

Requesting Data Access

Welcome!

We are so happy to help with your research project.

We have assembled a list of Frequently Asked Questions that you may find yourself asking during the course of your research project at NB-IRDT. Our hope is that this document might help to answer those questions; we have compiled helpful information pertaining to the lifecycle of your request (from feasibility to closure). Topics include: accessing data, funding, project amendments, retention periods, research dissemination, project closures, NB-IRDT acknowledgements, and more.

Our goal is to provide excellent customer service for the entirety of your time with NB-IRDT. If after reading the FAQs you still have questions, please feel free to contact our Data Access Coordinator at NB-IRDTdar@unb.ca. We welcome your questions and feedback.

Thank you for choosing to work with NB-IRDT

Sincerely,

The NB-IRDT Data Services Team

Frequently Asked Questions

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Accessing data

How long can I access NB-IRDT? When is my project no longer valid?

Your project will expire on the date that your Research Ethics Board project approval expires – three (3) years after initial approval. As you are nearing the end of this three year period, should you determine that you will not be able to concluded your research project, you will need to submit an amendment request (e-mail: NB-IRDTdar@unb.ca) to extend the term found within your Data Access Agreement.

In addition, an 'Application for Extension of Research Ethics Approval' must be submitted to the UNB Research Ethics Board. and

How long is my Privacy Training valid?

Privacy Training is valid for twelve (12) months from the date of initial completion. All members of your Research Team must complete Privacy Training and it must be renewed annually if your project that take longer than 12 months to complete.

If your Privacy Training expires, your access to the NB-IRDT Secure Research Environment will be suspended until you renew your training. It is important to be aware of the status of your Privacy Training to avoid delays in your research. We will do our best to remind you of the necessary renewal; however, it is your responsibility to monitor the status of your Privacy Training.

When is the invoice for work due?

An invoice schedule will be discussed during budget consultations with NB-IRDT's Research, Evaluation and Training Manager before beginning the project. If the project involves multiple deliverables, the invoice will be broken down by completion of deliverable, as applicable.

If you intend to add a new deliverable to the research project, a new budget and contract for service must be created.

What happens if I want to make a change to my active research project?

Requests to make changes to an active research project are considered 'Amendment Requests.' Depending on the nature of the amendment being requested, specific review steps must be followed to ensure that NB-IRDT remains compliant with data access, privacy protection and Research Ethics Board requirements.

To begin the amendment process, please contact NB-IRDTdar@unb.ca to request the documentation that you will need. Once you have submitted the amendment request, the Data Access Coordinator will apply a set of criteria to determine what level of amendment is required based on the modifications that have been made.

Amendment Requests are divided into three levels:

- | | |
|---------|--|
| Level 1 | Level 1 amendments involve minor changes within the scope of the approved project, such as adding a student research assistant. Level 1 amendments require one approval step. |
| Level 2 | Level 2 amendments involve changes such as the addition of new datasets, the addition of a researcher to a project, a request for an extension of time, or the addition of variables, and so forth. Level 2 amendments require three approval steps. |
| Level 3 | Level 3 amendments are more complex in nature – such as changes in project scope or the addition of a new data set. Five approval steps are required for higher level amendments. As a result, these requests should be initiated as soon as possible for time sensitive projects. |

For more information on the amendment process or to see the full list of criteria please ask the Data Access Coordinator (NB-IRDTdar@unb.ca) for a copy of the *NB-IRDT Data Access Application Amendment Request – Criteria & Actions* document.

May I conduct a longitudinal study at NB-IRDT?

Yes. The request for a longitudinal study must be indicated in Section 1 of the Data Access Request form; this request will be considered during the project review process.

May I link survey or clinical data to an NB-IRDT project?

Yes. Linking to survey or clinical data would require seeking consent from study participants to link data collected to their administrative data and entering into a data sharing agreement with NB-IRDT. For information on the consent process for administrative data linking please ask the NB-IRDT Privacy Officer at NB-IRDTdar@unb.ca

Research Dissemination

When can I publish the product?

All work products (disseminated research results), resulting from a project in progress through NB-IRDT, are subject to an embargo period of 25 business days (roughly 1 month). The embargo period begins when the Data Access Coordinator submits the request for dissemination and/or submission for publication (including the submission of an advance copy of the publication and/or presentation) to the Review Committee.

In justified cases, an expedited embargo period may be permitted; for more information concerning the expedited embargo period, please contact NB-IRDTdar@unb.ca.

Once the embargo period is over, approved users may only disseminate information at a summary level and in aggregate data form – findings with a cell size < 5 may not be disseminated by any users in any format. Acknowledge NB-IRDT and the appropriate data business owner/custodian always applies.

