



Charging Policy

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1. SAIL PROGRAMME CHARGING – OVERVIEW.

This document sets out the underpinning principles of the charging policy for projects applying to access data from the SAIL Databank. Information in this document is intended to offer a guide to the method used for costing projects. To obtain costs for a specific project, researchers should follow the application process set out at <https://www.saildatabank.com/application-process/>

1.2. For more details about the SAIL Databank, which organisations we work with, the purposes for which SAIL data can be accessed, the range of data items available or for more information about using SAIL data for research, please refer to the main SAIL website <http://www.saildatabank.com/>

2. SAIL PROGRAMME CHARGING – POLICY.

2.1 SAIL Databank Operating Principles

2.1.1 SAIL is a research facility which is provided by Swansea University with support from NHS Wales to enhance health research and to improve patient care. SAIL is operated on a 'not for profit' basis and is intended to be accessible and affordable for the widest possible spectrum of the research community. Some elements of SAIL are partially funded from central sources and are therefore provided to the research community at a heavily subsidised rate, and other elements have to be fully funded by projects using the SAIL service.

2.1.2 The following principles apply in relation to charging for SAIL data access:

2.1.2.1 Charges are calculated on a cost recovery model. SAIL Databank does not make a profit and is not a commercial entity.

2.1.2.2 Funding from Health and Care Research Wales (HCRW) and the Economic and Social Research Council (ESRC) partially covers the costs of a small central team to carry out data acquisition, loading and linking of core datasets, and maintenance of the SAIL technical infrastructure, with individual projects making a small contribution at a subsidised rate. Individual projects meet all remaining costs associated with their project.

2.1.2.3 If independent Information Governance Review Panel (IGRP) approval is not obtained for a project, no charge is incurred.

2.1.2.4 The SAIL Databank team reserve the right to decline to process any application for access to SAIL at any stage prior to IGRP approval being awarded. In this case feedback will be provided to the project giving reasons that the application is not being progressed.

2.1.2.5 For academic research grants where members of the SAIL team are co-applicants, project costs will be calculated in line with Swansea University's existing standard Full Economic Cost (FEC) calculation formula. Where SAIL is a co-applicant on a research grant, a full copy of the final grant application must be shared with the team before submission, and a copy of the award documentation upon approval.

2.2 Charging Rates

2.2.1 The table below sets out the SAIL charging framework.

2.2.2 All prices below are exclusive of VAT. Where VAT charges are applicable these will be met by an individual project at an additional cost. Swansea University will include VAT at standard rate in project charges unless the project can satisfy the University (e.g. by provision of a VAT exemption certificate) that a different rate should be applied.

2.2.3 Costs for projects commissioned by a commercial entity or where a commercial entity is the main beneficiary will be charged at the standard rate. Other projects will be charged at the public sector rate.

- 2.2.4** In normal circumstances a project will be expected to pay all costs outlined in the scoping form in full. There are three exceptions to this i) paid for by another project, ii) costs covered by a prior agreement, iii) cost waiver: - In rare circumstances, project costs may be reduced or waived by the SAIL Cost Waiver Committee based on a scoring criterion against reason for cost waiver in application and will be based on the services outlined in their scoping document. In practice this will apply almost exclusively to NHS and Social Care projects without external funding which have exceptionally high potential for public benefit, and which require no additional support after project set up. Any appeal against a Cost Waiver Committee decision will go to the SAIL directors whose decision around costs will be final. Applications to waive or reduce project costs for services outlined in their scoping document can be made as part of the project application process.
- 2.2.5** Amendments such as extensions or additional services outside the original scoping form including projects with cost waiver agreements, will be chargeable except where:
- 2.1.2.1** The Researcher could not use what they had paid for during the project lifecycle due to a delay by SAIL (for example if account did not work for a month, or wrong data was provided and data had to be re-provisioned), then a short cost-free extension reflecting the delay suffered would be granted.
 - 2.1.2.2** The amendment has been approved for cost waiver at the discretion of SAIL Cost Waiver Committee.

