Registration information

Establishing a SURE project workspace
Purpose of SURE project workspace application form

The SURE project workspace application form must be used to request the establishment of a virtual project workspace in SURE. Each workspace will be established according to the information provided by the researcher as part of the application process.

A completed project workspace application requires the following attachments:

- A copy of submitted National Ethics Application Form/s for the research study and approval letter/s from Human Research Ethics Committee;
- A copy of approval/s from data custodian for use of the data in the research study.

Relevant information from the virtual project workspace registration form and attachments will be used by SURE to:

- Establish a virtual project workspace in SURE corresponding to a research study;
- Determine applicable costs to establish and maintain a virtual project workspace in SURE (quotes for approximate costs will be available prior to submitting a virtual project registration form);
- Assign access permissions for the virtual project workspace to registered SURE users who are authorised investigators on the research study;
- Perform any checks on the data passing through the Curated Gateway (to ensure compliance with requirements of data custodian/s and/or conditions of human research ethics approval);
- Communicate with the project’s authorised delegate for matters relating to the virtual project workspace.

Applicant information

Project Establishment in SURE

1. Obtain and submit Ethics Approval(s) *(required)*
2. Obtain and submit Data Custodian Approval(s) *(required)*
3. Each investigator to complete SURE training
4. Research Organisation Head Agreement with SURE *(General Terms for SURE Access executed between the Research Organisation and the Sax Institute)*
5. SURE Virtual Project Workspace Application Form *(Study service details)*
6. SURE Virtual Project Workspace Agreement *(Service terms and fees for project executed between the Research Organisation’s delegated authority and the Sax Institute)*
7. User Deeds *(SURE Access Terms for each individual researcher using SURE)*
8. SURE Invoice *(Based upon service terms requested in the Virtual Workspace Application and number of users training Online) will be generated when Workspace Registration is completed*
9. Project Requirements to access SURE *(Citrix Receiver, Digital Client Certificate & Internet Browser – Mozilla, Safari or Chrome)*
10. Credentials for accessing SURE *(Unique username, password & Yubikey)*
11. Delegation of review permission for the SURE curated gateway
12. Ongoing *(project amendments, User support, user changes, data updates, Annual renewal of user charges etc.)*

Research Organisation

The research organisation for the project is the organisation or institution that has primary responsibility for the conduct of the research study for which the SURE project workspace is being established. The research organisation will sign the SURE Head Agreement with the Sax Institute for the establishment of a SURE project workspace/s. There can only be one lead research organisation for each SURE project workspace.

SURE Head Agreement

In general, only one SURE Head Agreement will be signed between a research organisation and the Sax Institute. The contract number of the Head Agreement (if existing) should be included in the SURE Virtual Workspace Agreement form.

SURE Research Organisation Head Agreement – this document is designed to be signed by the delegated authority at the Research Organisation. This is a one-off standard document that covers all SURE projects that the Sax Institute has with the Research Organisation. It is not time limited and is designed to meet the needs of the Sax Institute and the Research Organisation and does not have any fees attached.

SURE Virtual Workspace Agreement

In general, the SURE Virtual Workspace Agreement is designed to be signed by the delegated authority within any department within a Research Organisation that is running a research project. This is a standard document that is sent to a Research Organisation with agreed workspace application services and fees for a new research project that will run in the Sax Institute’s SURE environment. It is project specific and time limited agreement that is signed by the Research Organisation, a faculty or department that is delegated to sign *(generally the body that is paying for the project).*

SURE Researcher Agreement

SURE Researcher Agreement (Deed) – this document is the document that each researcher has to sign before they can access the SURE environment. This is a standard document that stipulates the responsibilities and liabilities that each researcher must agree to use the SURE environment. It is user specific agreement that is signed by each researcher that is working on one or more projects within the SURE environment.
Part A: Project information

Full Project Title
The full project title should accurately describe the nature of the project. The full project title will be used to establish a SURE project workspace for the research study and may also be used in SURE communication relating to the project workspace.

Simplified Project Title
The simplified project title is used as the display name to identify the SURE project workspace for the research study in SURE and will be the display name for the research study in the Curated Gateway. The Simplified Project Title should be one word or acronym that is no more than 10 characters and is meaningful to the authorised investigators on the study and allow them to differentiate between multiple studies they are involved in.

Authorised Delegate
The authorised delegate is an agent for the lead organisation in relation to the SURE project workspace that is established for the research study. The authorised delegate is nominated by the lead organisation to act on their behalf in relation to the project workspace. Due to this responsibility, it is recommended that a senior investigator on the study is selected to be the authorised delegate for a project such as the Chief Investigator A or other Chief Investigator.

