake bone fide research. We assess applications using the following criteria. Please tick all that apply.	
Declarations	
13.1. Is your research original and capable of publication as original research in a peer-reviewed journal?	<input type="radio"/> Yes <input type="radio"/> No
13.2. Do you agree to have a lay summary published on the QResearch website before any data is shared with you?	<input type="radio"/> Yes <input type="radio"/> No
13.3. Do you agree to check the data you are given within a month of receipt and report back any problems within that time?	<input type="radio"/> Yes <input type="radio"/> No
13.4. Do you agree not to attempt to identify patient(s) or practice(s)?	<input type="radio"/> Yes <input type="radio"/> No
13.5. Do you agree not to provide access to raw data to any third party including the funder, sponsor or other such body?	<input type="radio"/> Yes <input type="radio"/> No
13.6. Do you agree to acknowledge the source of QResearch data and associated linked datasets in any publication, paper, report or software/tool?	<input type="radio"/> Yes <input type="radio"/> No
13.7. Do you agree to acknowledge the source of ICNARC data in any publication, paper, report or software/tool?	<input type="radio"/> Yes <input type="radio"/> No
13.8. Do you agree to provide a copy of the final report of the project and copies of any publications within one year of the project completion?	<input type="radio"/> Yes <input type="radio"/> No
13.9. Do you agree not to transfer, distribute, share, sell or sublicense the data to any third party?	<input type="radio"/> Yes <input type="radio"/> No
13.10. Do you agree to publish all research using QResearch data in peer-reviewed journals and the results made publicly available?	<input type="radio"/> Yes <input type="radio"/> No
13.11. Do you agree not to share the underlying individual level data for a publication under any circumstances?	<input type="radio"/> Yes <input type="radio"/> No
13.12. Do you agree not to publish work that risks identifying individuals?	<input type="radio"/> Yes <input type="radio"/> No
13.13. Do you agree to follow best practice guidance on authorship as published by the International Committee of Medical Journal Editors (ICMJE)?	<input type="radio"/> Yes <input type="radio"/> No
13.14. Do you undertake to provide a short report annually, when requested by QResearch?	<input type="radio"/> Yes <input type="radio"/> No

- Information about Data Retention, Storage and Destruction (fields 14.1-14.5):

Data retention, storage and destruction

14.1. How long do you wish to retain the data?

14.2. If longer than 12 months, please justify your reasons below (the maximum data retention period is 3 years, with a review annually)

14.3. **Storage** Yes No
 Data will be stored on a secure system password protected where by access to the data is restricted to only those who are named within this agreement

14.4. **Retention** Yes No
 Data will be retained until the date agreed with QResearch. If data is required for longer, approval from QResearch will be obtained.

14.5. **Destruction** Yes No
 Data will be securely destroyed using file shredding software. Similarly, physical media will be destroyed using a high specification shredder with the functionality to irreversibly destroy the disc. The data will also be removed from any back-up tapes that contain it. Confirmation that this has occurred will be given in writing to Julia Hippisley-Cox, QResearch

- Details of your Data Custodian (fields 15.1-15.7):

Details of Data Custodian

Custodian of data: Please note – if your QResearch application is successful, Julia Hippisley-Cox is the overall custodian for the QResearch database. However, each individual researcher will be named custodian for the data extract they are given.

15.1. What arrangements are in place for monitoring and auditing the conduct of the research?

Contact details for Data Custodian for this study

15.2. Name

15.3. Position

15.4. Organisation [\[Please Select\]](#)

15.5. Address where data to be held (if different from above organisation address)

15.6. Phone

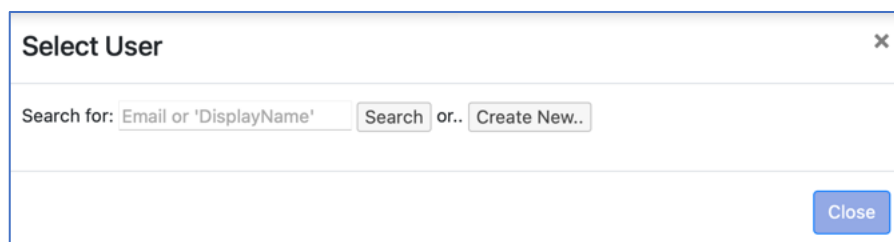
15.7. Email

I, the Data Custodian, will ensure that any published results from QResearch data will adhere to the protocol and the terms and conditions of the agreed data sharing agreement. I have also read, understood, and will follow the general terms and conditions given in this document and at www.qresearch.org

