**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. 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



[ ]  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) |

|  |  |
| --- | --- |
| **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 |  |
| Funding Status**\*** | Choose an item. | Funding Expiration |  |

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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 [ ]  NoIf 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 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, has a copy of the consent form template (that was used when consent was requested from your participants) been included with the DAR submission?** **\*** [ ]  Yes [ ]  No [ ]  N/A If no was chosen, explain why:Click here to enter consent explanation*Please direct all questions about consent to our NB-IRDT Privacy Officer (**nb-irdtprivacy@unb.ca**).* |

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| **Research Output\***  |
| Indicate the earliest date that research output is anticipated/required: | Click here select a date. |
| **Indicate the type of output that is planned:** (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):* |
| If “Other” is chosen, click here to describe the intended outputIf applicable, list the government agency(ies), group(s) or organization(s) the research output is for: |

|  |
| --- |
| **Research Consultation\*** |
| Are any consultations planned with/for government agencies or other small groups to discuss interim aggregate results *before* the research output(s) are generated? [ ]  Yes [ ]  NoIf yes: |
| 1. What is the purpose for this disclosure?
 |  |
| 1. How will privacy be maintained?
 |  |
| 1. With whom will the preliminary results be disclosed, what are their roles?

*(Click here to enter who (Example: The interim project results will be shared with a small group of 3 project consultants at “ABC Organization”.)* |

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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)** List the research questions this project aims to answer? |
| 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 research team members, including the PI. Describe each team member’s role in the project and their access needs to the Trusted Research Environment (TRE). Note: * Co-investigators - an individual who makes a significant contribution to the intellectual direction of an approved research project and plays a significant role in the conduct of the research.
* Data analysis or research assistance - these include data cleaning and processing, literature searches, etc.
* 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 the Trusted Research Environment but may be discussing line level data.
 |

***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) Is this a student-led project for which you are acting in a supervisory role?** Yes​☐​  No​☐​ |
| **Q1.1) Which institution or organization will be signing authority on the data access agreement?** |
| **Q2) Will the PI be entering a NB-IRDT TRE?** Yes​☐​  No​☐​  | **Q2.1) If yes, choose location**  | ​​ Choose one. |
| **Q3) Will they need a user account1?** Yes​☐​  No​☐​  |
| **Q3.1) If yes, identify specific purpose for access**: |  |
| **Q4) Will the PI be involved in discussions about the line level data?** Yes​☐​  No​☐​  |
| **Q4.1) If yes, identify specific purpose:**  |   |
| **Q5) Will the PI be listed on the publication(s) relating to this project?** Yes[ ]  No[ ]  |
| **Q6) Please specify the primary contact if not the PI.** | Name:Email:  |

