

DIABETES REGISTRY MALAYSIA-AN AUDIT OF DIABETES CONTROL AND MANAGEMENT

DATA RELEASE APPLICATION FORM

AN AUDIT OF DIABETES CONTROL AND MANAGEMENT (DRM-ADCM) encourages use of its data for a variety of purposes such as research, clinical, planning, or business. Please refer to the 'Data Request Guideline' for details

Each request for release of data must be accompanied by this completed form. Please type or print clearly.

Please return this completed form along with other required documents (refer Data Request Guideline) to the address below:

To:

Chairman
Diabetes Registry Malaysia-An Audit Of Diabetes
Control and Management (DRM-ADCM)
c/o Clinical Research Centre,
1st Floor, MMA House,
124, Jalan Pahang,
53000 Kuala Lumpur.
Attention: DRM-ADCM Manager

or contact:

Tel. No.: 603-4044 3060/3070
Fax No.: 603-4044 3080
Website: https://www.acrm.org.my/ADCM

All correspondence regarding this application should be directed to:

Name/ Affiliation:

Address:

[Empty box for address]

Telephone:

[Empty box for telephone]

Mobile phone:

[Empty box for mobile phone]

Fax:

[Empty box for fax]

email:

[Empty box for email]

1. Name of Responsible Individual (for research purpose, name of Principal Investigator):

[Empty line for name of responsible individual]

2. Affiliation, if applicable:

[Empty line for affiliation]

3. Requesting party:

- Requesting party options: SDP, Govt. Department, Treating Physician, NGO, Subject, Registry, Research/Academic Inst., Industry, Other,specify

4. Purpose of request:

- Purpose of request options: Research, Business, Clinical, Subject Data, Planning, Other, specify

Describe details:

[Empty box for describing details]

5. Data Request: (Describe the data or information sought)

[Empty box for data request description]

6. Check submitted documents where applicable:

- Check submitted documents: Signed and dated agreement, Research proposal

For office Use Only

Check if approved

Approved By: [Empty line for signature]

Application criteria and procedure

- 1 All application for release of data must be made in writing by completing an Application Form along with other required documents where applicable (see below)
- 2 The application shall include the purpose for the data request and the data sought.
- 3 Release of data for research purpose requires submission of the research proposal that is written in English. While the proposal need not follow any specific format, it should incorporate the following elements:
 - 3.1 Abstract of proposed research
 - 3.2 Detailed project description including rationale, objectives and methodologies to be used
 - 3.3 Qualifications, disciplines and affiliations of key research personnel
 - 3.4 Reference made to any regulatory and ethical requirements, procedures for safeguarding information security.
 - 3.5 The period of time for which the data would be used and the way in which the data (with all its copies) would be disposed of, returned or destroyed after this period has elapsed.
- 4 Request for specific analyses that are otherwise not available in published results in the public domain for purpose of planning or business will be entertained on a case-by-case basis.
- 5 Request for release of data to be analyzed by the requesting party for purpose of planning or business will be treated as for research purpose (see [3] above).
- 6 Requesting party is required to enter into an agreement with DRM-ADCM on release of data. The standard agreement is available at <https://www.acrm.org.my/ADCM>
- 7 A processing fee may be charged, such amount to be determined on case-by-case basis.
- 8 All simple requests shall be dealt with within 3 weeks; while more complex requests will take up to 2 months to process.

(Note: Incomplete request form and necessary document not received will not be processed.)