

# DATA ACCESS AMENDMENT

## – Instructions –

Submitting an Amendment follow the process below:

### 1. OBTAIN MOST RECENT COPY OF DATA ACCESS REQUEST

- 1.1 Obtain the most recent copy of your Data Access Request (DAR); see Schedule A of the most recent Data Access Agreement. If you do not have the most recent version in an editable format, ask us for a copy ([DAR.DataNB@unb.ca](mailto:DAR.DataNB@unb.ca)).

### 2. EDIT THE DATA ACCESS REQUEST

- 2.1 The 'Version Date' field must be updated to show the last date edits were made.
- 2.2 The actual edits must be made throughout sections 2, 3, and/or 4 as necessary. Use the text 'Highlight' and 'Strikethrough' features as necessary to show what is being **added** or ~~deleted~~.

### 3. COMPLETE THE DAR AMENDMENT REQUEST FORM

- 3.1 A copy of the DAR Amendment Request form can be found on the [DataNB website](#).

### 4. SUBMIT THE AMENDMENT

- 4.1 Email the revised Data Access Request and the DAR Amendment form to [DAR.DataNB@unb.ca](mailto:DAR.DataNB@unb.ca).
- 4.2 Upon receipt, a review will take place (the updated DAR in comparison with the Data Access Amendment Criteria) to determine the appropriate amendment level.
- 4.3 Once the appropriate amendment level has been determined, the Data Access Coordinator will advise the Principal Investigator, and the amendment processing will begin.
- 4.4 Certain amendment levels will require an update to the UNB REB. If needed, the Data Access Coordinator will ask for a copy of the REB Case Modification/Extension Request form(s). These forms are available on the [UNB REB website](#).