**Data Access Request**

**Section Guide**

Do not modify questions/fields within this form.

Direct all questions to: NB-IRDTdar@unb.ca

Complete the Data Access Request (DAR) form and e-mail it to [NB-IRDTdar@unb.ca](mailto:nb-irdtdar@unb.ca). This information will go through a series of reviews before a Data Access Agreement is signed allowing the research team to access data within the custody of NB-IRDT.

[**Terms and Conditions**](#T_C)

**[Section 1: Project Information](#_Section_1:_Project" \t "_blank)**

Input fundamental information about the project.

[**Section 2: Research Team Members**](#_Section_2:_Research)

List all members of your Research Team who will require access to the data in the custody of NB-IRDT*.*

**[Section 3: Data Set Information](#_*_Section_3:)**

Include all NB-IRDT and imported data sets you will be requesting and indicate the years of data that are needed to complete your research project.

**[Section 4: Requested Variables](#_*Section_4:_Variables)**

Insert a full list of variables that you need for each requested data set (including those imported) with rationale for each.

Submit the completed form to: NB-IRDTdar@unb.ca

Graphical user interface, text, application

Description automatically generated I, [ENTER PI NAME], confirm that I have read, understand, and agree to the terms as set out above and agree to be bound by such terms.

# Section 1: Project Information

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| --- |
| **Version Date\*** |
| (enter the date this DAR was last edited) |

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| --- | --- |
| **Consultation ID\*** | **Project Number** |
| Enter Consultation / Feasibility # | Internal Use only P# TBD |

|  |  |
| --- | --- |
| **Project Title** | |
| Full project title**\*** |  |

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| --- | --- | --- | --- |
| **Funding** | | | |
| If there was a planned grant application associated with this project, what is the status update of the grant application? | | | |
| Funding Source**\*** |  | Award Amount |  |

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| **Request for Analytical Services** |
| NB-IRDT operates on a cost recovery basis, fees may apply. Note: NB-IRDT Analytical services are only offered upon the availability of the NB-IRDT Data Analysts. To receive a quote for analytical services a work order is required.  **Are you interested in obtaining analytical services from NB-IRDT? \***  Yes  No  If yes, you will be contacted by NB-IRDT to discuss your needs. A budget letter outlining NB-IRDT services requested must be signed by the requesting party. The signed budget letter must be sent to [NB-IRDTdar@unb.ca](mailto:nb-irdtdar@unb.ca) before final approval of the project (a.k.a. before the Data Access Agreement is signed). |

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| **Consent for Linkage** |
| All research projects that intend on linking qualitative data (or data with identifiable information) to administrative data must obtain participant consent to link.  If this applies to your research project, a copy of the consent form template (that was used when consent was requested from your participants) must be included when you submit the completed DAR to [NB-IRDTdar@unb.ca](mailto:nb-irdtdar@unb.ca)  *Please direct all questions about consent to our NB-IRDT Privacy Officer (*[*nb-irdtprivacy@unb.ca*](mailto:nb-irdtprivacy@unb.ca)*).* |

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| **Research Output** (check all that apply**\***) | | |
| Conference or Symposium Presentation/Poster  Peer-reviewed Publication  Academic Requirement (e.g., Thesis) | Report for non-government agency or group  Report for government or public sector organization | |
| Other *(describe):*  Click here if “Other” is chosen above (to describe the intended output) | | |
| If applicable, list the government agency(ies), group(s) or organization(s) the research output is for**\***: | | |
| Is a preliminary results disclosure planned for government agencies or other small group consultation (patient/public engagement)  Yes  No  If yes, add the following information in the space below:   * The purpose for this disclosure * How privacy will be maintained * Who will view the data   Click here to enter disclosure plan  Note: you will be required to submit a Research Results Data Dissemination (R2D2) Request. For more information consult the Research Results Data Dissemination Standard Operating Procedure. | | |
| Earliest date research output is anticipated/required**\***: | | Click here select a date. |

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| **Project Summary \*:** |
| **(Max 500 words)** Provide an overview of your project in lay language.   * What is the anticipated policy or clinical impact of your research? * Who is the intended audience? |
| Click here to enter project summary |

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| **Research Question(s) \*:** |
| **(Max 500 words)** What are the research questions for this project? |
| Click here to enter project summary |

