

## Accessing the THIN Database - Requirements Checklist

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- Must sign the CCEB Data Use and Approval Agreement.
  - ✓ Download the Data Use and Approval Agreement Form.
  - ✓ Obtain signatures from either Dr. *Brian Strom* (824 Blockley Hall), or Dr. *James Lewis* (720 Blockley Hall), or Dr. *David Margolis* (815 Blockley Hall) at 423 Guardian Drive, Philadelphia, PA 19104-6021.
  - ✓ Return the signed form to *Rita Schinnar* (address: CCEB, 807 Blockley Hall; 423 Guardian Drive, Philadelphia, PA 19104-6021. Fax:215-573-5315).
- **If using only the pre-collected THIN data:**
  - a) Must get scientific review and approval of the protocol from the **Penn IRB**.
    - ✓ refer to either of these web sites:
      - <http://www.upenn.edu/regulatoryaffairs/human/ApplicationProcedures.html>
      - ✓ <http://www.med.upenn.edu/pennmanual/sp/irb/sr.html>
      - ✓ <http://www.upenn.edu/regulatoryaffairs/human/FAQs.html>
  - b) Must get scientific review and approval from **EPIC** – therefore a copy of the Penn IRB approval and the protocol should be sent to *Mustafa Dungarwalla* along with an SRC application. Download forms:
    - Procedure guide for researchers - Jun2010\_v5.pdf [\[Link\]](#)
    - PROTOCOL proforma - NOV 2009 v3.doc [\[Link\]](#)
    - PROTOCOL REQUIREMENTS - Jun2010\_v4.pdf [\[Link\]](#)
    - ✓ email contact: [Mustafa.dungarwalla@epic-uk.org](mailto:Mustafa.dungarwalla@epic-uk.org)
- **If the study will need to go back to the practices** to obtain any additional data from the practices:
  - a) The researcher must also initially contact EPIC to discuss additional arrangements which need to be made through **EPIC**. **A quote will be prepared by *Anne Costello* at EPIC for the required administration and payments to General Practitioners.**
    - ✓ refer to: <http://www.epic-uk.org/> or the email contact to send the application: [Anne.Costello@epic-uk.org](mailto:Anne.Costello@epic-uk.org)
  - b) Must also get **Ethical Review** and approval of the protocol from **a Multi-centre Research Ethics Committee (MREC) via EPIC**

✓ refer to: <http://www.epic-uk.org>

c) Applications must go through EPIC. To get the application form and protocol guidelines refer to:

✓ email contact: [Mustafa.dungarwalla@epic-uk.org](mailto:Mustafa.dungarwalla@epic-uk.org)

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