**Revision Request Form for Closed Projects**

In keeping with the NB-IRDT Data Retention, Destruction and Restoration Policy, Project data and syntax are kept on the NB-IRDT servers for three (3) years following the Project End Date to allow researchers to revise academic papers or reports.

To arrange access to a previously closed project for the purpose of academic revisions, please complete the form below and email it to NB-IRDTdar@unb.ca.

Note: You must also attach a copy of the recommendation and/or request to revise the project. (e.g., an email from journal editor requesting revision)

|  |  |
| --- | --- |
| Project Number | Project Name |
|  |  |
| Principal Investigator Name | Principal Investigator Email Address |
|  |  |
| Reason for revision request |
|  |
| Date revisions are due | \*If access would no longer be required after a specific date, please indicate the date below |
|  |  |
| Please list all individuals who will need access to the restored project folder:(Add more lines if needed) |
|

|  |  |  |
| --- | --- | --- |
|  | First name, Last name, & e-mail address (add more rows if required) | Administrative safeguard check\*\*\*Office use only\*\*\* |
|  |  | Date verified | Confirmation of completion | Verified by |
|  |  | Click or tap to enter a date. |[ ]   |
|  |  | Click or tap to enter a date. |[ ]   |
|  |  | Click or tap to enter a date. |[ ]   |

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|  |  |
| --- | --- |
| Director Approval  |  |
|  |  |  |
| Director Signature |  | Approval Date |