	Standard rate	Public/Academic rate
	(£)	(£)
<i>Base cost (per annum of project)</i> (See section 2.4 for user account definitions)		
Mini (1-3 standard user account: price per user) e.g. FEC 1 user 1400, FEC 2 user 2*1400, FEC 3 user 3*1400)	3225	1400
Small (4– 5 standard user accounts)	9,825	5575
Medium (6 - 8 standard user accounts)	13,200	8,200
Large (9 – 10 standard user accounts)	15,450	9,950
Each additional account >10	1,025	775
<i>Fixed setup / running costs</i>		
Project setup/support – one-off cost	1618	1150
Registration of Limited access users (Read only)	459	300
Disclosure control output reviews (per annum)	918	600
Data Loading inc. data checks (Per 1 data set)	1836	1200
<i>SAIL Staff Resources</i>		
Per resource, per day	459	300
Per refresh of project data	459	300
<i>Amendment only</i>		
New SAIL data set (Total)	459	300
Admin/Governance review costs	459	300
<i>Extra technology costs (per annum) (Tech)</i> See section 5 for definitions		
<i>User Account / Desktop (Tech)</i> (Additional charges to be added to the base cost for each user)		
SAIL User account with large specification desktop	515	515
SAIL User account with extra-large specification desktop	1540	1540
STATA MP Licence per user (only available as addition to XL desktop)	2320	2320
<i>Subscription Users see section 2.6</i>		
Subscription (includes XL desktop)	N/A	8540
<i>File Storage</i>		
File storage (per additional 100 GB required above AUP levels)	SAIL Technical Team to provide bespoke costs based on requirements.	
<i>Enhanced processing power</i> (e.g., projects involving machine learning or AI) (Tech)	SAIL Technical Team to provide bespoke costs based on requirements.	
<i>GPU's/HPC's</i>	SAIL Technical Team to provide bespoke costs based on requirements.	

2.3 Chargeable elements of the SAIL service

- 2.3.1 The SAIL Base charge:** This charge contributes to the hardware costs of the core technical infrastructure which underpins SAIL, and the cost of hardware, software or licences included in standard SAIL User Desktop Accounts.
- 2.3.2 Fixed Setup / running costs:** These are standard charges applied to all projects which contribute to the costs of the Information Governance Review process, project setup (creation of accounts, initial provisioning of data etc.) and up to two days input per annum for disclosure control output reviews of data which the project wish to export out of the SAIL Gateway environment.
- 2.3.3 Staff resource costs:** This charge covers the cost of SAIL team support for individual projects (e.g., import / linkage of data, data refreshes, data analysis work etc.). Projects which have their own data analyst resources may incur little to no cost in this area.
- 2.3.4 Extra technology costs:** This charge covers the cost of any additional hardware, software or licences required by individual projects.

2.4 Definition of the SAIL desktop packages

2.4.1 The standard specification desktop is offered on a per user per project basis and is sufficient to meet the requirements of most users. The user accounts (including software licences) belong to the project rather than to an individual and may be reassigned to other individuals during the lifespan of the project at the request of the lead researcher. In circumstances where SAIL Analyst support is only required for a short period at the start of the project, their account for the project may be swapped for another project user. The SAIL Technical Team can provide further advice to projects who feel they require either of the enhanced specification desktops.

- 2.1.2.1 Standard SAIL User account** – includes a 4-core processor, 16 GB RAM, and Windows operating system. The package comprises 50 GB of file storage. Software licences included are Stata, SPSS, R, Eclipse, DBeaver and MS Office.
- 2.1.2.2 SAIL User account with large specification desktop** – this includes an 8-core processor, 32 GB RAM and Windows operating system. The package comprises 50 GB of file storage. Software licences included are Stata, SAS, SPSS, R, Eclipse, DBeaver and MS Office.
- 2.1.2.3 SAIL User account with extra large specification desktop** – includes a 16-core processor, 128 GB RAM and Windows operating system. The package comprises 50 GB of file storage. Software licences included are Stata, SAS, SPSS, R, Eclipse, DBeaver and MS Office.
- 2.1.2.4 Limited Access SAIL User account (nano desktop)** – includes a 1-core processor, 1 GB RAM and Windows operating system. Software licences included are PowerBI and MS Office.