The authorised delegate can request modifications to the setup of the project workspace such as adding or removing a user. The authorised delegate will be able to review and accept files passing through the Curated Gateway (the portal through which files can enter or leave SURE) and they may delegate this role to another investigator involved with the project. Further information on the role of an authorised delegate can be found in the SURE Research Organisation Terms and Conditions.

Enter the preferred contact details for the authorised delegate.

Estimated duration of SURE project workspace access
This is the period of time for which it is anticipated that access to the SURE project workspace for the research study will be required. The duration of access should be expressed in months or years (the minimum is 1 year). This period should correspond to the anticipated start and finish date nominated in the human research ethics application for the research study. This duration will be used to calculate SURE user and project access charges.

Renewal term
SURE user and project charges are renewed on a 12 month basis (unless other arrangements have been agreed between the Authorised Delegate and members of the SURE Team).

Data retention period following closure of Project Workspace
The data retention period is the period of time following completion of the study and closure of access to the SURE project workspace that data from the research study needs to be retained. This period should be outlined in the human research ethics application for the study. This period should correspond to the period nominated in the human research ethics application for the research study. Please note that costs for archiving data may be applied by SURE for the data retention period.

Data declarations
Please indicate if any data from the data providers listed will be stored in the project workspace.

Sax Institute curation functions
A description of the Standard Inbound Review and optional Fall-back Outbound Clearance curation options are provided in the body of the Project Workspace Application form. Please note that data custodian or ethics committee approval conditions may require a different curation model to be implemented for a SURE Project Workspace.

1 This will be the normal setup for projects but for specific projects, the process of review and acceptance of files passing through the Curated Gateway may vary.
Attachments

Please provide copies of approved ethics application forms, data custodian approval forms and a list of approved variables for the research study (this list is required for the SURE team to perform standard inbound review curation functions).

Part B: Investigator information – Researcher virtual computing environment establishment

Each investigator listed on the SURE project workspace application form must be a named investigator on the human research ethics application form for the research study (or have been formally added to the study through submission of a change in personnel form to the relevant human research ethics committee/s).

Each investigator must also have completed the required registration processes for SURE users including completion of training and signing the SURE Researcher Deed. For more information on the registration process for a SURE user, go to: http://www.saxinstitute.org.au/our-work/sure/using-sure/

Investigator contact details
Enter the contact details for each investigator that will be accessing the project workspace. The contact details supplied will be used by the SURE team for all communication matters including the allocation and updating of user access credentials. It is important that these details are kept up to date by the study’s authorised delegate.

Position on study
Enter the investigator’s position on the research study.

SURE user type
User types are defined by the amount of computing resources made available to the investigator. There are three types of user.

User fees are also calculated based on the amount of computing resources allocated to an investigator. More information on charges can be found on the SURE website or by contacting the SURE team (see below for contact details).

<table>
<thead>
<tr>
<th>User type</th>
<th>Computing resources provided</th>
</tr>
</thead>
</table>
| **Supervisory user (non-data analyst)**| • 4GB RAM  
• one CPU core  
• access to shared study file server |
| A senior researcher who does not need to do hands-on data analysis but requires access to the analysis results within SURE and the ability to write or edit research papers and other research output. |
| **Standard user (data analyst)**       | • 8GB RAM  
• two CPU cores  
• 250GB of fast "scratch" disc space (for SAS work files and other working or temporary data sets and files, not backed up)  
• access to shared study file server |
| Data analysts working with small to medium sized data sets - a workstation with sufficient resources to provide excellent performance for most data analysts using data sets up to approximately 10GB in size |
| **Power user**                         | • 16GB RAM  
• two CPU cores  
• 500GB of fast "scratch" disc space (for SAS work files and other working or temporary data sets and files, not backed up)  
• access to shared study file server |
| Data analysts working with large or very large data sets, typically greater than 10GB in size, or with a large number of smaller linked data sets |
Existing SURE user
Indicate if the investigator is registered as part of another current SURE project workspace.

Statistical analysis software requirements
Select the statistical analysis software required for each investigator. Due to licensing costs for statistical software packages, the package(s) selected may affect the charges levied for the virtual project workspace.

Microsoft Office suite and “R” are standard applications available on all user virtual computing environments. In addition, there are a range of utility programs which allow users to view PDF documents, SAS programs and text files.

What happens after submitting the SURE Project Workspace Application Form?
Following submission of a completed SURE project workspace application form, the SURE team will review the application form and accompanying documents. If not already executed, a SURE Head Agreement will be sent to the research organisation for execution. Following execution of the Head Agreement, individual investigators will need to sign the SURE Researcher Deed and an invoice for SURE user and project access fees will be issued.

For more information, visit the SURE website at:
http://www.saxinstitute.org.au/our-work/sure/ or email sure-admin@saxinstitute.org.au