**Data Access Application Package**

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| --- |
| **Version Date** |
| Click or tap to enter a date. |

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| --- |
| **Purpose of Submission:** |
| Choose an item. |

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| **If Purpose of Submission is “Amendment” provide a summary of the reason for the amendment:** |
| Click here to enter summary of changes and modify below form to reflect these modifications |
| Amendment level may be modified at the discretion of the NB-IRDT Director.  For more information about amendments, see our **Frequently Asked Questions.**  Direct questions to [NB-IRDTprojects@unb.ca](mailto:NB-IRDTprojects@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 or tap to enter a date. | |

**Data Access Application Package Contents:**

Do not modify contents of this application. Direct questions to NB-IRDTprojects@unb.ca   
By submitting this application, you are agreeing to all terms and conditions contained within.

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

*If submitting a feasibility application, fill out this section only.*

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

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

[**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 5: Terms of This Application**](#_Section_5:_Terms)

# 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 application 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** |  |
| **Affiliation** | Choose an item.  *If other, describe:* |
| **Name of Affiliation** |  |
| **Position** |  |
| **Accessing Data in Secure Lab?** | Choose an item. |
| **If Yes, Location for Data Access** | Choose an item. |

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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):* | |
| Date output anticipated/required (if applicable) | Click here to enter 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 contracted services:** |
| NB-IRDT will provide a quote and timeline for any 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, like frequencies and means to more complex analysis, like hierarchical linear modeling and exploration of interaction effects   **Will your project require contract work from NB-IRDT?**  Yes  No |
| If yes, click to enter request for research support here |

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| **Data Requirements:** | |
| Project data set requirements: | Choose an item. |
| Do you know which data sets you would like to request? | Choose an item. |
| **Enter any additional comments you may have 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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| **Project Summary:** |
| (Max 500 words) Provide a brief overview of your project in lay language. |
| Click to enter project summary here |

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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 to enter information on research goals here |

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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 to enter methodology description here |

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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](mailto: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 \*Contextual eg. SES, Rural/Urban |
| Other |  |
| Click to enter justification here | |

*\*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.*

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| **Research Involving the First Nations, Inuit and Métis Peoples of Canada** |
| **Does your project involve members of the Indigenous community?**  Yes  No  *If yes, complete the information below:* |
| How have you engaged, or how do you plan to engage, the Indigenous community with your project?  Click to enter other related information here |
| Do you require assistance from NB-IRDT with engagement?  Yes  No  If yes, what kind of assistance do you require?  Click to enter other related information here |

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| **Partners to the Research Team** |
| **Does your project include patient or citizen engagement opportunities (e.g. patient or citizen partners)?**  Yes  No  *If yes, complete the information below:* |
| How have you engaged, or how do you plan to engage, the patient/citizen community with your project?  Click to enter other related information here |
| Do you require assistance from NB-IRDT with engagement?  Yes  No  If yes, what kind of assistance do you require?  Click to enter other related information here |

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| **Preliminary Results Disclosure:** |
| 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 to enter preliminary disclosure plan here |

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| **Scientific Peer Review** |
| **If requested,** NB-IRDT will conduct a Scientific Peer Review on behalf of the PI to inform research.  Would you like to request a Scientific Peer Review?:  Yes  No |

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| **Other:** |
| Include any additional information beneficial to reviewing your application not captured above |
| Click to enter other related information here |

**\*\*\* End of Section 1 – if submitting feasibility only, 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, 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 * must sign a confidentiality agreement * must submit a criminal record check |

***PLEASE COMPLETE (COPY AND PASTE) A SEPARATE TABLE FOR EACH SECURE LAB USER.***

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

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

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

# Section 3: Requested Data Sets

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| **Data Sets Requested from NB-IRDT** |
| * All data sets for this project must be identified. Each data set listed must be accompanied by a separate table in the Requested Variables section * Data set years must be specified * **For information about our data sets and their codes , refer to “” in your project application folder** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
|  |  | Start date | End date |
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|  |  | 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 |
|  | Start date | End date |

# Section 4: Requested Variables

Using a separate table for each data set, complete this section to list all variables required for your research. *This includes any external data sets that are being requested.*

Use the following example to display your information.