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| **Methodology\*:** |
| **(Max 500 words)** Explain the methodology for this project including:   * How the data requested, and methods employed will be used to answer your research question * The type of study (retrospective or prospective; RCT, cohort or observation based; etc.) * Type of analysis (descriptive, regression or other; cross-sectional or longitudinal; etc.) * If applicable, description of any derived variables that you be defining * Disease/Drug/Procedure Classification codes: Specify classification codes you are using in the study (e.g., ICD-10-CA/CCI) and tariff codes for diagnoses, tests, and procedures and Drug Identification Numbers (DINs) for drugs. |
| Click here to enter methodology description |

# Section 2: Research Team Members

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| **Members of the research team\*** |
| Identify all individuals on the research team. Describe each of their roles in the project, what their access to the Secure Research Environment (SRE), and what their access to the data will be. Restrict your research team members to only those who are necessary. The PI also needs to be listed.  Data analysis or Research assistance - includes data cleaning and processing, literature searches, etc. If their role includes authorship, please list as co-investigator.  Research liaison - a business / industry professional with an advisory / consultation role in the project. E.g. Project partners that will not be physically accessing data in Secure Research Environment, but may be discussing unvetted data and/or preliminary results. |

***PLEASE COMPLETE A SEPARATE TABLE FOR EACH Member of the Research Team.***

*(If needed, copy & paste additional tables)*

**Principal Investigator**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **First Name** |  | | | **Last Name** |  | |
| **Employer** |  | | | | | |
| **Work Title** |  | | | **Work Sector** | Choose one. | |
| **Email** |  | | | | **Phone** |  |
| **Role within this Project** | | Principal Investigator | | | | |
| **Q1. Will they be listed on the publication(s) relating to this project?** Yes No | | | | | | |
| **Q2. Are they a student?** Yes No | | | **Q3. If yes, to Q2, which institution:** | |  | |
| **Q4. Will they be entering a NB-IRDT SRE?** Yes No | | | | **Q5. If yes, choose location** | | Choose one. |
| **Q6. Will they need a user account[[1]](#footnote-2)?** Yes No | | | | **Q7. If yes, identify specific purpose for access below:** | | |
|  | | | | | | |
| **Q8. Will they be involved in discussions about the data prior to conclusion of embargo period[[2]](#footnote-3)?** Yes No | | | | | | |
| **Q9. If yes, identify specific purpose:** | | |  | | | |

**Research Team Members**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **First Name** |  | | | **Last Name** |  | |
| **Employer** |  | | | | | |
| **Work Title** |  | | | **Work Sector** | Choose one. | |
| **Email** |  | | | | **Phone** |  |
| **Role within this Project** | | Choose one. | | | | |
| **Q1. Will they be listed on the publication(s) relating to this project?** Yes No | | | | | | |
| **Q2. Are they a student?** Yes No | | | **Q3. If yes, to Q2, which institution:** | |  | |
| **Q4. Will they be entering a NB-IRDT SRE?** Yes No | | | | **Q5. If yes, choose location** | | Choose one. |
| **Q6. Will they need a user account?** Yes No | | | | **Q7. If yes, identify specific purpose for access below:** | | |
|  | | | | | | |
| **Q8. Will they be involved in discussions about the data prior to conclusion of embargo period?** Yes No | | | | | | |
| **Q9. If yes, identify specific purpose:** | | |  | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **First Name** |  | | | **Last Name** |  | |
| **Employer** |  | | | | | |
| **Work Title** |  | | | **Work Sector** | Choose one. | |
| **Email** |  | | | | **Phone** |  |
| **Role within this Project** | | Choose one. | | | | |
| **Q1. Will they be listed on the publication(s) relating to this project?** Yes No | | | | | | |
| **Q2. Are they a student?** Yes No | | | **Q3. If yes, to Q2, which institution:** | |  | |
| **Q4. Will they be entering a NB-IRDT SRE?** Yes No | | | | **Q5. If yes, choose location** | | Choose one. |
| **Q6. Will they need a user account?** Yes No | | | | **Q7. If yes, identify specific purpose for access below:** | | |
|  | | | | | | |
| **Q8. Will they be involved in discussions about the data prior to conclusion of embargo period?** Yes No | | | | | | |
| **Q9. If yes, identify specific purpose:** | | |  | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **First Name** |  | | | **Last Name** |  | |
| **Employer** |  | | | | | |
| **Work Title** |  | | | **Work Sector** | Choose one. | |
| **Email** |  | | | | **Phone** |  |
| **Role within this Project** | | Choose one. | | | | |
| **Q1. Will they be listed on the publication(s) relating to this project?** Yes No | | | | | | |
| **Q2. Are they a student?** Yes No | | | **Q3. If yes, to Q2, which institution:** | |  | |
| **Q4. Will they be entering a NB-IRDT SRE?** Yes No | | | | **Q5. If yes, choose location** | | Choose one. |
| **Q6. Will they need a user account?** Yes No | | | | **Q7. If yes, identify specific purpose for access below:** | | |
|  | | | | | | |
| **Q8. Will they be involved in discussions about the data prior to conclusion of embargo period?** Yes No | | | | | | |
| **Q9. If yes, identify specific purpose:** | | |  | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **First Name** |  | | | **Last Name** |  | |
| **Employer** |  | | | | | |
| **Work Title** |  | | | **Work Sector** | Choose one. | |
| **Email** |  | | | | **Phone** |  |
| **Role within this Project** | | Choose one. | | | | |
| **Q1. Will they be listed on the publication(s) relating to this project?** Yes No | | | | | | |
| **Q2. Are they a student?** Yes No | | | **Q3. If yes, to Q2, which institution:** | |  | |
| **Q4. Will they be entering a NB-IRDT SRE?** Yes No | | | | **Q5. If yes, choose location** | | Choose one. |
| **Q6. Will they need a user account?** Yes No | | | | **Q7. If yes, identify specific purpose for access below:** | | |
|  | | | | | | |
| **Q8. Will they be involved in discussions about the data prior to conclusion of embargo period?** Yes No | | | | | | |
| **Q9. If yes, identify specific purpose:** | | |  | | | |

