Compliance Review: Determining eligibility for fast-tracked access to Patron DGP restricted dataset

The content of this form is confidential, only for members of the Patron Data Governance Committee (DGC) and the Patron Management Group (PMG).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Date received:* | Enter date. | *PMG review:* | Enter date. | *DGC noting:*  | Enter date. |  | *ID #* | Click or tap here to enter text. |

*Complete either 1A or 1B*

|  |  |  |  |
| --- | --- | --- | --- |
| **1A** | A6 | Internal Patron-related staff name | Click or tap here to enter text. |
| **1B** | A6 | Student applicant name  | Click or tap here to enter text. |
| **2** |  | If relevant: Student course of study | [ ]  Honours [ ]  MD Research project [ ]  GP Registrar [ ]  Masters (Coursework) [ ]  Masters (Research) [ ]  MPhil [ ]  PhD [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3** | A8 | If relevant: Course of Study name | Click or tap here to enter text. |
| **4** |  | Expected date of project completion | Click or tap to enter a date. |
| **5** | B1 | Project title:  | Click or tap here to enter text. |
| **6** | B2/3 | Project summary / aims | Click or tap here to enter text. |
| **7** | A4 | Name of Supervisor / Project Lead | Click or tap here to enter text. |
| **8** |  | This is an internal staff non fee-paying Patron-related project not requiring ethics (as per Patron DGC delegation of authority types 1, 2, 4)? **If YES, skip to #14** | [ ]  YES | [ ]  NO |
| **9** |  | Supervisor is named on Patron Program ethics application | [ ]  YES | [ ]  NO |
| **10** | B13 | Proof received that Patron Program ethics application submitted and approved | [ ]  YES | [ ]  NO |
| **11** | G2 | Completed Data Risk Management Plan (**DRMP**) received. **Date** Click or tap to enter a date.**:**   | [ ]  YES | [ ]  NO |
| **12** |  | DRMP reviewed and approved by Data Steward. **Date:**Click or tap to enter a date. | [ ]  YES | [ ]  NO |
| **13** |  | Student has completed Patron Compliance Quiz (Canvas LMS), [Data Management@Melbourne training](https://library.unimelb.edu.au/Digital-Scholarship/training_and_outreach/data) and [ethics RIOT training](https://catalog.lms.unimelb.edu.au/browse/communities/courses/research-integrity-online-training-riot) | [ ]  YES | [ ]  NO |
| **14** |  | Supervisor/staff experienced using GRHANITE extracted data is involved: **Name if different to #7:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  YES | [ ]  NO |
| **15A** | **D6** | A conflict of interest (COI) has been declared  | [ ]  YES | [ ]  NO |
| **15B** |  | The COI has been reviewed by Data Custodian and project is considered appropriate to proceed [ ]  N/A | [ ]  YES | [ ]  NO |
| **16** | C3 | Is there a funder that will have access to data? | [ ]  YES | [ ]  NO |
| **17** |  | Eligible for Fast-tracked review?\* | [ ]  YES | [ ]  NO |
| **18** |  | Application fast track approved (include date of noting to DGC at top of form) | [ ]  YES | [ ]  NO |
| **19** |  | If not approved, why not? Outline recommendations made to the applicant: |   |

**\* Student** projects are eligible for fast-track approval if all Green boxes are checked (one green box at 15)
 **Internal staff** unfunded projects are eligible for fast-track approval if green boxes from #14 are checked (one green box at 15)