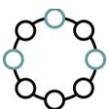




Access management

Direct access applications guidelines for researchers

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GENERAL GUIDELINES

These guidelines are for third party researchers who intend to apply for direct NCIS access and provide relevant information and requirements around the application process that interested applicants should review before beginning their applications.

The following acronyms are used throughout this guideline:

- CCoVRC – Coroners Court of Victoria Research Committee
- JHREC – Justice Human Research Ethics Committee
- NCIS – National Coronial Information System
- NRC – NCIS Research Committee
- WACEC – Western Australian Coronial Ethics Committee

Access levels

NCIS data is available for direct system access to eligible, authorised third party users. Access allows approved users to view coronial case information via the online interface.

There are two levels of direct access available:

- **Level 1 access** - Identifying access to closed cases, non-identifying access to open cases: Level 1 users can view all coded data fields for closed cases including identifying fields and attached case documentation
- **Level 2 access** - Non-identifying access to closed cases only: Level 2 users can view all non-identifying coded data fields for closed cases only. No case documents are viewable.

Eligibility

To be eligible to apply for direct NCIS access, applicants must be a government agency, academic institution, research centre, public hospital or non-profit organisation, and have:

- a bona fide interest in death and injury prevention or a statutory requirement to collect and publish data
- a clearly defined research topic or aim – general applications are not accepted.

Applicants seeking Level 1 access must clearly outline why identifying information is required, and how the privacy and security of this sensitive information will be managed.

Members of the public, the media and private organisations are not eligible to apply for direct NCIS access. These organisations with an interest in death and injury prevention may submit an online [data report request](#).

For more details on available data fields and case status, see [explanatory notes](#)

Requirements

There are some requirements to note when applying for NCIS access:

- If the application is from an organisation or institution with its own ethics committee, the project must have been approved by, or submitted to, this committee prior to the JHREC or Chief Coroner of New Zealand receiving the application.
- Applicants approved by the JHREC or the Chief Coroner of New Zealand will be required to enter into a NCIS access agreement with the Victorian Department of Justice and Community Safety, on behalf of the NCIS Unit.
 - Once the access agreement is executed by both parties, all users will be required to sign confidentiality undertakings
 - User logins will be issued to each authorised NCIS user
 - An invoice for the applicable annual fee will be sent to the Principal researcher within four to six weeks of the Agreement being executed.
- Applicants are required to submit annual progress report to the JHREC as a condition of approved access
- A copy of any report or document containing NCIS data to be published must be provided to the NCIS Unit prior to release
 - Acknowledgement of the NCIS and the Department of Justice and Community Safety as the source of the data must be included.

Fees

There is an annual fee for direct NCIS access that is determined based on the applying organisation's status and the number of online users requested.

For more information on NCIS access fees [contact the NCIS Unit](#)

APPLICATIONS FOR AUSTRALIAN DATA

Application forms can be requested from the [NCIS Unit](#)

There are several steps in the application process to request direct NCIS access. There may be several committees that need to review an application depending on access to which jurisdictional data is requested.

Review requirements for Australian data				
Committee or reviewer	Australia (any or all)	Victoria	Tasmania	Western Australia
NCIS Unit	✓	✓	✓	✓
NCIS Research Committee (NRC)	✓	✓	✓	✓
Justice Human Research Ethics Committee (JHREC)	✓	✓	✓	✓
Coroners Court of Victoria Research Committee (CCOV RC)		✓		
Western Australian Coronial Ethics Committee (WACEC)				✓

All applications must first be submitted to the NCIS Unit for review - further information or changes may be requested. Once the application is finalised, applicants are advised of the next steps of the process.

Applications are considered by the NRC prior to the JHREC closing date. The NCIS Unit submits applications approved by the NRC and any other relevant documents to the JHREC on behalf of applicants. Copies of NRC approval letters and final applications are sent to applicants for their records.

The JHREC advises Principal researcher directly in writing of the outcome of the meeting.

View the [closing and meeting dates](#) for submitting to the NCIS and the JHREC

Submission timelines

Applications for Australian data need to be submitted in line with the scheduled meeting dates of the relevant committees.

Applicants must identify which JHREC meeting they intend to submit their application to for consideration. Other relevant review committees may need to consider the application either prior to or following this JHREC meeting.

National Coronial Information System

The NCIS Unit must review applications and provide feedback if necessary, before an application can be submitted to any of the following committees or courts:

- NRC
- JHREC
- CCoVRC
- WACEC

Applications typically take eight to 10 weeks from the time of submission to the NCIS Unit and to be considered by the JHREC. This includes the time taken by the NCIS to review the application and provide feedback, submissions to other committees, and any requests for additional information made by the JHREC.

Seeking access to Victorian data

Applications seeking access to Victorian data must be considered by the CCoVRC and endorsed by the Victorian State Coroner. Applications must be sent to the CCoVRC prior to submission to the JHREC.

The CCoVRC reviews the JHREC application form. The NCIS Unit reviews application and provides feedback prior to submission to the CCoVRC. Once the application is finalised, applicants will be advised to submit their application directly to the CCoVRC via research@coronerscourt.vic.gov.au

The CCoVRC advise the contact person directly in writing of the outcome of the meeting. The applicant is responsible for forwarding the endorsement letter to the NCIS Unit. The application will then proceed to the next step of the submission process.

Seeking access to Tasmanian data

The Tasmanian Coroners Court reviews and endorse all applications requesting access to Tasmanian data. This review is conducted as part of the NRC process and follows the same submission dates.

The NCIS Unit contacts applicants as part of the NRC process to notify them of any requests or conditions from the Tasmanian Coroners Court.

Seeking access to Western Australian data

Applications seeking access to Western Australian data must be considered and approved by the Western Australian Coronial Ethics Committee (WACEC). Depending on the nature of the application, this may occur prior to or after JHREC consideration.

Requesting Western Australian data only

If the application is requesting access to Western Australian data only, applicants must submit to the WACEC prior to submitting an application to the JHREC.

[Contact the NCIS Unit](#) for the WACEC application forms and next closing date for submissions. The application should be sent to the NCIS Unit for review ahead of the closing date. Once the application is finalised, the NCIS Unit will submit it to the WACEC on behalf of the applicant.

The WACEC advises Chief investigators directly in writing of the outcome. Applicants are responsible for forwarding the written WACEC advice to the NCIS Unit. The application will then proceed to the next step of submission to the NRC and JHREC.

Requesting national data

If the application is requesting access to all Australian jurisdictions, including Western Australia, the application will be submitted to the WACEC after it is approved by the JHREC.

Once the application has been approved by the JHREC, the NCIS Unit advises applicants of the outcome and provides the WACEC application forms and next closing date for submissions. Applications must be sent to the NCIS Unit for review ahead of the closing date.

The NCIS Unit submits finalised applications to the WACEC on behalf of applicants.

The WACEC advise Chief investigators directly in writing of the outcome of the meeting.

APPLICATIONS FOR NEW ZEALAND DATA

Contact the [NCIS Unit](#) for the New Zealand access application forms.

Completed forms must be submitted to the NCIS Unit for review and feedback until the application is finalised.

The NCIS Unit submits finalised applications to the New Zealand Chief Coroner on behalf of applicants for consideration and approval.

The NCIS Unit contacts applicants to notify them of the New Zealand Chief Coroner's decision or to request more information.

Submission timelines

New Zealand applications may be submitted to the NCIS **at any time**. The application process typically takes about four weeks to complete.

Fees

There is an annual fee for direct NCIS access that is determined based on the applying organisation's status and the number of online users requested.

For more information on NCIS access fees [contact the NCIS Unit](#)