# \* Section 3: Data Set Information

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| --- | --- |
| **Geocoding:** If this project requires geocoding, use the below table to indicate the type needed and justify the purpose in the space provided below the table. | |
| Geocode type | Examples |
| Geographic codes | Rural/Urban, City, Statistics Canada geographic codes (e.g., CD/CSD/DA), Health Zone, longitude, latitude  **NOTE**: Principal Investigators must hold or obtain a DLI license to access PCCF or PCC+ data.  For more information, please contact the UNB Data Librarian ([data.gis@unb.ca](mailto:data.gis@unb.ca)**)** OR the Data Librarian of your home Institution if you are not affiliated with UNB. |
| Distance/Travel | ArcGIS Travel distance/time, proximity to health centres, etc. |
| Census Neighborhoods | Median Income, Education Profile, Language Profile, Immigrant Profile |
| Environmental | Ecological or Contextual e.g., SES, Rural/Urban |
| Other |  |
| Click here to enter justification for Geocoded Data | |

**Open-Source Data Set(s)** (if applicable)

|  |  |  |
| --- | --- | --- |
| **Name of Open-Source Data Set; include link or location if available** | **Start Date** | **End Date** |
| Name:  Link/Location: | Start date | End date |
| Name:  Link/Location: | Start date | End date |

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| **Requested Data Sets** |
| * All data sets for this project must be identified (including those that were imported); insert more rows as required (15 blank rows have been provided). * Each data set listed below must be accompanied by a separate table in Section 4 (Requested Variables). * Be specific when entering the date in the ‘Start Date’ and ‘End Date’ fields; you must include day, month, and year (i.e., April 1, 2015 – March 31, 2019). * The dates identify the range you are wanting for your project (do not enter the entire range that is available unless the whole data set is needed for your project).   **For information about our data sets and their codes, please visit our** [**data holdings page**](https://www.nbirdt.ca/holdings)**.** |

**Data Set(s) in Custody at NB-IRDT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Order** | **NB-IRDT Code\*** | **NB-IRDT Data Set Name\*** | **Start Date\*** | **End Date\*** |
|  |  |  | Start date | End date |
|  |  |  | Start date | End date |
|  |  |  | Start date | End date |
|  |  |  | Start date | End date |
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|  |  |  | Start date | End date |
|  |  |  | Start date | End date |

# \*Section 4: Variables

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| **Data Set Variables** |
| * Use a separate table for each Data Set requested. * List all the variables, required to complete your research, for each of the data sets. * Add more rows if needed. Remove any blank rows before submitting this DAR. * Include variables for any imported data sets that are being requested*.* * Be specific when entering the date in the ‘Start Date’ and ‘End Date’ fields; you must include day, month, and year. (i.e., April 1, 2015 – March 31, 2019)   **For information about our data sets and their codes, please visit our** [**data holdings page**](https://www.nbirdt.ca/holdings)**.** |