Researchers do not need to submit future projects (papers, projects, etc.) for embargo if they use released output that has already undergone the embargo review process. We strongly encourage you to let us know about any future research projects so we can share your success on our website! Please reach out to NB-IRDTComms@unb.ca.

When and how am I required to acknowledge NB-IRDT when disseminating my research?

Whenever a project, that was completed a) through NB-IRDT and/or, b) using NB-IRDT data, it must acknowledge NB-IRDT and the appropriate data business owner(s)/ custodian(s). The necessary acknowledgement should be similar to the following:

This work was supported by the Department of XXX of the Province of New Brunswick under a contract with the New Brunswick Institute for Research, Data and Training at the University of New Brunswick. The results and conclusions are those of the authors and no official endorsement by the Government of New Brunswick was intended or should be inferred.

Oral presentations must include a verbal acknowledgment using language similar to the example shown above.

How can I share my research/updates with NB-IRDT?

NB-IRDT loves to see our Researchers in the news! Please be sure to send us updates about your publications, posters, conferences, and any and all products that result from your work at NB-IRDT so we can share your success on our website! Please e-mail: NB-IRDTComms@unb.ca

Project Closures

What should I do when I finish my work at NB-IRDT?

Once you have received your vetted data and finished your work at NB-IRDT, it is important that you let us know your project is ready for closure rather than allow your project Research Ethics Board approval to expire. This will allow us to initiate the proper project closure processes, including moving your data into secure storage.

My project is closed. What now?

When your project is closed, the following takes place:

- Project data and syntax is archived.
- Your user access, project folder, and secure facility door access, associated with this specific project, will be deactivated.
 - If you have other active projects, the closure of one project will not impact your access to our secure facility or to the data involved with the other active projects.
- We will send a Project Closure letter and ask that you to complete a short user experience survey.

Can I reopen my project after it has been closed?

If you intend to continue the project with different goals, research questions, or variables, you will be required to submit a new application.

If you intend to revise or extend an archived project, it can only be reactivated with the approval of the University of New Brunswick Research Ethics Board and the Data and Research Committee under exceptional circumstances. Please contact the Data Access Coordinator (NB-IRDTdar@unb.ca) for more information.

How long does NB-IRDT retain project files?

Copies of program information, documentation, software, and other files that do not contain personal information (including personal health information) are archived indefinitely on the NB-IRDT server.

Project data and syntax are kept on the NB-IRDT server for a period of three (3) years after project completion. This timeline allows Researchers to make revisions to academic papers or reports for dissemination or publication. After which the project syntax is kept for an additional seven (7) years. Once ten (10) years in total have passed, the complete project folder is deleted.

What happens if revisions are required for my closed project?

Requests for revision to a closed project are reviewed on a case by case basis and must be accompanied by proof of revision request from a 3rd party (e.g. email from journal editor requesting the revision). During the first 3-years after project closure access to a closed project data from archived files can only be done in exceptional circumstances and requires the approval of the Director of NB-IRDT, University of New Brunswick Research Ethics Board and the Data and Research Committee. Reactivation of a project is subject to applicable timelines. Please contact the Data Access Coordinator (NB-IRDTdar@unb.ca) for more information.

If I open a new, similar project, is there an expedited Data Access Request process?

Intention to repeat a series of similar projects following the same scope, research questions and methodology should be noted during the initial Data Access Request process. A series of sub-projects may be permissible if fully disclosed and compliance

requirements can be met. Appropriate administrative fees would apply for each sub-project.

A Data Access Request and approval from the UNB Research Ethics Board are still required, along with a new contract for the required services. Your Privacy Training will remain valid until the original expiry date, but renewal of your Privacy Training will be required annually.

What happens to the data when a project is closed?

If you provided external data to be used specifically for your NB-IRDT research project, the data will be returned to you as part of the project closure process. The Data Transfer and Privacy Team will make the appropriate arrangements for data return.

Note: your project dataset will remain in secure storage for three (3) years at the close of your project per the NB-IRDT Record Retention and Disposition Schedule unless otherwise agreed in the Data Sharing Agreement.

If you did not provide external data and only accessed NB-IRDT administrative data, the datasets remain on the NB-IRDT platform. Your project database will remain accessible to you for up to three (3) years following project closure, with the syntax stored on secure NB-IRDT servers for an additional seven (7) years.

Other

How can I find out more information about NB-IRDT Data Privacy and Security policies?

For more information about NB-IRDT Data Privacy and Security please visit:
<https://www.unb.ca/nbirdt/data/privacy/additional-policies.html>

How can I find out more information about NB-IRDT in general?

For more information about NB-IRDT, please see the following:
NB-IRDT Website: <https://www.unb.ca/nbirdt>

Applying for Access to Data: <https://www.unb.ca/nbirdt/access.html>
NB-IRDT Contact Information: <https://www.unb.ca/nbirdt/contact.html>