2.5 Limited access user account

Where a project includes individuals (e.g., principal investigators) who require clearance for limited access to project files inside the SAIL secure environment, they can apply for a limited user account. These accounts are expected to be limited to project team members who wish to:

- Review prepared files before they are released from the gateway
- View the project data but not actively undertake analysis of it.

For limited access users, a one-off charge will be applied to approve and register each limited access user as part of project set up.

Limited access users will have information governance clearance to access their personal (P: drive) folder, the projects shared (S: drive) folder and the projects shared GitLab group, allowing them to use standard MS Office applications such as Word and contribute with project files, and view but not

actively work with data on the database. The limited access user accounts will not be permitted to release files from the secure environment.

2.6 Subscription user access to SAIL data

In some cases, there are users which have or require access to multiple projects. Where a user requires access to 5 or more projects it is more cost effective to apply for an annual subscription and have an extra-large desktop. The subscription costs would be chargeable to the individual not a project, thus not transferable to other individuals. This would enable them to have access to SAIL on multiple projects potentially at no extra cost to the project, for the length of the project if their subscription covered the projects lifecycle. If their subscription ran out prior to the project end date the user would lose access. Each project would need to indicate in scoping and IGRP if they were wanting any subscription users to have access to the project and their names.

2.7 Data Storage Acceptable Use Policy (AUP)

2.6.1 As part of each SAIL project, file storage of up to two and a half times the size of the project source data will be provided as standard. This storage is provided to enable researchers to work with the SAIL data provided (and make copies for analysis) and where relevant, will be where project specific data is stored. It is the project team's responsibility to ensure any data stored is managed within these data storage allowances.

2.6.2 Should a project require additional storage, requirements and costs should be agreed with the SAIL Technical Team.

2.8 Further Information

2.7.1 For further information on charges for specific projects or for general queries relating to SAIL please contact <https://saildatabank.com/contact/>

2.7.2 For more information on the SAIL Databank, refer to the website <http://www.saildatabank.com/>

3. SAIL PROGRAMME CHARGING – ROLES AND RESPONSIBILITIES.

ROLE	FUNCTIONAL RESPONSIBILITIES.
Document Owner	Responsible for the content of the policy and approving changes to content
Document Reviewer	Responsible for: i). Keeping document up to date ii). Raising issues within the document with the document owner iii). Approving changes to formatting of the document
SAIL Directors	Responsible for making final decisions on cost waiving

4. SAIL PROGRAMME CHARGING – COMPLIANCE.

Any staff subject to this policy who fail to comply with the provisions as set out above shall be subject to appropriate management response. This may include disciplinary action in accordance with the Swansea University and Medical School Disciplinary Code and Procedures.

A. DOCUMENT MANAGEMENT.

A.1 AUTHORISATION.

NAME	TITLE
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Jon Smart	Chief Operating Officer for SAIL Databank
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A.2 REFERENCES.

DOCUMENT
SAIL-POL-026 – Cost Waiving Policy

A.3 DOCUMENT HISTORY.

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2.0	01/08/2019	Julie Kennedy		Jon Smart
3.0	06/05/2021	Reece Labrom	Updated as follows: i). Changed formatting of the document ii). Changed Document Owner	Julie Kennedy
4.0	11/8/2021	Rachel Carpenter	Updated as follows: i). Changed costings ii) Changed cost waiver process.	Julie Kennedy
5.0	29/11/2022	Rachel Carpenter	Updated as follows: i). Changed costings, with additional costs for amendments, subscription users.	SAIL Operations Group
5.1	14/12/2022	Rachel Carpenter	Updated as follows: i). Changed name of read only to limited access	Julie Kennedy