***PLEASE COMPLETE A SEPARATE TABLE FOR EACH DATA SET.***

*(Copy & paste additional tables for each data set as needed. Five blank table have been provided)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Order** | **1** | **Choose Data Type:** Choose an item. | | | |
| **Data Set Code: \*** |  | | | | |
| **Data Set Name: \*** |  | | | | |
| **Date Range Requested: \*** | Start Date: | Start date | End Date: | | End date |
| **Sample Universe: \*** |  | | | | |
| **Geographic Area: \*** |  | | | | |
| **Requested Variable(s) \*** | **Definition\*** | **Rationale for Access\*** | | **Purpose1\*** | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |

**1** Purpose options defined:

Linkage Variable: using it as variable to **link** to others in the data set as is,

Calculation Variable: using the variable to **calculate** or derive another variable,

Validation Variable: using the variable to **validate** another one in the data set

|  |  |  |  |  |  |
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| **Order** | **2** | **Choose Data Type:** Choose an item. | | | |
| **Data Set Code: \*** |  | | | | |
| **Data Set Title: \*** |  | | | | |
| **Date Range Requested: \*** | Start Date: | Start date | End Date: | | End date |
| **Sample Universe: \*** |  | | | | |
| **Geographic Area: \*** |  | | | | |
| **Requested Variable(s) \*** | **Definition\*** | **Rationale for Access\*** | | **Purpose1\*** | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
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|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |

**1** Purpose options defined:

Linkage Variable: using it as variable to **link** to others in the data set as is,

Calculation Variable: using the variable to **calculate** or derive another variable,

Validation Variable: using the variable to **validate** another one in the data set

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| **Order** | **3** | **Choose Data Type:** Choose an item. | | | |
| **Data Set Code: \*** |  | | | | |
| **Data Set Title: \*** |  | | | | |
| **Date Range Requested: \*** | Start Date: | Start date | End Date: | | End date |
| **Sample Universe: \*** |  | | | | |
| **Geographic Area: \*** |  | | | | |
| **Requested Variable(s) \*** | **Definition\*** | **Rationale for Access\*** | | **Purpose1\*** | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
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|  |  |  | | Choose one. | |

**1** Purpose options defined:

Linkage Variable: using it as variable to **link** to others in the data set as is,

Calculation Variable: using the variable to **calculate** or derive another variable,

Validation Variable: using the variable to **validate** another one in the data set

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| **Order** | **4** | **Choose Data Type:** Choose an item. | | | |
| **Data Set Code: \*** |  | | | | |
| **Data Set Title: \*** |  | | | | |
| **Date Range Requested: \*** | Start Date: | Start date | End Date: | | End date |
| **Sample Universe: \*** |  | | | | |
| **Geographic Area: \*** |  | | | | |
| **Requested Variable(s) \*** | **Definition\*** | **Rationale for Access\*** | | **Purpose1\*** | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
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|  |  |  | | Choose one. | |

**1** Purpose options defined:

Linkage Variable: using it as variable to **link** to others in the data set as is,

Calculation Variable: using the variable to **calculate** or derive another variable,

Validation Variable: using the variable to **validate** another one in the data set

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Order** | **5** | **Choose Data Type:** Choose an item. | | | |
| **Data Set Code: \*** |  | | | | |
| **Data Set Title: \*** |  | | | | |
| **Date Range Requested: \*** | Start Date: | Start date | End Date: | | End date |
| **Sample Universe: \*** |  | | | | |
| **Geographic Area: \*** |  | | | | |
| **Requested Variable(s) \*** | **Definition\*** | **Rationale for Access\*** | | **Purpose1\*** | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |
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|  |  |  | | Choose one. | |
|  |  |  | | Choose one. | |

**1** Purpose options defined:

Linkage Variable: using it as variable to **link** to others in the data set as is,

Calculation Variable: using the variable to **calculate** or derive another variable,

Validation Variable: using the variable to **validate** another one in the data set

1. Anyone who will be in the SRE to analyze the data will require a user account for the project folder. [↑](#footnote-ref-2)
2. Only Approved Data Users, those who have completed the necessary administrative safeguards, are to be privy to research results prior to the conclusion of the embargo period. The embargo period is set by the Data and Research Committee. [↑](#footnote-ref-3)