

SUPPLEMENTARY MATERIAL 2. Case study pro-forma sent out to case study leads

For each case study project:

**For all asterisks, please try and answer in the provided boxes according to instructions, in as much detail as you wish. Please consider the rest of the questions prior to our meeting, so we can discuss these in greater depth*

Aims & Processes

- ***What were the project's aims & objectives?** *(Please list in text or bullet points)*

- How were these informed by:
 - (a) engagement with potential evidence users (e.g. policymakers, practitioners, etc)?
 - (b) feasibility considerations relating to data availability and access?
- Did the aims/objectives change/have to be adjusted to any data access/data linkage/governance process problems or considerations?

- ***What data flows were involved?** *(Please list any you can think of)*

- ***What datasets and what linkages? If you have a linkage diagram for the study, this may cover this question.** *(Please list these or link to wherever these can be found)*

- How is the quality of data linkage measured in your project, and did it vary within the study e.g. over time or between population groups?

- ***Which area (e.g. Edinburgh vs Glasgow vs Islands vs Highlands) and which organisations were involved?** *(Please list these briefly)*

- ***Were any funders or supporting/facilitating organisations (e.g. UBDC, ADR, SCADR) involved?** *(Please list these briefly)*

- Were there datasets or aspects of the project that were abandoned or amended at any stage?
- How is Covid impact on records addressed (e.g. Covid impact on going to GP, A&E visits, etc.)?
- What governance processes and milestones (including any ethical and legal agreements) were involved? Were these clear from the outset or were there some unanticipated steps that had to be undertaken as the process unfolded?
- What was your experience of the governance process?
- ***What were the rough timescales for the project, from inception (i.e. the time of writing funding application as opposed to when funding received) to data request to data being obtained, to dissemination outputs? (Please provide a rough estimate and any relevant information**

- Were there failed attempts/aspects of the project that were abandoned?
- ***How many revisions/resubmissions/amendments/reapprovals of the project parameters/outline were required and why from a governance perspective? (N.B. Simply provide a number here if possible, but we would like to work with you to come up with a potential visualization of the timescale if you think this is feasible)**

Resources

***What resources were required for the project? (Please only list any resources not covered by questions below)**

***How many people from what organisations were you in contact with? What total % of costed time did this project account for you and co-investigators) (Please outline briefly below**

- ***Staffing needs and breakdown for the project** (*Please assign percentage of total in brackets next to categories below*)
 - ***Core research team**
 - ***Data controllers**
 - ***Data processors/management (eDRIS/NRS)**
- Time
- Other costs (also human capital costs such as fatigue, burn out)
- Contacts

- How would you describe your experiences and challenges of working in safe haven environments?

- ***How helpful did you find the stakeholders at each of the below stages of the project?** (*Please assign values next to categories below: 1 being least helpful, 5 most helpful*)
 - ***Project design and project aims**
 - ***Data accessing**
 - ***Data sharing**
 - ***Interpretation & use of results**

Reflections

(Please feel free to provide written responses or lists of bullet points in boxes below if feasible- otherwise, please prepare several points to discuss on the below)

- What worked well about the process?

- What was challenging about the process or could have worked better from your point of view?
 - Was there anything that did not work at all/ failed?
 - What were the biggest project risks and what were/could have been the effect of these on members of staff or students involved in the project?

- What difference has the project made, or is envisaged to make?
 - For whom is the project supposed to be making a difference and how? (For example, was it planned to publish academically and feed directly into a government department or given as guidance to healthcare professionals?)

- Do you think the processes of data sharing and linkage influence the work's potential for impact and if so, how? (e.g., in terms of timeliness, geographical scope, lack of access to key variables etc)

- What future work have you got planned/ would you recommend based on your research? What additional insights could be gained through which data sources, should these be(come) available in the future?