**Data Access Request - Title Page**

**PXXXX (X.X)**

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| --- |
| **Project Title\***  |
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| --- |
| **Version Date\*** (enter the date this DAR was last edited) |
| Click to select a date. |

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| **Purpose of Submission\***  |
| Choose one. |

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| **Submission Clarification** (if applicable)If, in the field above, you chose “Succession / Multi-phase Data Access Request” we ask that you provide a brief summary of the reason why or how the project is a succession / multiphase project.If, in the field above, you chose “Amendment”, please edit sections 2, 3, and 4 and use the ‘text highlight’ and/or the ‘~~strikethrough~~’ features to clearly identify additions and deletions being proposed in the amendment.Please use the space below to briefly describe the amendments that are being made and why (i.e., adding or removing researchers to Section 2, or adding or removing data sets to Section 3, adding or removing a variable to Section 4, REB extension required, etc). |
| Click here to enter submission clarifications |
| *This section for* ***office use only***Amendment Level: [ ]  Level 1 [ ] Level 2 [ ] Level 3 Multi-phase Project: [ ]  REB # (if applicable):  |
| Amendment level may be modified at the discretion of the NB-IRDT Director. For more information about amendments, please ask to see our Amendment Guide. Please direct questions to NB-IRDTdar@unb.ca |

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| **Cost Estimate** *This section for* ***office use only*** |
| Cost Estimate for NB-IRDT Service: |  |
| [ ]  Receipt of estimate confirmed Date of Confirmation: Click to select a date. |

**Data Access Request - Section Guide & Hyperlinks:**

Do not modify questions/fields within this Data Access Request form.

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

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| By submitting this Data Access Request, you are agreeing to all terms and conditions as outlined in the attached PDF “Terms and Conditions” |
| **Click the icon to review:** |  |

[**Section 1: Project Information and Feasibility**](#_Section_1:_Project)

*When beginning a research project, a feasibility review must take place. If submitting a feasibility request, only fill out section one and submit to* *nb-irdtdar@unb.ca**; you will be notified when we are ready to receive the remaining sections (i.e. your fully completed Data Access Request “DAR”).*

[**Section 2: Users of the NB-IRDT Secure Facility**](#_Section_2:_Users)

*List all users that will be requiring access to the data in the custody of NB-IRDT.*

[**Section 3: Requested Data Sets**](#_Section_3:_Requested)

*Include all NB-IRDT and imported data sets you will be requesting and indicate the years of data that are needed.*

[**Section 4: Requested Variables**](#_Section_4:_Requested)

*Create a full list of variables that you need for each requested data set, with rationale for each. This includes NB-IRDT data as well as any imported data sets.*

# Section 1: Project Information and Feasibility

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| **Project:** |
| Full project title**\*** |   |
| **Duration of access to data:** Standard duration of data access agreements are set to the date of REB expiry (approximately 3 years). *If an extension is needed, please submit an amendment request to NB-IRDT* ***and*** *apply to extend your project approval with the UNB Research Ethics Board.*  |

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| **Project PI:** |
| **First Name\*** |  |
| **Last Name\*** |  |
| **Email\*** |  |
| **Phone\*** |  |
| **Mailing Address\*** |  |
| **Affiliation\*** | Choose one. *If other, describe:* |
| **Name of Affiliation\*** |  |
| **Position\*** |  |
| **Accessing Data in Secure Lab? \*** | Choose one. |
| **If Yes, Choose location for Data Access** | Choose one. |

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| **Funding:** |
| Funding Source**\*** |  | Award Amount |  |

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| **Intended Output\*:** (check all that apply) |
| [ ]  Conference or Symposium Presentation/Poster [ ]  Peer-reviewed Publication [ ]  Report for government or public sector organization [ ]  Academic Requirement (e.g. Thesis) [ ]  Report for non-government agency or group [ ]  Edited Volume [ ]  Other *(describe):*  |
| Please list which government agency(ies), group(s) or organization(s) the intended output is for: |  |
| Date output anticipated/required (if applicable) | Click here select a date. |

NB-IRDT operates on a cost recovery basis, fees may apply. If applicable, NB-IRDT will provide a quote for services. If you are interested in contracting additional research support, please indicate below:

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| **Request for in-house (secure research environment) contracted services:** |
| NB-IRDT will provide a quote and timeline for any institute required data analytical contract service work beyond creation of project data sets based on the following:* Data processing: validation or preliminary analysis of user provided data, creation of additional data sets or subpopulations.
* Data analysis including code development: from basic descriptives (i.e. frequencies and means) to more complex analysis (i.e. hierarchical linear modeling and exploration of interaction effects).

