

Frequently Asked Questions

The Sax Institute's 45 and Up Study Coordinating Centre has developed a new combined *Research Activity Application form* that can be used by researchers wishing to submit an Expression of Interest (EOI) or a full research Application to 45 and Up.

This combined form is currently being piloted and any feedback is valued. Additional information regarding the use of the Research Activity Application form is outlined below.

Please note that the Project Amendment Form and Progress Report template have also been updated and remain functionally the same.

What is this form for?

This form is a combined EOI and Application form. This form can be used to either express interest in accessing, or formally applying to access, the existing 45 and Up Study questionnaire data to conduct analysis. This form also includes an application to access SURE for the purposes of analysing the 45 and Up Study data.

Can I use this form for Sub-Studies?

Yes, this form can be used to express interest and applying to undertake Sub-Studies. However, please note that due to the complex nature of Sub-Studies, consultation with the 45 and Up Study Coordinating Centre is required and processing time for your EOI or Application will be greater than two weeks.

What is the difference between an EOI and an Application?

Researchers can submit an EOI to receive a feasibility assessment on proposed research and quote on estimated costs which can be used as supporting documents when applying for relevant funding and/or ethics approval.

An Application is a formal request to access the 45 and Up Study data for research. An Application is usually submitted once ethics and funding approvals have been sought and a project is planned to go ahead.

What is SURE?

The Secure Unified Research Environment (SURE) is a secure computing environment that has been purpose-built for analysis using linked health and health-related data.

Data access and analysis for all 45 and Up Study projects is through our secure facility SURE.

How should I complete this form?

Please complete this form electronically by filling in the fields within the PDF. Please sign the PDF electronically by either drawing your signature or inserting an image of your signature by copying the image of your signature and pasting it into the form.

I can't sign my form electronically, what can I do to submit?

If you are unable to sign your completed form electronically using Adobe's Fill & Sign feature, please copy and paste an image of your signature into the form. If you are unable to do this please print, sign and scan the declaration page and return along with the completed electronic PDF to 45andUp.research@saxinstitute.org.au.

How do I submit this form?

Once you have filled in all the relevant fields within the form, you can submit by clicking on the Submit button on the first page of the PDF form.

Alternatively, please save a copy of your completed form and email it to: 45andUp.research@saxinstitute.org.au

There are more researchers on my project than can be listed on the Application form, what do I do?

Please complete and append an "additional researcher form" for each further researcher who will be accessing data on your research project. You can download a copy of this form [here](#).

Any additional user forms will need to be forwarded with your Research Activity Application form by attaching as separate attachments to your submission email.

I've submitted an EOI, what happens next?

Once the Sax Institute receives your EOI (completed Section 1 of the form), the 45 and Up Study Coordinating Centre assesses feasibility and provides estimates of probability of approval and a quotation. The researcher then seeks funding for the project. Once project funding has been approved, you will need to complete the remainder of the form to complete an application.

How long does it take to process my EOI or Application?

Please allow at least two weeks for the 45 and Up Study Coordinating Centre to assess your EOI and generate a feasibility statement and quotation.

Once a full Application has been submitted, please allow at least two weeks for the Coordinating Centre to approve the Application, provide a definitive fee estimate and a Research Activity Agreement for you, the researcher, to review and sign.

What is a Research Activity Agreement?

The Research Activity Agreement is a contract that outlines the terms of use associated with access and analysis of the existing 45 and Up Study questionnaire data within the SURE environment.

How can I provide feedback on these forms or on this process?

You can provide feedback directly to the 45 and Up Study research team, by completing the [Survey](#), or by emailing 45andUp.research@saxinstitute.org.au at any time.