

## Frequently Asked Questions

### Working with NB-IRDT

#### Introduction

Thank you for choosing to work with NB-IRDT for your research project.

We have assembled a list of Frequently Asked Questions regarding the dissemination of information and your overall work with NB-IRDT. Please note the important information below, which pertains to funding, project closures, retention periods, NB-IRDT acknowledgements, changes to your project, and more.

It is our goal to provide excellent customer service for the entirety of your time with NB-IRDT. When your project is complete, we will send you a survey to find out more about your experience with us.

In the meantime, please feel free to contact our project coordinator at [NB-IRDTprojects@unb.ca](mailto:NB-IRDTprojects@unb.ca) or 506-453-4545 with any questions or feedback you may have.

We would like to take this opportunity to thank you again for completing your research with us. We hope you will reach out to us again for future projects.

Sincerely,



Eva Christensen  
Research, Training and Evaluation Manager  
NB-IRDT

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 When is my project no longer valid?

Your NB-IRDT Data Access Application will expire on the date that your Research Ethics Board project approval expires – three (3) years after initial approval. You must notify NB-IRDT if you extend your REB, and you will also need to extend the end date of your DAA by submitting an amendment request to NB-IRDT.

## How long is my Privacy Training valid?

Privacy Training is valid for twelve (12) months from the date of initial completion. For multi-year projects, Privacy Training must be renewed annually. If your Privacy Training expires, your access to the NB-IRDT Lab 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, as Privacy Training is only offered at set times and cannot be arranged *ad hoc*. Please be aware that it is your responsibility to monitor the status and renewal 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 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 requested, specific steps must be followed to ensure that NB-IRDT remains compliant with both data access privacy protection and Research Ethics Board requirements.

Amendment Requests are divided into three levels: (continued on page 3)

- Level 1                      Amendments requiring very little action and time to complete – such as adding a new research assistant to a project – are considered Level 1. Requests can be made by submitting a *Level 1 Amendment Form* to the Project Coordinator outlining the desired change.
- 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, the addition of variables, and so forth. The nature of the changes requested will determine the necessary actions to be taken. The *NB-IRDT Data Access Applicant Amendment Request – Criteria & Actions* documents outline the various actions necessary.
- Level 3                      Level 3 amendments are more complex in nature – such as changes in project scope or the addition of a new dataset. These require that additions to the *Data Access Application* form be submitted to the Project Coordinator, as well as the submission of an *Application for Modification of Research Project Involving Humans* to the UNB Fredericton Research Ethics Board. Because more steps are required for higher level amendments, they should be initiated as soon as possible to ensure timely completion.

For a complete list of Amendment Requests, their classification levels and required actions, and links to necessary forms, please see the *NB-IRDT Data Access Application Amendment Request – Criteria & Actions* document. Please contact us if you would like a copy of this file.

## When can I publish the product?

Projects completed through NB-IRDT are subject to an embargo period of thirty (30) calendar days. The embargo period begins when the Project Coordinator receives a request for dissemination and/or submission for publication, including the submission of an advance copy of the publication and/or presentation.

In select cases, an expedited embargo period may be permitted at the discretion of the Director of NB-IRDT in consultation with data business owners. However, thirty (30) calendar days is the standard embargo period (conditions apply).

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. (continued on page 4)

It is important to note that researchers do not need to submit future projects (papers, projects, etc.) for embargo if they use released output that has already undergone the 30-day review period. However, we strongly encourage users to let us know about any future research projects.

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

Whenever a project completed through NB-IRDT and/or using NB-IRDT data is published, it must acknowledge NB-IRDT and the appropriate data business owner/custodian. 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 above.

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

When you have 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 collect data about user times and initiate our standard 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 is archived
- Your user access, project folder, and door access will be deactivated
- We will ask you to complete a 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 an additional 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. Reactivation of a project is subject to applicable timelines. Please contact the project coordinator 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 – will be archived indefinitely on the NB-IRDT server.

Project data 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. The project syntax is kept for an additional seven (7) years. Once ten (10) years in total have passed, the project data and syntax are deleted.

## What happens if revisions are required for my project?

After the 3-year retention period, restoration of data from backups or archives can only be done in the event of a disaster or for specific projects and requires the approval of the Director of NB-IRDT.

If you need to revise a closed project, it will require the approval of the 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 Project Coordinator for more information.

## If I open a new, similar project, is there an expedited application process?

If you plan to open a project similar to a previous one, the application process and administrative fees remain the same. (continued on page 6)

A Data Access Application 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 Planning and Development Coordinator 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.

## How can I find out more information about NB-IRDT policies?

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>

Contact Information: <https://www.unb.ca/nbirdt/contact.html>

## 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!