**Will your project require contract work from NB-IRDT? \*** [ ]  Yes [ ]  No [ ]  Maybe |
| If yes, please describe how you would like NB-IRDT to assist your project: |

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| **Data Requirements:** |
| Project data set requirements: **\*** | Choose one. |
| Do you know which data sets you would like to request? **\*** | Choose one. |
| **If known, enter any additional comments about data set requirements below:**  |
| Click to enter additional comments about data set requirements |

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| **Imported External Data Request:** (if applicable) |
| *Imported external data is data that is not currently on the NB-IRDT platform.* |
| Data Set Name: |  |
| Data Range (Years): |  |
| Data Set Owner: |  |
| Type of Data: | [ ]  Personal Information[ ]  Personal Health Information[ ]  Aggregated Data[ ]  Open Access |

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| **Consent for the Linkage of Qualitative or Identifiable Data** |
| **Are you requesting linkage to qualitative or data with identifiable information? \*** [ ]  Yes   [ ]  NoIf yes, did you obtain participant consent to link to administrative data? :      [ ]  Yes   [ ]  NoIf yes, have you attached the consent form used to this data access request?:   [ ]  Yes   [ ]  No*Please direct all questions about consent to our NB-IRDT Privacy Officer (**NB-IRDTdar@unb.ca**).* |

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| **Longitudinal Study Request** |
| Please indicate whether this request is for a longitudinal study. Data access and REB approval are granted for a three-year period. Therefore, appropriate amendment processes will be followed for extensions of both data access and REB every three years. **Are you planning to conduct a longitudinal study? \*** [ ]  Yes   [ ]  NoIf yes, how many years of access will you require for this study? Click here to enter a response.  |

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| **Multi-Jurisdictional Study Request** |
| Please indicate whether this request is for a study that will span multiple jurisdictions (i.e., multiple provinces and/or territories). **Are you planning to conduct a multi-jurisdictional study? \*** [ ]  Yes   [ ]  NoIf yes, please indicate all jurisdictions that will be required for this study? Click here to enter a response. For information about accessing multi-jurisdictional data in Canada, please visit the Data Access Support Hup (DASH) [website](https://www.hdrn.ca/en/dash). To explore data holdings available through DASH, visit their [Data Assets Inventory](https://www.hdrn.ca/en/inventory/) |

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| **Project Summary:**  |
| **(Max 500 words)** Provide a brief overview of your project in lay language. **\***  |
| Click here to enter project summary |

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| **Research Question:**  |
| **(Max 200 words)*** What are the research questions for this project? **\***
* What is the anticipated policy or clinical impact of your research? **\***
* Who is the intended audience? **\***
 |
| Click here to enter information on your research goals |

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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  |

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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 Contextual1 e.g. SES, Rural/Urban |
| [ ]  Other |  |
| Click here to enter justification for Geocoded Data |

1*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*](#Section3)*.*

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| **Research Involving the First Nations, Inuit and Métis Peoples of Canada** |
| **Does your project require access to Indigenous data? \*** [ ]  Yes   [ ]  No NB-IRDT supports and respects [OCAP® (Ownership, Control, Access and Possession) Principles](https://fnigc.ca/ocap) and similar community-based codes for the requesting, accessing and use of First Nations, Inuit and Metis data. |

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| **Partners to the Research Team**  |
| **Does your project include patient or citizen engagement opportunities? (i.e., will patients or citizen partners play an active role in this research project?) \*** [ ]  Yes  [ ]  No*If you plan on engaging patients in your research, please contact us for more information on resources and support. (**NB-IRDTdar@unb.ca**)*NB-IRDT is part of the [Maritime SPOR (Strategy for Patient-Oriented Research) SUPPORT Unit (MSSU)](http://www.spor-maritime-srap.ca/research-support/research-consultations). |