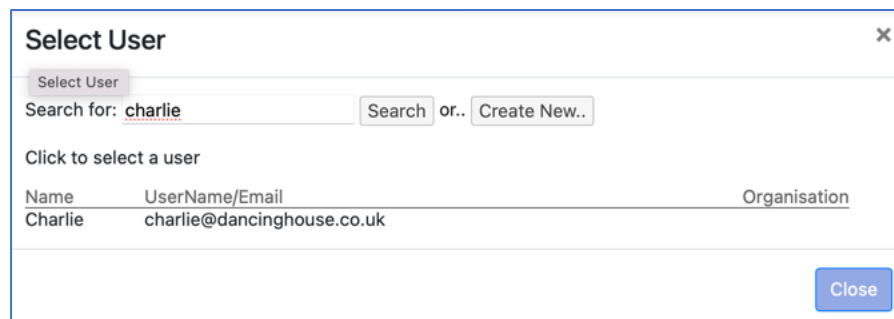
31. There is also the option to add information about other Researchers in your team, if applicable. To do this, select the 'Add a researcher' button:



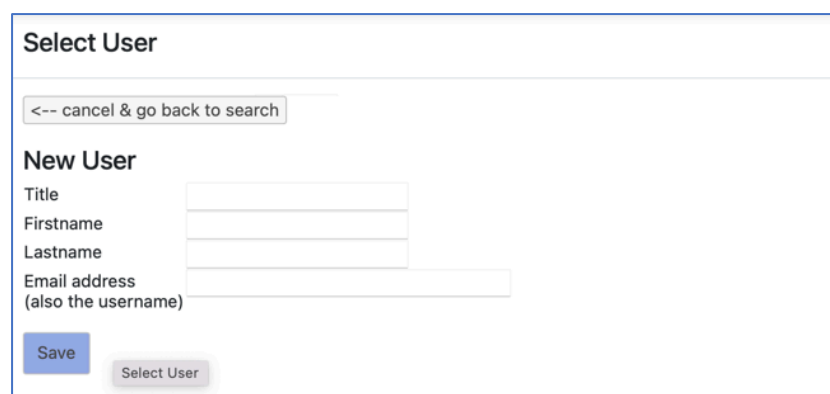
You will then be able to select an existing QWeb User or Create a New User if necessary:



To search for an existing User, type in their name or part of it and click on the 'Search' button:



To create a new User, select the 'Create New' button and complete the following fields:



The screenshot shows the 'Select User' dialog box with the 'Create New..' button selected. The dialog displays a 'New User' form with the following fields:

- Title
- Firstname
- Lastname
- Email address (also the username)

At the bottom of the form, there are two buttons: 'Save' and 'Select User'.

Use the 'Save' button to add the new User.

32. You are able to add to multiple researchers during the Project Application process. You also have the option to grant one or more researchers server access to the extracted data, by selecting the relevant checkbox:



Researchers

16.

2 Dr Blake Patel 

Potential server access

[\[change\]](#) [\[remove\]](#)

3 Dr Dylan

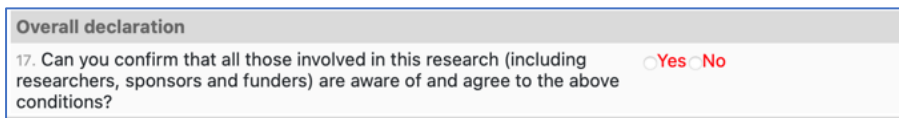
Potential server access

[\[change\]](#) [\[remove\]](#)

[Add a researcher](#)

You have the option to change, remove or add Researchers during the Project Application process. If you wish to change your Research Team once the Project Application has been submitted, however, a new Project Application will be required.

33. The final part of Section G is an overall declaration to complete by selecting Yes or No:



Overall declaration

17. Can you confirm that all those involved in this research (including researchers, sponsors and funders) are aware of and agree to the above conditions? Yes No

34. You can Save this Section at any point. As with the other sections, any incomplete areas will be highlighted in red.

35. Once all the Sections of the form are completed and saved without any incomplete fields remaining, the Project Application can be submitted by selecting the 'Finished: Submit' button:

QResearch Project Application Form

Declarations Note

QResearch releases data to independent academics to undertake bone fide research. We assess applications using the following criteria. Please tick all that apply.

Declarations

13.1. Is your research original and capable of publication as original research in a peer-reviewed journal? Yes No

13.2. Do you agree to have a lay summary published on the QResearch website before any data is shared with you? Yes No

13.3. Do you agree to check the data you are given within a month of receipt and report back any problems within that time? Yes No

13.4. Do you agree not to attempt to identify patient(s) or practice(s)? Yes No

13.5. Do you agree not to provide access to raw data to any third party including the funder, sponsor or other such body? Yes No

13.6. Do you agree to acknowledge the source of QResearch data and associated linked datasets in any publication, paper, report or software/tool? Yes No

13.7. Do you agree to acknowledge the source of ICNARC data in any publication, paper, report or software/tool? Yes No

13.8. Do you agree to provide a copy of the final report of the project and copies of any publications within one year of the project completion? Yes No

- A. General Details
- B. Funding
- C. Data Sets
- D. Protocol
- E. Invoices
- F. Data Sharing Agreement
- G. Declarations

Status - In Progress

Save Changes

Saved: 13/12/2022 10:36:29

Export PDF

Finished: Submit

You will then see a pop-up window. Select 'OK' if you definitely want to submit the Project Application:

Once submitted you will not be able to edit this application.
Really submit now?

