*NB ANZDATA staff can assist with the preparation of your data request – please do not hesitate to ask if you are unsure how to proceed.*

**Complete details beneath each box with as much information as possible. The bullet points in each box identify the minimum information we require.**

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| *Title* |
| * Full title |

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| Investigators |
| * At least one of the investigators should generally be an ANZDATA contributor (typically an Australian or New Zealand nephrologist) * Renal advanced trainee projects require a nephrologist supervisor |

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| Background |
| * This section is optional, but is usually helpful * At a minimum should outline any previous ANZDATA publications on the same topic |

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| Aims |

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| Hypotheses |

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| Inclusion and exclusion criteria |
| * Think “who, what, where, when”. Be as precise as possible. * Common exclusions (not always justified) – children, patients treated outside Aust/NZ, multiple organ transplant recipients, patients surviving <30 days after commencing RRT * Example: “Adult (aged 18+) recipients of primary kidney-only transplants performed in Australia during 2001-2010” |

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| Clear definitions, where relevant |
| * Exposure(s) * Confounders * Primary outcome * Secondary outcome(s) |

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| Data fields required |
| * The ANZDATA data collection forms and data dictionaries are available on the ANZDATA website – reading these helps to understand what is and isn’t collected. Generally it’s best to start by perusing the main (A3) data collection form – the vast bulk of information collected can be gleaned from this form * Be aware that not all data elements have been collected since ANZDATA’s inception, and some data elements are no longer collected. Details of collection dates are in the data dictionary * Please do not hesitate to ask ANZDATA for clarification on what data are available |

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| Planned statistical analyses |
| * Who will perform analyses (investigators or ANZDATA)   + Expertise if investigators will perform analyses * Planned statistical methods * Statistical software to be used |

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| Data format requested |
| * eg Stata, SPSS, CSV file, Excel spreadsheet – including version * Statistical software format is preferable since more information is preserved such as variable and value labels |

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| Ethical considerations |
| * Whether ethical clearance is required depends on a number of factors. In many cases analyses of de-identified data extracts may only require “expedited” or limited ethical overview – the data are collected expressly for this purpose and patients consent (generally on an opt-out basis) for such data use * Data requests that require release of identified information (i.e. data linkage projects), require formal ethical approval from the investigator’s institution. In all cases, this would require prior discussion with the ANZDATA executive |

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| Timeline |
| * Note that ANZDATA requires a progress report within 12 months of data provision, and suggests a maximum of 24 months from data provision to publication * Release and use of a de-identified dataset is contingent on acceptance of standard data use conditions |

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| Summary |
| * Please provide a brief (1-2 sentence) summary suitable for publication on the ANZDATA website. This summary will enable other researchers to know (at a broad level) what work is already underway, to prevent duplication of effort |

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| --- | --- | --- | --- |
| Requestor’s Signature |  | Date |  |
| Requestor’s Name |  | Organisation |  |
|  |  |  |  |
| **OFFICE USE ONLY** |  |  |  |
| Received |  | Status |  |
| Allocated |  | ANZDATA Request ID |  |