**Revision Request Form for Closed Projects**

In in keeping with the NB-IRDT Data Retention, Destruction and Restoration Policy, Project data and syntax are kept on the NB-IRDT servers for three (3) years following the Project End Date to allow researchers to revise academic papers or reports.

 To arrange access to a previously closed project for the purpose of academic revisions, please complete the form below and email it to [NB-IRDTdar@unb.ca](mailto:NB-IRDTdar@unb.ca).

Note: You must also attach a copy of the recommendation and/or request to revise the project. (e.g., an email from journal editor requesting revision)

|  |  |  |
| --- | --- | --- |
| Project Number | Project Name | |
|  |  | |
| Principal Investigator Name | Principal Investigator Email Address | |
|  |  | |
| Reason for revision request | | |
|  | | |
| Date revisions are due | | \*If access would no longer be required after a specific date, please indicate the date below |
|  | |  |
| Please list all individuals who will need access to the restored project folder:  (Add more lines if needed) | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Name (first & last) | Administrative safeguard check  \*\*\*Office use only\*\*\* | | | | Date verified | Confirmation of completion | Verified by | |  |  | Click or tap to enter a date. |  |  | |  |  | Click or tap to enter a date. |  |  | |  |  | Click or tap to enter a date. |  |  | | | |

|  |  |  |
| --- | --- | --- |
| Director Approval |  | |
|  |  |  |
| Director Signature |  | Approval Date |