

DATA ACCESS AMENDMENT PROCEDURE

– Instructions –

1. HOW TO SUBMIT AN AMENDMENT REQUEST

1.1 Submitting a Level 1, Level 2, and Level 3 Data Access Amendment all follow the same process:

2. OBTAIN MOST RECENT COPY OF DATA ACCESS REQUEST

2.1 Obtain the most recent copy of your Data Access Request. If you do not have the DAR, ask the Data Access Coordinator to send it to you (nb-irdtdar@unb.ca).

3. EDIT THE DATA ACCESS REQUEST

3.1 Submitting an amendment requires the following edits to the DAR:

- The 'Version Date' field must be updated to show the last date edits were made.
- The 'Purpose of Submission' fields must indicate: 'Request an Amendment.'
- The 'Submission Clarification' field must indicate which changes are being proposed for the research project (i.e., adding or removing research team members, adding data sets, adding variable years).
- 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~~.

4. EMAIL REVISED DATA ACCESS REQUEST

4.1 Email the revised Data Access Request to nb-irdtdar@unb.ca.

4.2 Upon receipt, the Data Access Coordinator (in consultation with the NB-IRDT Privacy Officer or NB-IRDT Director, if necessary) will review the updated DAR, in comparison with the [Data Access Amendment Criteria](#) table, to determine which amendment level (1, 2, or 3) is required. The amendment level indicates at which point within the review process the amendment request must start (level 1 being the most straightforward and level 3 requiring a more detailed review).

4.3 Once the appropriate amendment level has been determined, the Data Access Coordinator will advise the Principal Investigator and begin processing the amendment.

5. AMENDMENT LEVEL APPROVAL PROCESS

5.1 Level 1 Amendment:

- o Approval is required from the NB-IRDT Privacy Officer (NB-IRDT Director if the Privacy Officer is not available). No amendments to the Data Access Agreement (DAA) or the Research Ethics Board (REB) are required, but the Office of Research Services (ORS) may be notified for their records.

5.2 Level 2 Amendment:

- o Approval is required from the ORS and the REB. A new DAA must be signed to reflect the changes, and modification to the REB Application will be required. Review from the Privacy Officer and the ORS are also required.

5.3 Level 3 Amendment:

- o Approval is required from the ORS, the REB, and the Data and Research Committee (DRC). A new DAA must be signed to reflect the changes, and modification to the REB Application will be required. Review from the Privacy Officer, ORS, DRC, and NB-IRDT (Institute Review) is required.

6. DOCUMENT VERSION, REVIEW, AND APPROVAL HISTORY

Version	Author	Nature of Change	Date
1.0	Afton Lavigne / Nicholas Larade	Initial Draft	September 2021
1.1	Afton Lavigne	Content review – slight grammatical & spacing changes	May 16, 2022
			May 2023

Version	Author	Nature of Change	Date
1.2/2.0			