

1. Introduction

UK Biobank is a tool for health research that has been set up as an open access Resource available to all *bona fide* researchers for all types of health-related research which is in the public interest. Researchers can register with UK Biobank and apply to access the Resource via the Access Management System (AMS).

This AMS User Guide is designed to give you an overview of the Registration, Application and Project Administration processes as well as providing basic instructions on how to navigate through AMS.

2. Information for new users:

- Have this AMS User Guide to hand when you first use the system.
- Before registering, please ensure you have the following:
 - i. An electronic copy of your CV / Resume OR a link to a personal profile page on your institute's website (which can be uploaded during your registration submission); the UK Biobank Access Management Team (AMT) needs one of these to complete the registration checks.
 - ii. Details of up to 5 peer-reviewed publications which you are named on.
- The researcher submitting an application is automatically assigned as 'Applicant Principal Investigator (PI)' to the proposed research project and they are required to sign a Material Transfer Agreement (MTA) before data is released.
- If you are named as Lead Collaborator on an application you will also be required to sign a Material Transfer Agreement for your institute.
- Payments are accepted via BACs or credit/debit card only (we are not able to accept AMEX or take credit/debit card payments over the phone).
- All documents uploaded into the AMS must be in a .pdf format.
- Read the background information about UK Biobank and details on our Access Procedures on the [UK Biobank website](#).

We recommend using Internet Explorer or Google Chrome to access the AMS – we are aware of some compatibility issues with certain browsers (such as Firefox and Safari).

If you have any further queries, or you have encountered any problems or faults, please send a Message via AMS. Prior to registration you can [send an email to the AMT](#).

The AMT can experience a high demand for services especially after a Data Showcase refresh; the AMT aims to respond to any correspondence as soon as possible so please allow 2 weeks before chasing.

3. The UK Biobank Access process

There are 5 stages that must take place before you can access the UK Biobank Resource:

1. **Registration:** To confirm the identity of each researcher intending to use the Resource, to check their *bona fides* before registering them as a potential user.
2. **Application:** To allow UK Biobank to assess: (i) whether the proposed research is likely to be approved; (ii) whether the proposed research meets the required criteria for access (including legal and ethics standards); (iii) whether the Resource contains the data and/or samples required for the proposed research; (iv) whether the amount of depletable sample required is scientifically justified; (v) the cost of providing such data and/or samples.
3. **Access Sub-Committee (ASC) review:** The ASC is a sub-committee of the UK Biobank Board, and is responsible for making key access decisions, notably those regarding the use of depletable samples, recontact or potentially contentious research. The ASC meets on a quarterly basis.
4. **Material Transfer Agreement (MTA):** For approved applications, the MTA needs to be executed and access charges paid before release of data and/or samples to the Applicant Principal Investigator (PI).
5. **Sample / Data Release:** Materials will only be released after payment and execution of the MTA. Data is typically released on a weekly basis, whereas samples are released to an agreed timetable.