**Analysis of the BAETS Database**

**Study Proposal application form**

The contents of the BAETS database are owned by the membership of the BAETS who all contribute to the dataset as one of the conditions of being active members. As an active member of the BAETS you are entitled to apply to access portions of the whole dataset held to answer a question that your study proposal is designed to answer. To do so please read on and complete the application form at the end. Submit it to the BAETS executive who will then approve your proposal. We may ask you questions where it is not clear what you want to do with the data.

Once approved you will be forwarded the dataset requested. This will come as an excel worksheet. It is highly recommended you convert this into a Microsoft access program to avoid mistakenly changing your dataset.

Please note that the BAETS executive will not approve studies that seek to compare differences in outcomes between individual surgeon members or hospital units.

Remember. Active members own their data. If you want to use whole dataset data, then you MUST acknowledge these other members by including the BAETS author group as authors to be cited as such in any publications based on database data. This authorship is then citable by any active member as being a part of the research project. You must agree to this in the terms set out below.

Please remember that you ONLY need to complete this form if you want access to data that was not entered by you under your name. You can publish work based on a dataset that only contains your data with the permission of the BAETS executive as this data belongs to you. Also, you do not need approval to access data that a group of you have formally agreed to share to use for purposes of observational studies based on that dataset i.e., a hospital unit or close-knit collaboration of members. If you are acting as a group, you can each download your own dataset from the BAETS database front page once you have logged in. You and your colleagues can then merge this data in excel and or in access (recommended as safer) in order to analyze it. This data is owned by your groups members that are collaborating. You are not required to include the BAETS author group in publications arising from individual members data or collaborating groups data.

**Application form**

**Terms and Conditions**

*Proposals will not considered if the below is not agreed to and signed.*

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| Conditions of Application/Signature of Principal Investigator |
| I understand and agree that:   1. The BAETS Audit and any publications arising from the proposed study remain the intellectual property of the BAETS. Any publication or presentation resulting from the proposed study will contain formal acknowledgement of this within the title/authorship. 2. I accept responsibility for safe and appropriate usage of the data, including secure storage, maintenance of confidentiality of surgeons and institutions, and for deletion of stored data upon completion of the study. I accept full liability for any consequences arising from a breach of these responsibilities. 3. Released data will be anonymised, and only those data fields pertinent to the proposed study will be made available. 4. Any data provided will be used solely for the specific analyses detailed in this proposal. Alternative, unrelated lines of enquiry will not be pursued without further formal application to the BAETS being made. 5. Any publication/presentations arising from the proposed study are subject to a pre-publication review by the BAETS Executive. The Executive retains the right to insist that abstracts are submitted to the annual BAETS meeting before any other groups meetings. 6. The decision whether or not to grant access to the audit data for the proposed study will be made by the current BAETS Executive and should be considered final.   Signed:  Date: |

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| 1. Details of Primary Investigator |
| Surname: |
| Forename(s): |
| Current position: |
| Study Centre: |
| Contact Details:  Contact e-mail (mandatory):  Tel: |

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| 2. Names/Roles of Any Supervising or Collaborating Investigators |
| Name  Title  Role |
| Name  Title  Role |

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| 3. Summary of Proposed Project |
| Title: |
| Abstract/Brief Summary of the proposed study – Including a clear aim (max 300 words) |

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| --- |
| 4. Funding |
| Please state any additional sources of funding envisaged/applied for/granted: |

|  |
| --- |
| 5. Arrangements for data security |
| Please summarise the proposed arrangements for security of the data, including: format required for file transfer; where/how the data will be stored and arrangements for deletion of all stored data upon completion of the study: |