**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



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

|  |
| --- |
| **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  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, 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*](mailto: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 output  If 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  No  If 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**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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

|  |  |
| --- | --- |
| **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 |  |
| 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 |
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|  |  |  | 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. | |
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|  |  |  | | 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: \*** | **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. | |
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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