**Research Team Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Last Name** |  |
| **Employer** |  |
| **Work Title** |  | **Work Sector** | Choose one. |
| **Email** |  | **Phone** |  |
| **Role within this Project** | Choose one. |
| **Q1) Are they a student?** Yes[ ]  No[ ]  | **Q1.1) If yes, which institution:** |  |
| **Q2) Will they be entering a NB-IRDT TRE?** Yes[ ]  No[ ]  | **Q2.1) If yes, choose location** | Choose one. |
| **Q3) Will they need a user account?** Yes[ ]  No[ ]  |
| **Q3.1) If yes, identify specific purpose for access:** |  |
| **Q4) Will they be involved in discussions about the line level data?** Yes[ ]  No[ ]  |
| **Q4.1) If yes, identify specific purpose:** |  |
| **Q5) Will they be listed on the publication(s) relating to this project?** Yes[ ]  No[ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Last Name** |  |
| **Employer** |  |
| **Work Title** |  | **Work Sector** | Choose one. |
| **Email** |  | **Phone** |  |
| **Role within this Project** | Choose one. |
| **Q1) Are they a student?** Yes[ ]  No[ ]  | **Q1.1) If yes, which institution:** |  |
| **Q2) Will they be entering a NB-IRDT TRE?** Yes[ ]  No[ ]  | **Q2.1) If yes, choose location** | Choose one. |
| **Q3) Will they need a user account?** Yes[ ]  No[ ]  |
| **Q3.1) If yes, identify specific purpose for access:** |  |
| **Q4) Will they be involved in discussions about the line level data?** Yes[ ]  No[ ]  |
| **Q4.1) If yes, identify specific purpose:** |  |
| **Q5) Will they be listed on the publication(s) relating to this project?** Yes[ ]  No[ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Last Name** |  |
| **Employer** |  |
| **Work Title** |  | **Work Sector** | Choose one. |
| **Email** |  | **Phone** |  |
| **Role within this Project** | Choose one. |
| **Q1) Are they a student?** Yes[ ]  No[ ]  | **Q1.1) If yes, which institution:** |  |
| **Q2) Will they be entering a NB-IRDT TRE?** Yes[ ]  No[ ]  | **Q2.1) If yes, choose location** | Choose one. |
| **Q3) Will they need a user account?** Yes[ ]  No[ ]  |
| **Q3.1) If yes, identify specific purpose for access:** |  |
| **Q4) Will they be involved in discussions about the line level data?** Yes[ ]  No[ ]  |
| **Q4.1) If yes, identify specific purpose:** |  |
| **Q5) Will they be listed on the publication(s) relating to this project?** Yes[ ]  No[ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Last Name** |  |
| **Employer** |  |
| **Work Title** |  | **Work Sector** | Choose one. |
| **Email** |  | **Phone** |  |
| **Role within this Project** | Choose one. |
| **Q1) Are they a student?** Yes[ ]  No[ ]  | **Q1.1) If yes, which institution:** |  |
| **Q2) Will they be entering a NB-IRDT TRE?** Yes[ ]  No[ ]  | **Q2.1) If yes, choose location** | Choose one. |
| **Q3) Will they need a user account?** Yes[ ]  No[ ]  |
| **Q3.1) If yes, identify specific purpose for access:** |  |
| **Q4) Will they be involved in discussions about the line level data?** Yes[ ]  No[ ]  |
| **Q4.1) If yes, identify specific purpose:** |  |
| **Q5) Will they be listed on the publication(s) relating to this project?** Yes[ ]  No[ ]  |

# \* 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**)** 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 |  |
| Justification for Geocoded Data:Click here to enter justification for Geocoded Data |

*\*Researchers can also provide their own contextual data. Please indicate data type and source in justification and include data set in Data Set list in Section 3.*

|  |  |  |
| --- | --- | --- |
| **Open-Source Data Set;** if applicable | **Start Date** | **End Date** |
| Name: |  | Start date | End date |
| Link/Location: |  |
| Name: |  | Start date | End date |
| Link/Location: |  |
| Name: |  | Start date | End date |
| Link/Location: |  |

|  |
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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).
* If importing data, please ensure the Data Transfer Initiation form has been submitted. Contact the Data Transfer Coordinator via email at nb-irdtdata@unb.ca.
* **For information about our data sets and their codes, please visit our** [**data holdings page.**](https://www.unb.ca/nbirdt/data/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 |
|  |  |  | Start date | End date |
|  |  |  | Start date | End date |
|  |  |  | Start date | End date |
|  |  |  | Start date | End date |
|  |  |  | Start date | End date |
|  |  |  | Start date | End date |
|  |  |  | Start date | End date |
|  |  |  | Start date | End date |
|  |  |  | Start date | End date |
|  |  |  | 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.
* Include variables for any imported data sets that are being requested.
* Add more rows if needed. Remove any blank rows before submitting this DAR.
* 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

|  |  |  |
| --- | --- | --- |
| **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. |
|  |  |  | 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

|  |  |  |
| --- | --- | --- |
| **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. |
|  |  |  | 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

|  |  |  |
| --- | --- | --- |
| **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. |
|  |  |  | Choose one. |
|  |  |  | Choose one. |
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|  |  |  | 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