Cancel
OK

36. Once you have selected 'OK', your Project Application will be submitted and its status will show as Locked on the bottom right of the screen:

QResearch Project Application Form	
<p>Declarations Note</p> <p>QResearch releases data to independent academics to undertake bone fide research. We assess applications using the following criteria. Please tick all that apply.</p>	<ul style="list-style-type: none"> A. General Details B. Funding C. Data Sets D. Protocol E. Invoices F. Data Sharing Agreement G. Declarations
<p>Declarations</p> <p>13.1. Is your research original and capable of publication as original research in a peer-reviewed journal? <input type="radio"/> Yes <input type="radio"/> No</p> <p>13.2. Do you agree to have a lay summary published on the QResearch website before any data is shared with you? <input type="radio"/> Yes <input type="radio"/> No</p> <p>13.3. Do you agree to check the data you are given within a month of receipt and report back any problems within that time? <input type="radio"/> Yes <input type="radio"/> No</p> <p>13.4. Do you agree not to attempt to identify patient(s) or practice(s)? <input type="radio"/> Yes <input type="radio"/> No</p> <p>13.5. Do you agree not to provide access to raw data to any third party including the funder, sponsor or other such body? <input type="radio"/> Yes <input type="radio"/> No</p> <p>13.6. Do you agree to acknowledge the source of QResearch data and associated linked datasets in any publication, paper, report or software/tool? <input type="radio"/> Yes <input type="radio"/> No</p>	<p>Status - Locked</p> <p>Submitted 13/12/2022 10:43:06 Last Status: Submitted</p> <p>Export PDF</p>

You will also receive an email from QResearch confirming the submission:

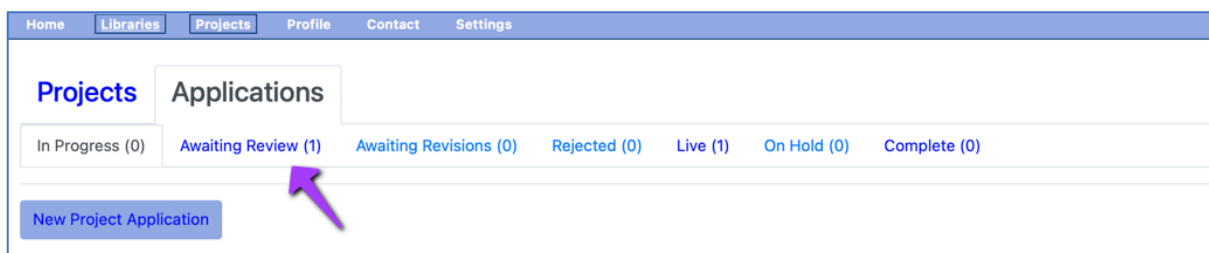
<p>From: <qresearch@phc.ox.ac.uk></p> <p>Date: Tue, 13 Dec 2022 at 10:43</p> <p>Subject: QResearch - Project Application Submitted</p> <p>To: <alex@dancinghouse.co.uk></p> <p>Your QResearch project application has changed status to: Submitted</p> <p>Project Title: Laryngitis and Smoking - a Review</p> <p>Chief Investigator: Alex</p>

37. Your Project Application will then be subject to review by the QResearch Scientific Committee. You are able to build, share, edit and review Code Groups before the Project is approved but will not be able to apply for Data Extraction until approval is granted. You will be contacted once the Project Application has been considered by the Scientific Committee.

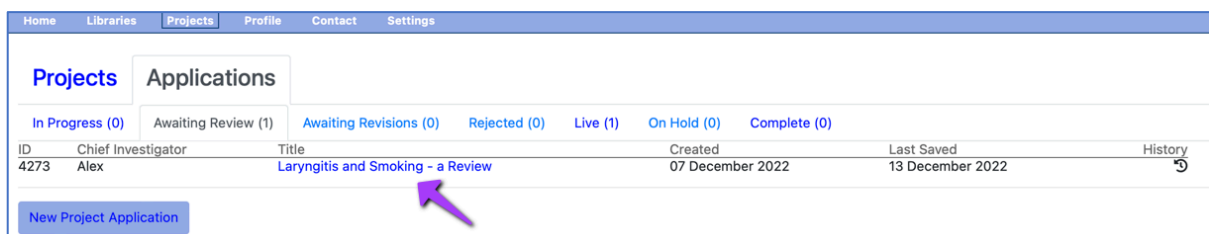
38. Once you have submitted your Project Application, it can be found in the Applications section of the Projects area of QWeb:



