



FFFAP data request process for external applicants

If you are seeking access to FFFAP data, please follow the steps below to ensure your request is processed efficiently and in line with data governance protocols.

Step 1: Expression of interest (EOI)

- > Please complete an [expression of interest \(EOI\) form](#) and return it to FFFAP@rcp.ac.uk.
- > This also contains a breakdown of estimated costs for different levels of data, as well as links to external sources of data (ie mortality data is obtained from NHS England).

Step 2: EOI review

- > Your EOI will be reviewed by the FFFAP scientific review group.
- > This review typically takes 3 weeks.
- > You will receive feedback on your EOI, including whether FFFAP supports your application.

Step 3: Data application request form (DARF) review

- > If your EOI is supported, you will need to complete a [data application request form \(DARF\)](#) and return to the FFFAP for approval. The S&P Committee will review your full application during the next scheduled meeting and provide final feedback. Depending on the complexity of the request, this review period will take around 1–3 months.
- > Your completed DARF will be shared with Crown Informatics, FFFAP webtool provider and data holder for assessment (data availability, extraction feasibility), alongside a quote for data extraction.

- > You will also be informed of any expected costs associated with your request.

Step 4: Final approvals

- > If supported, the DARF will be signed by:
 - the FFFAP programme manager
 - the SRG Committee chair
- > The signed DARF will be returned to yourself to be submitted to the Health Quality Improvement Partnership (HQIP) for final approval (datasharing@hqip.org.uk). Please note, it is the applicant's responsibility to submit the application to HQIP. Further information on the HQIP review process is available [online](#).

Step 5: Data release

- > Once HQIP has fully signed the DARF, you must send a copy of the fully signed form back to us at FFFAP@rcp.ac.uk.
- > The request will then be forwarded to Crown Informatics by FFFAP, who will liaise with you directly to arrange the secure release of the data.
- > Once data is released, an invoice will be raised by FFFAP for the agreed amount.

Step 6: Follow-up

- > You will be asked to complete a brief survey 6 months after HQIP approval to support service evaluation and what is expected of those who hold FFFAP/HQIP data.

Data application amendment or extension

If your initial data application has been approved and the data has already been released, and you now wish to request an amendment or extension, please follow the process below.

Step 1: HQIP extension and amendments forms

- > Please complete the extensions and amendments form from the [HQIP website](#) and send it to FFFAP@rcp.ac.uk.
- > When submitting your EOI, please include your HQIP reference number (formatted as HQIPXXX).

Step 2: Review

- > Our team will review your submission to determine whether your request qualifies as an amendment or requires a new data application request form (DARF).
- > This review process will take approximately 2–4 weeks depending on the complexity of the review. If there is a change to the data being requested, a new DARF will be required. For other reasons (ie change of data storage location which require a new DARF), datasharing@hqip.org.uk will be able to advise further.
- > If a new DARF is required, please follow the data application process starting from step 1 of this document (expression of interest).

Step 3: DARF amendment form

- > If supported, the DARF amendment will be signed by:
 - the FFFAP programme manager
 - the SRG Committee chair
- > The signed DARF will be returned to yourself to be submitted to HQIP for final approval (datasharing@hqip.org.uk). Please note, it is the applicant's responsibility submit the application to HQIP. Further information on the HQIP review process is available [online](#).

For guidance, further information and how to apply visit our [website](#).

