

Researcher Access Service: Enquiry Form

- This document provides a read-only view of the [RDS Enquiry Form](#)
- It is intended to provide information to researchers ahead of completing the form, to allow them to prepare their answers
- This document was last updated on 12 October 2026

Your details

Field name	Field requirements, help text
First name	Mandatory field, text entry. eDRIS will use this to correspond with you
Last name	Mandatory field, text entry. eDRIS will use this to correspond with you
What is your institutional email address?	Mandatory field, text entry. eDRIS will use this to correspond with you. Please be aware that if you provide a personal (non-institutional) email address you will be required to submit a new enquiry using your institutional email.
Choose the category that best describes your organisation	Mandatory field, select one from the following options: • Academic Institution • Charity • NHS • Private Sector Organisation • Public sector body • Other
Please select your organisation	Mandatory field, select organisation name from the dropdown or select <i>Other</i> and add your organisation name
Is your organisation the lead organisation for your project?	Mandatory field. Answers: Yes, no. If no, please select the lead organisation name from the dropdown or select <i>Other</i> and add the lead organisation name
Are other organisations involved in the project?	Mandatory field. Answers: Yes, no. If yes, please list the sponsor and any commercial or delivery partners, and briefly describe their role (text entry, maximum 500 characters).

About your enquiry

Field name	Field requirements, help text
What would you like to happen as a result of your enquiry?	Mandatory field, select one of the following options. • I need advice only on a potential project and do not need a cost estimate at this stage • I need advice and an indicative/preliminary cost only (please note this estimate should not be used for the purposes of obtaining funding as even small specification changes can significantly impact costs) • I need a cost estimate that is as complete as possible so that I can obtain funding

How developed is your proposal?	Mandatory field, select one from the following options: • Scoping the project and data requirements • Ready to progress an application • Project already underway
When do you expect to access data?	Mandatory field, select one from the following options: • Within 6 to 9 months • Within 12 months • Within 24 months • More than 24 months away • Not yet known Please note data access typically takes at least 6 to 9 months from enquiry to data being available, depending on the route and the approvals needed. Your answer helps us prioritise and advise on realistic timescales for your project.

Project overview

Field	Field requirements, help text
What is your project title?	Mandatory field, text entry, maximum 255 characters
Describe your project	Mandatory field, text entry, maximum 750 characters Describe your aims, outcomes and research questions. If the project is multi-national, please outline the relevance to Scotland. Where possible, please write in layperson's terms, avoiding subject-specific technical terms that the eDRIS team might not be familiar with.
What type of project is this?	Mandatory field. Select all that apply: • Research • Service evaluation, improvement or audit • Innovation or commercial project • Planning, policy or service delivery • Clinical trial or trial-related study • Not yet determined • Other (please specify) Your answer helps us confirm the right approvals route for your project.
Do you already have any approvals in place?	Mandatory field. Select all that apply: • No approvals yet • Public Benefit and Privacy Panel (PBPP) approval • Other data controller approval • Sponsor or organisational approval • Research ethics approval • I'm not sure what approvals are needed We do not expect approvals to be in place at enquiry stage. This answer merely helps us advise on next steps.

Study population

Field	Field requirements, help text
Please select the datasets you require to build your population of interest (cohort):	Please select ONLY the datasets required to build your population of interest. You will be asked to select the datasets you would like linked to your population of interest later. Your answers will help us advise you on project feasibility and cost. Mandatory field. Select multiple datasets as required. Please view the RDS metadata catalogue for a list of datasets.
What condition, topic or population group is your study about?	Mandatory field, text entry, maximum 750 characters Describe your population of interest, For example: type 2 diabetes in adults, maternity outcomes, emergency department attendances.
Further detail on how you define your study population	Optional field, text entry, maximum 750 characters Add inclusion and exclusion criteria, diagnostic or prescribing codes if known, and anything else defining your population of interest.
What is the geographic scope of your study population?	Mandatory field, select one from the following options: • All of Scotland • One or more specific NHS board areas (please specify) • Scotland as part of a UK-wide or international study • Not yet known This is one of the main factors in identifying the right access route, since national and regional services hold different data.
What time period of records is required?	Mandatory field. Please specify the time period required with start year and end year, or Earliest available to latest available, or Not yet known. The time period required will have implications for which data access route your project will take.
What is the estimated size of your study population?	Mandatory field, select one from the following options: • Fewer than 1,000 individuals • 1,000 to 10,000 • 10,001 to 100,000 • More than 100,000 • Not yet known A broad estimate is sufficient. This helps us assess feasibility and the level of support your project will need.
External cohorts	Will you be providing your own cohort file or list of individuals? Mandatory field. Answers: Yes, no. If yes, is permission to share the cohort file for linkage in place? Answers: Yes, in progress, not yet known. If yes, please list the types of personal identifiers that will be provided. These may include CHI, first name, last name, date of birth, sex, and postcode. (Text entry)

