

# Access management

## Contact persons for third party research projects

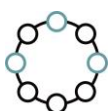
These guidelines provide advice about communications between the NCIS Unit and third party research projects accessing Australian or New Zealand data, approved exempt agencies and data on-provision agencies.

There is a need for communication between the NCIS Unit and researchers to occur throughout the various stages of project’s lifecycle, from the initial application to project closure. To ensure clarity and appropriate oversight of communications and any changes requested, the NCIS Unit utilises the various roles within a project as named on the application form as authorised points of contact. These include:

- Principal researcher – This is the lead researcher on the project as nominated on the application form. The principal researcher has overall responsibility for the project.
- Contact person – This is the primary contact person for the project. This may be another researcher on the project or a nominated contact from the organisation.
- Researchers – includes all authorised NCIS users (known as associates or student researchers on the JHREC forms)

The NCIS Unit will liaise with regarding various matters as follows:

Activity	Principal researcher	Contact person	Researchers
<b>Project applications, establishment and amendments</b>			
Initial application preparation, feedback and submission	✓	✓	
Administrative or core project amendment requests Includes changes to staff, completion date, project methodology or security measures	✓	✓	
Western Australian Coronial Ethics Committee applications	✓	✓	
Access agreement preparation, signatures and execution	✓ (see note)	✓ (see note)	
<i>Note: may also include contact with Contract management or Legal staff within the Lead organisation</i>			



## National Coronial Information System

Activity	Principal researcher	Contact person	Researchers
<b>Project management</b>			
Invoicing for NCIS access or other services including requests to pause, cease or amend invoicing  <i>Note: may also involve contacts with external persons such as finance departments at the authorised organisation</i>	✓	✓	
Requests to pause, cease or amend NCIS access	✓	✓	
Advice on staff leave of absence	✓	✓	
Annual or completion reports	✓	✓	
Quarterly project registers (data on-provision only)	✓	✓	
Request to terminate an agreement early	✓	✓	
Breaches	✓	✓	
<b>User support</b>			
Confidentiality undertakings (receipt and signature)	✓		✓
NCIS account set up	✓		✓
NCIS account password resets	✓		✓
NCIS search advice	✓	✓	✓
Training requests	✓	✓	✓
<b>Data use</b>			
Requests for additional data	✓	✓	
Publications/reports submitted for NCIS Unit review	✓	✓	
Data extract requests	✓	✓	
<b>Other</b>			
Notifying the NCIS Unit of database issues			✓
Notifying the NCIS Unit of issues of concern to public health and safety (clause 14 of the NCIS Access agreements)	✓	✓	

All communications should be sent to [ncis@ncis.org.au](mailto:ncis@ncis.org.au) in the first instance