Minutes for QResearch Scientific Access Committee

2nd Sept 2019 10-11am

Attending: Rafael Perera, Stavros Petrou, Clare Bankhead, Sarah Lay-Flurrie, James Sheppard, Julia Hippisley-Cox

		ACTION
1.	**Purpose of group** – to ensure scientific standards are maintained for research using the database. Generally, we anticipate that studies will be accepted, subject to revision where appropriate. Any rejections will be given clear reasons and allowed to appeal	
2.	**Membership** – agreed to keep current membership and chair arrangements (Rafael) for foreseeable future whilst we get processes established but we will over time invite members form other departments**.**	
3.	**Confidentiality** – the applications and reviews will be kept confidential. Applicants will need to publish as lay summary before the datasets are supplied	
4.	**Application form and Protocol** – CPRD requires a detailed protocol + application form. The consensus of the group was that we will amend the existing application form to request more detail on inclusion/exclusion/outcomes/covariate/analysis but not require a full protocol. RP agreed to update existing form with suggestions and send to the group	
5.	**Applicant CVs** – we agreed to use the same template for applicant CVs as CPRD and request this from all applicants (not just lead applicant)	
6.	**Reviews** – where a study has received ISAC approval, then there is no requirement to send for external peer review in addition to review by the group (however the group reserves the right to send for review where it is thought to be helpful)	

The Nuffield Department of Primary Care Health Sciences is part of the NIHR School for
Primary Care Research. Head of Department: Professor Richard Hobbs FRCGP FRCP FESC FMedSci

Athena
SWAN
Silver Award

7. **Scientific review form** – we considered this and no changes were needed to the proforma at present.	
8. **Lead reviewer** – we agreed that members of the committee would lead on different applications and select reviewers and present the application to the committee for consideration	
9. **Conflicts of interest** – we agreed that committee members who are investigators on an application will step out of the room whilst their application is considered.	
10. **Attendance of applicants at meetings** – the committee can invite applicants to attend meetings to explain difficult applications at its discretion	
11. **Public record** -we would publish an annual summary of applications and those approved but not details of the individual applications. Unsuccessful applications will not be named	
12. **Example project OX7** – Stavros led a discussion on OX7 application including one reviewed which has arrived other members (CB and RP) will also provide comments. Stavros will collate and send round the group by email for consideration of approval.	