Linked data

Please select the datasets you would like linked to your population of interest:	Please do NOT select the datasets used to build your population of interest again. Your answers will help us advise you on project feasibility and cost. Mandatory field. Select multiple datasets as required. Please view the RDS metadata catalogue for a list of datasets.
Other datasets	Optional field, text entry, maximum 255 characters. We are continually adding new datasets to our service. Please tell us if there is a specific dataset you require access to in addition to those listed above.
Will data need to be linked from another source?	Mandatory field. Answers: Yes, no, not yet known. If yes, please describe the data, who holds it, and whether permission to link it is expected to be in place (text entry, maximum 750 characters).
Extract updates	Will you require updates to the data extracts over time? Please note that update frequency affects your cost estimate. Mandatory field. Answers: Yes, no, I'm not sure. If yes, how often? Select one: • Annually • Every 6 months • Quarterly • Other (please specify)

Control group

Does your proposal include a control group?	Mandatory field. Answers: Yes, no, I'm not sure. If yes, do you require support to create the control group? Answers: Yes, no, I'm not sure.
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Data access

Field	Field requirements, help text
Which Trusted Research Environment (TRE) do you plan to use to conduct your analysis?	Mandatory field. Answers: 1. Scottish National Safe Haven, 2. Any other TRE, 3. I'm not sure. Most studies will require data access through a Trusted Research Environment (TRE). Learn more about TREs on the RDS website.

	For all answers, please tell us: - How many researchers will require data access? (Please input in whole number of researchers, ie. 2, 5, 10. We suggest at least 2 researchers to ensure outputs can be checked.) - For how long will access be required? (This refers to analysis time in the Safe Haven only and does not include archive time after the analysis is completed. Please indicate number of years from 1-5) If your answer is 2. Any other TRE or 3. I'm not sure, please tell us: - Why you will not need to use the Scottish National Safe Haven for your project and which accredited environment you are proposing to use.
Will any researchers be based outside the UK?	Mandatory field. Answers: Yes, no. If yes, please provide the number and locations. Researcher location affects feasibility and the approvals needed.
AI/Machine learning Will your project involve the use of Artificial Intelligence (AI) or Machine Learning (ML) within the National Safe Haven?	We want to make it easy for you to get the right support for projects that use AI or Machine Learning. By identifying these projects early, we can connect you with the team members who have the most relevant expertise. Answer "Yes" if your project will import, develop or remove AI or ML models or tools within the secure environment, or use non-standard software to do so. Standard statistical analysis, such as regression modelling or survival analysis using the software already provided, does not count as AI or ML for this question. Answering "Yes" means you will be emailed the eDRIS AI/ML pre-application risk assessment screening questionnaire to complete, so please only select it where it applies. Mandatory field. Answers: Yes or no If your answer is Yes, please tell us: - Will you be importing code (not available from the Cran/PyPi repositories) or using non-standard software? - Will you want to import a pre-existing AI/ML tool into the National Safe Haven? If so, please specify which one(s). - Will you want to do any form of AI/ML development in the National Safe Haven? - Will you want to egress models you develop in the National Safe Haven?
Software available in the National Safe Haven	Mandatory field. Please confirm the below options are suitable for your needs. The National Safe Haven (NSH) analytical environment runs on a Linux Operating System (OS) and offers the following analytical and office software packages: - LibreOffice - Python - R

	• RStudio Desktop • StataMP 16 • MATLAB • Visual Studio Code • GNU PSPP • Jamovi • SAS • Weasis • Sacro Please check the Public Health Scotland website for latest software version and patch details.
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Funding

Field	Field requirements, help text
Funding	• Researchers must have funding in place to receive research coordination support from eDRIS, the electronic Data Research and Innovation Service within Public Health Scotland. • The cost to use this service covers eDRIS Research Coordinator assistance through the data access process, including information governance support and data linkage services. • eDRIS operate a tiered pricing structure based on the type of organisation you are applying from (e.g academic institution, charity, public sector organisation, private sector organisation). Costs are also based on the complexity of the project and the amount of support required.
Do you have funding for your study?	Mandatory field. Select one from the following options: • Funding secured • Funding application in progress or planned • Seeking a cost estimate before deciding whether to seek funding • No external funding expected • Not yet known You may have secured funding already or be in the process of applying for funding or seeking a cost estimate from us. The eDRIS team will provide an estimate to cover data linkage and project support costs. Please be aware that you will need funding in place before you submit a full application. If funding is secured, in progress or planned, please tell us: • The name of the lead funding organisation or body (select from list) • Are there dates to which your projects must work to stipulated by funding? • Is the project sponsored by a commercial or private sector organisation?

	If your answer is Yes or I'm not sure: Private sector involvement may have an impact on the cost and feasibility of your project. Please provide more details (Mandatory field, text entry, maximum 750 characters)
Does the project specification need to fit within a particular budget?	Optional field. Select one from the following options: - No fixed budget - Under £10,000 £10,000 to £25,000 £25,001 to £50,000 £50,001 to £100,000 - More than £100,000 - Prefer not to say - Not yet known This helps us identify cost-sensitive enquiries early and shape a specification you can afford from the start. Your answer does not affect our pricing, which is set by a standard tiered structure, and a budget does not guarantee feasibility or a particular price.

Declaration

Field	Field requirements, help text
Please ensure you have read and understood our terms of use and privacy policy	Mandatory field. Tick box. I have read and accept the terms of use and privacy policy.