***Example:***

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| **Data Set Title:** | Vital Statistics | | |
| **Requested Years:** | 2009-2012 | | |
| **Sample Universe:** | Males aged 20-25 | | |
| **Geographic Area:** | New Brunswick | | |
| **Requested Variable(s)** | | **Definition** | **Rationale** |
| Birth date | | Year of birth | To calculate age |
| Cause of Death | | Cause of death | To calculate mortality rates |

***PLEASE COMPLETE (COPY AND PASTE) A SEPARATE TABLE FOR EACH DATA SET.***

*Additional rows for requested variables can be added if necessary.*

|  |  |  |
| --- | --- | --- |
| **Data Set Title:** |  | |
| **Requested Years:** |  | |
| **Sample Universe:** |  | |
| **Geographic Area:** |  | |
| **Requested Variable(s)** | **Definition** | **Rationale for Access** | |
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|  |  |  | |
| **FOR OFFICE USE ONLY – Variables used to link, validate and for calculations only  (variables that will not visible to researcher)** | | |
| **Data Set Title:** |  | |
| **Years:** |  | |
| **Sample Universe:** |  | |
| **Geographic Area:** |  | |
| **Variable(s)** | **Definition** | **Purpose** | |
|  |  | Choose an item | |

# Section 5: Terms of this Application

**ROLES AND RESPONSIBILITIES:**

**Principal Investigator (PI):**

* There may be only one PI.
* Data Access Agreements must be signed by the PI.
* All amendment requests to the approved project must be made by the PI.
* Responsible to oversee the data analysis of the research project and to ensure the protection of Personal Information and/or Personal Health Information disclosed to the research team in keeping with NB-IRDT data privacy and security policies and procedures.

**Research Lead:** (If different than PI)

* Responsible to oversee the analysis for the project and ensure the Personal Information and the Personal Health Information disclosed to the research team is protected in keeping with NB-IRDT data privacy and security policies and procedures.

**Research Team:**

* Responsible to familiarize themselves with NB-IRDT's data privacy and security policies and procedures available at [www.unb.ca/nb-irdt](http://www.unb.ca/nb-irdt) and undertake to abide by them.

**TERMS OF THIS APPLICATION:**

All applications for access to data in the custody of the New Brunswick Institute for Research, Data and Training (NB-IRDT), and related projects must comply with the NB Personal Health Information Privacy and Access Act, SNB 2009, c P-7.05 (PHIPAA), the NB Right to Information and Protection of Privacy Act, SNB 2009, c R-10.6 (RTIPPA) and other provincial and federal legislation pertaining to the protection of Personal Information and Personal Health Information as well as NB-IRDT data privacy and security policies and procedures.

The Applicant understands and agrees:

* by submitting this application the Applicant warrants the truth and accuracy of the information contained herein and, further, acknowledges that NB-IRDT will be relying on the information contained herein in assessing the application.
* all requests for access to data shall be reviewed carefully with regard to compliance with the PHIPAA, RTIPPA, other relevant provincial and federal legislation and NB-IRDT policies and procedures, and that the application may be denied by NB-IRDT for any reason.
* to undertake to advise NB-IRDT of any significant change to the information contained herein should any such change take place while the application is being considered by NB-IRDT or, if the application is granted, during the life of the project.
* the information provided herein shall form the basis for a data access agreement between the Principal Investigator and NB-IRDT that must be signed by the appropriate parties should this application be granted.
* if this application is granted, project team members accessing the secure facility must provide a Criminal Record Check, participate in privacy and security training sessions and sign a confidentiality agreement prior to data access. Access to the secure facility requires agreement to abide by the Data Privacy and Security Policies and Procedures of NB-IRDT and the policies of UNB
* NB-IRDT reserves the right to require further information from the Applicant in considering the application or to specify further conditions on the provision of the data requested herein.
* if provided, NB-IRDT data is to be used solely for the purpose identified in this application.
* linking data sets is limited only to what has been outlined in the application, approved by NB-IRDT for access, and covered in the Data Access Agreement signed between the parties. Any additional linkage requests will require additional review by NB-IRDT and may require a full review if it constitutes a major revision to the original approved application.
* that in the event that data matching is intended, this process will be controlled entirely by NB-IRDT staff. Individuals will not be permitted to match their own data under any circumstances.
* all current or future contemplated uses and or disclosures of data results must be identified either in this application or in a future communication and receive NB-IRDT’s written consent before such uses or disclosures occur. Such request may require the applicant to submit a revised application to UNB REB. NB-IRDT reserves the right to withhold its approval of any such request for any reason.

By submitting this application, you are agreeing that you have read and understood these terms as set out above and agree to be bound by such terms.