Honest Broker Service Charging Policy

The HSCNI Honest Broker Service (HBS) is publicly funded and therefore strives to operate on a cost recovery basis. We do not charge for data itself but we do apply charges to cover the costs of processing and delivering the service. This document outlines the services that will be provided by the HBS for the facilitation of ethically approved research.

The current rate is **£475 + VAT per day**, costed in full and half days determined by the amount of resource required to deliver the service on a project by project basis.

Costs will be confirmed during the application process and formally agreed before processing work commences. To discuss your requirements and gain advice on making an application, please contact the Honest Broker Advice Service (HBAS) at honestbrokerservice@hscni.net.

The HBS will provide the following services:

Project Planning

- Help researchers to understand the various HBS processes, such as those related to access to data, becoming an approved researcher, use of the safe haven/UK Safe eResearch Platform (SeRP) etc.
- Help researchers to understand the various HBS policies, such as Researcher Dos and Don'ts, Honest Broker Governance Board (HBGB) Application Review Criteria, Project Modifications etc.
- Support researchers through the provision of the HBS Metadata and other useful documents.
- Provide guidance to researchers regarding the feasibility of research projects.
- Assist researchers in developing their project application by reviewing and offering constructive comments prior to submission to the Honest Broker Governance Board.

The first two meetings at the project planning stage will be provided free of charge. All subsequent meetings will have associated costs. Meetings will be expected to last no more than two hours on each occasion. Where research project applications are considered to be of sufficient quality, review and advice will be provided free of charge.

Construction of HSC Datasets

- Create project specific data extracts for researchers.
- Link data from different sources and anonymise datasets.
- Create researcher accounts and logins with access to required software packages (including MS Office, SPSS, Stata and R Studio).

A quotation of the expected time (in days and half days) to complete this stage of the project will be provided to researchers and will depend on the complexity of the dataset required. It will include a contingency of +/- 10%. If the researcher's requirements change during this process requiring additional HBS time this will be estimated and the researcher informed.

Use of Research Safe Haven

- Provide access to the safe haven and ensure researchers are able to access the required datasets and undertake analyses.
- Supervise researchers visiting the safe haven.
- Provide advice on HBS data and variables to researchers including its structure and linkage.
- Run syntax/code prepared by the researcher where they are not able to attend the safe haven.
- Review outputs and provide constructive feedback on data and outputs leaving the safe setting.
- Undertake disclosure control prior to outputs leaving the safe setting.

Use of UK Safe eResearch Platform (SeRP)

- Set up researcher accounts to allow access to specific projects and datasets.
- Provide advice on HBS data and variables to researchers including its structure and linkage.
- Review outputs and provide constructive feedback on data and outputs leaving the UK SeRP.
- Undertake disclosure control prior to outputs leaving UK SeRP.

All IT queries relating to the UK SeRP should be directed to the SAIL helpdesk which can be reached via https://helpdesk.hiru.swan.ac.uk/ or helpdesk@chi.swan.ac.uk.

If you have any queries, please contact the HBS: honestbrokerservice@hscni.net