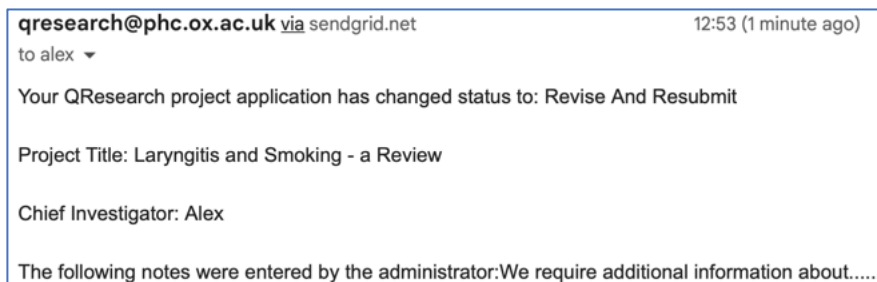
39. This section has several areas including In Progress; Awaiting Review; Awaiting Revisions; Rejected; Live; On Hold; and Complete. Initially your Project Application can be accessed in the 'Awaiting Review' area:



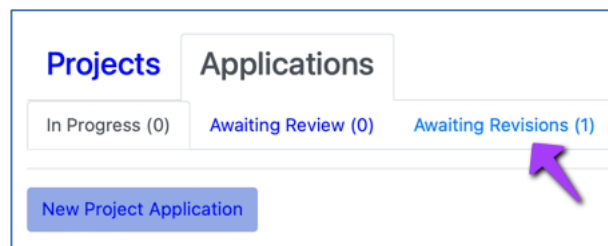
40. QResearch automatically assign your Application an ID number upon submission, and lists details including: the user who completed the application (Chief Investigator); Project title; date the application was created; and date last saved. If you wish to view your Project Application form at this point, simply click on the name in blue text:



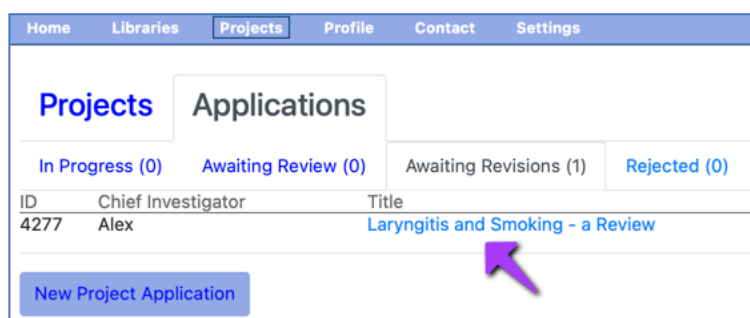
41. It is possible that your Project Application will require revisions prior to approval. If this is the case, QResearch will email the Chief Investigator requesting these:



The Project Application will now be found in the 'Awaiting Revisions' area:



42. Select the Application title to re-complete and re-submit the Application:



43. The Application Form status will now be set to 'In Progress', and a new Version created:

QResearch Project Application Form

Application Form

Welcome to the QResearch application process.

Please ensure you have read the [information for researchers](#) found on the QResearch site before filling in this form.

You can use the "Save Changes" button at any time to save your progress, sections may be completed in any order.

General Details

1.1. Title of research

1.2. Name of Chief Investigator: Alex

1.3. Organisation: DHC [[view details](#)] [[Change](#)]

CV

2. A copy of a current CV (maximum 2 pages of A4) for the Chief Investigator must be submitted with your application.

[\[download/view current file\]](#)

Replace this file no file selected

A. General Details

B. Funding

C. Data Sets

D. Protocol

E. Invoices

F. Data Sharing Agreement

G. Declarations

Status - In Progress

Saved: 22/12/2022 12:53:22


[Export PDF](#)

Versions

2 (this version)
1 (07/12/2022 11:15:23)

Please provide the additional details required by QResearch before resubmitting your Application. Its status will then be reset to Locked, and it will be returned to the 'Awaiting Review' area of the Projects section of QWeb. QResearch will contact you by email to notify you whether the Application has been Rejected or Approved.

44. If approved, your Project will now be located in the 'Projects' list, and is ready to be linked to Code Groups:



"Generating new knowledge to improve patient care"

Logged in: Dr Blake Patel | [\[logout\]](#)

Home
Libraries
Projects
Profile
Contact
Settings

Projects
Applications

Name	Creator
Cancer Treatment Drugs	Dr Blake Patel
Laryngitis and Smoking: A Review	Dr Blake Patel

This User Guide has shown how to make a Project Application on QWeb. For information about other aspects of QWeb, please refer to the selection of User Guides and videos on the QResearch website.

Page 25 of 25