Research data access – How an access request is processed

	Access request submission	Request processing	Contractual and administrative commitments	Research file preparation	Access to the research file, use of data and dissemination of results	Project tracking	Project closure
Researcher	▸ Explore available databanks and variables and review the startup kit ▸ Run a cost simulation, if desired ▸ Prepare the request (form, supporting documents and document verification list) ▸ Ensure that all submitted documents are included and up to date ▸ Submit the request in the Research Zone	▸ Provide documents and information requested by the ISQ to evaluate your request ▸ If necessary, obtain the authorizations needed to add external data to the research file	▸ Review the security and data protection rules included in the contract ▸ Sign the contract and the confidentiality agreement (research team and associated organization)		▸ Complete the orientation session provided by the ISQ (research team) ▸ Submit your sworn statement ▸ View the research file in a secure environment (at a CADRISQ data centre or remotely) ▸ Use the data ▸ Share only those statistical results that meet the ISQ's confidentiality requirements	▸ Ensure that renewal of the project's ethics approval covers the entire authorized access period ▸ At the end of the authorized access period, request an extension if the research is not yet complete ▸ Inform the ISQ of any scientific publications resulting from use of the research file	▸ Inform the ISQ when the research project that uses the research file is finished, and authorize it to begin closing the project ▸ Return all authentication elements to the ISQ that were provided to authorized persons
Institut de la statistique du Québec (ISQ)	▸ Assist the researcher in defining their needs	▸ Evaluate data availability and technical feasibility of the request ▸ Estimate cohort size, if necessary ▸ Provide the researcher with an approximate cost estimate ▸ Evaluate data privacy ▸ Inform the researcher of the applicable data access conditions	▸ Prepare and send the contract and confidentiality agreement ▸ Sign the contract	▸ Proceed with selection of individuals targeted by the research project from the databanks under their responsibility ▸ Databank pairing, if necessary (probabilistic method) ▸ Select and extract authorized variables ▸ Create the research file for the project	▸ Conduct a mandatory orientation session for the research team (security, data privacy and rules for controlling the risk of disclosure) ▸ Swear in the research team ▸ Provide researchers with a secure environment to access the data, including access to statistical software tools (e.g. STATA, R, SAS, SPSS) ▸ Make the research file and statistical results of the researcher's work available in accordance with the established terms ▸ Verify statistical results before publication to ensure compliance with ISQ confidentiality rules	▸ Enter ethics approval renewals obtained by the researcher in the project file ▸ Publish references to scientific publications resulting from use of the data on the RDA website	▸ Deactivate access for the researcher and their team ▸ Destroy all data in accordance with the established terms ▸ Retain programs and documentation associated with the project at the researcher's request

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