UNB | DataNB
EST. 1785
UNIVERSITY OF NEW BRUNSWICK

DataNB Approval Process | Data Access Guide

1 Feasibility Request

Complete & submit the Feasibility Request form to: dar.datanb@unb.ca
- A DAR checklist will be provided
- Mandatory Administrative Safeguard information will be provided

2 Data Access Request (DAR)

When invited, complete & submit the DAR form to: dar.datanb@unb.ca
Remember to include DAR Checklist items.

A Institute Review

Upon receipt of the DAR, an Institute Review will be scheduled by the Data Access Coordinator. Following the Institute Review, the PI is given the opportunity to edit to the DAR and/or request a meeting to discuss the results.

B Data and Research Committee (DRC) Review

Scheduled by Data Access Coordinator, the PI and research team will be invited to participate in a DRC review with the Data Business Owners (DBOs). Following the DRC review, minutes are provided, and the PI is given the opportunity to make edits to the DAR.

C Preliminary Ethics Review Committee (PERC) & Final Privacy Review

Initiated by the Data Access Coordinator, a PERC is scheduled to ensure everything is in place for the REB review. The PI submits their finalized DAR and REB Application to: dar.datanb@unb.ca
When the review concludes, the results are provided to the PI and a REB recommendation letter is prepared.

3 Research & Ethics Board (REB) Review

Upon the conclusion of the PERC, the Data Access Coordinator will send the whole REB package to the Research & Ethics Board for review on behalf of the PI.
The Chair of the REB will review and e-mail the PI with the approval decision and, if approved, will set the REB expiry date and assign a REB#.

4 Data Access Agreement (DAA)

Upon receipt of the REB approval from the REB Chair, the Data Access Coordinator confirms all Administrative Safeguards have been completed and a signed Budget letter is on file.
The draft Data Access Agreement is then prepared and sent to the Vice President (Research) for signature; followed by signature from the PI.
Once signed the project is active. The Data Access Coordinator will send a Welcome letter to the PI and will also make an internal request to prepare the project folder and approved user accounts.