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| **Preliminary Results Disclosure:**  |
| *This question is intended for planning purposes. Preliminary disclosure products must be submitted to the Data Access Coordinator for a Data and Research Committee Embargo review.* |
| **Is preliminary results disclosure planned for small group consult or patient/citizen engagement? \*** [ ]  Yes  [ ]  No  |
| If yes, include plan below demonstrating:* The purpose for this disclosure
* How privacy will be maintained
* Who will view the data
 |
| Click here to enter preliminary disclosure plan |

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| **Other:** |
| If you believe there is additional information (not captured above) that would be beneficial to the NB-IRDT Review Team, when reviewing your Data Access Request, please include it in the space below. |
| Click here to enter other related information |

**\*\*\* End of Section 1 – if submitting a feasibility request, stop here. \*\*\***

# Section 2: Users of the NB-IRDT Secure Facility

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| **Members of research team performing analysis portion of project in the secure NB-IRDT lab** |
| Identify all persons who will be accessing the secure facility or the data. **\*** List their contact information, affiliation, role in the project, justification for access and location of access. Restrict your list to only those who are necessary. All persons named below must:* complete NB-IRDT privacy (update required annually) and security training,
* sign a confidentiality agreement,
* submit a criminal record check.

*Please direct all questions about these mandatory requirements to our NB-IRDT Privacy Officer.**(**NB-IRDTdar@unb.ca**)* |

***PLEASE COMPLETE A SEPARATE TABLE FOR EACH SECURE LAB USER.***

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

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Email** |  |
| **Phone** |  |
| **Affiliation** | Choose one.*If other, describe:* |
| **Name of Affiliation** |  |
| **Position** |  |
| **Role in Project** | Choose one. |
| **Specific Purpose for Access** |  |
| **Location for Data Access** | Choose one. |

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Email** |  |
| **Phone** |  |
| **Affiliation** | Choose one.*If other, describe:* |
| **Name of Affiliation** |  |
| **Position** |  |
| **Role in Project** | Choose one. |
| **Specific Purpose for Access** |  |
| **Location for Data Access** | Choose one. |

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Email** |  |
| **Phone** |  |
| **Affiliation** | Choose one.*If other, describe:* |
| **Name of Affiliation** |  |
| **Position** |  |
| **Role in Project** | Choose one. |
| **Specific Purpose for Access** |  |
| **Location for Data Access** | Choose one. |

# Section 3: Requested Data Sets

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| **Data Sets Requested from NB-IRDT** |
| * All data sets for this project must be identified; insert more rows as required.
* 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)

**For information about our data sets and their codes, please visit our data holdings page on the** [**NB-IRDT website**](https://www.nbirdt.ca/holdings)**.** |

***Example:***

|  |  |  |  |
| --- | --- | --- | --- |
| **NB-IRDT Data Set Code\*** | **NB-IRDT Data Set Name\*** | **Start Date\*** | **End Date\*** |
| DH18 | Vital Statistics | Apr 01, 2015 | Mar 31, 2019 |

|  |  |  |  |
| --- | --- | --- | --- |
| **NB-IRDT Data Set 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 |

|  |  |  |
| --- | --- | --- |
| **External Data Set (if Applicable)** | **Start Date** | **End Date** |
|  | Start date | End date |
|  | Start date | End date |

# \*Section 4: Requested Variables

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| **Data Sets Variables** |
| * Use a separate table for each Data Set requested above in Section 3 (Requested Data Sets).
* List all the variables, required to complete your research, for each of the data sets.
* Include variables for any external data sets that are being requested*.*

**For information about our data sets and their codes, please visit our data holdings page on the** [**NB-IRDT website**](https://www.nbirdt.ca/holdings)**.** |

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

*(Additional rows for requested variables may be added, or deleted, as necessary.)*

*(Copy & paste additional tables for each data set as needed.)*

|  |  |
| --- | --- |
| **Data Set Code: \*** |  |
| **Data Set Name: \*** |  |
| **Sample Universe: \*** |  |
| **Geographic Area: \*** |  |
| **Requested Variable(s) \*** | **Definition\*** | **Rationale for Access\*** | **Purpose1\*** |
|  |  |  | 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

|  |  |
| --- | --- |
| **Data Set Code: \*** |  |
| **Data Set Title: \*** |  |
| **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. |
|  |  |  | 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