

GUIDELINES FOR DATA REQUEST SUBMISSION

The provision of data for scientific research purposes at SPMS, E.P.E., follows a specific procedure that involves submitting a set of information and supporting documentation to this entity.

In this regard, and to ensure that data requests are consistently processed and their compliance analyzed, you are kindly requested, in accordance with the internal procedure mentioned above, to provide SPMS, E.P.E. with the following information:

1. INFORMATION REGARDING THE RESEARCHER AND THE PROJECT

1.1.	Researcher's name;	<input type="checkbox"/>
1.2.	Researcher's phone contact (mobile);	<input type="checkbox"/>
1.3.	Researcher's email address;	<input type="checkbox"/>
1.4.	Host institution (university/department/IDI center);	<input type="checkbox"/>
1.5.	Scientific supervisor (and co-supervisors).	<input type="checkbox"/>

2. PROJECT DESCRIPTION TO BE PROPOSED

2.1.	Title of the work program (the title should be concise, succinct, objective, and understandable for both the target audience and future promotion);	<input type="checkbox"/>
2.2.	Summary (maximum 150 words): Placing the project in a relevant scientific field, the summary should synthesize what the researcher intends to do. It should highlight the main advantages of the project compared to other research efforts in this area, whether in terms of focus, methodology, or expected results;	<input type="checkbox"/>
2.3.	Objectives (maximum 300 words - the goals you want to achieve with the proposed work program must be clear, relevant, and above all feasible in terms of data access, taking into account the time required to transfer data in the project schedule;	<input type="checkbox"/>
2.4.	Description of Requested Data* (include data type, parameters, format, time period, and geographical area) Important: When the requested data must be provided in a non-anonymized format, this circumstance should be expressly mentioned in this section;	<input type="checkbox"/>
2.5.	Description of the Scope and Purpose of Data Usage (the scope of use should be detailed to allow for analysis and evaluation, including the expected results;	<input type="checkbox"/>
2.6.	Description of the Added Value of the Project for SPMS or SNS (maximum 300 words): The description should explicitly outline the potential contributions generated for SPMS/SNS;	<input type="checkbox"/>
2.7.	Information from SPMS to be considered in the data request (if known, specify specific variables and/or system(s) or application(s) they integrate with).	<input type="checkbox"/>

*** In the "Description of Requested Data," please consider the following information:**

2.4.1. Period (e.g., 2018-2022);

2.4.2. Data Aggregation (e.g., daily, weekly, monthly, annual, discharge date, year of hospital admission);

- 2.4.3.** *Geographical Area (e.g., Mainland Portugal, Northern Region, Hospital Region);*
- 2.4.4.** *Spatial Granularity (e.g., region, district, municipality);*
- 2.4.5.** *Object of Study (e.g., cardiovascular diseases, antidepressant medications, hospital admissions);*
- 2.4.6.** *Description of what is sought (e.g., Aggregated information, individual data, primary or additional diagnosis, diagnostic codes);*
- 2.4.7.** *Data Source (e.g., Primary Health Care, National Prescription Database, Hospital Morbidity Database);*
- 2.4.8.** *Variables (e.g., number of medical appointments, dispensing of medications, number of hospital admissions, number of emergency room visits).*

3. SUPPORTING DOCUMENTATION

3.1. Attachment of relevant documentation for the analysis of this request:

a) Declaration of institutional affiliation;	<input type="checkbox"/>
b) Declaration of responsibility regarding data processing;	<input type="checkbox"/>
c) Ethics committee opinion;	<input type="checkbox"/>
d) Other relevant documentation.	<input type="checkbox"/>

Moreover, you should clarify whether you intend to process anonymized data (where the identifier field of the user is hidden or not provided), pseudonymized data (user identifier encrypted with a key that allows cross-referencing between different data sources, considering the time required for data provision in the project timeline), or neither of the aforementioned formats (under the condition that there is an appropriate legal basis justifying access to personal data and respective evidence of legitimacy, which will be requested during the analysis of the request).

Finally, it is recommended to consult the [Transparency Portal of the National Health Service](#) (SNS), which contains a catalog of datasets with open access data, as well as a description of each dataset in the "Information" menu. In this portal, you can explore existing public information, filter variables, and export in various formats. It is also recommended to check the [SNS Primary Health Care BI Portal](#), which contains data related to Primary Health Care. This way, you can assess whether the existing information meets some of the data needs in the subject at hand.

Lisbon, April 19, 2024.