CanPath.ca

CanPath
Canadian Partnership for Tomorrow's Health
Partenariat canadien pour la santé de demain

CanPath Data and Biosamples Access Application Tip Sheet

This document contains information that will assist you in ensuring a complete access application package. Please use it as you fill out your application to ensure that all aspects are accurately conveyed and meet the requirements for access. Submission of a complete application package will help to facilitate a timely review.

Section A – Name, institution, and contact details of the Applicant (Principal Applicant)
Cover page: Contact & Research Project Information

- Please include a full postal address and a valid email address pertaining to the institution you are affiliated with.

Section B – Authorized Institutional Legal Representative

- The Authorized Institutional Legal Representative is generally a person who works as a contracts representative, can review legal documents and can obtain signatures at your institution.

Section C – Names and Affiliations of Research Team Members

- Ensure that there are no discrepancies between the information in this section and the REB application. Ensure researcher name/title/date match the REB application.

Section D/M – Service Providers & Biosamples

- If a service provider is being used for biosamples, please provide details regarding samples requested by the provider.

Section G – Research Category/Type

- More than one may apply, but please choose only those that apply.

Section H – Scientific Abstract

- Ensure the description of the project, objectives and methods are consistent and fall within the scope of the work and variables requested.
- Avoid using wording taken directly from the study protocol.
- Explicitly emphasize the role and importance of CanPath participants to your study.

Section I – Lay Summary

- The lay summary must be different from the scientific abstract. This summary will be published on the CanPath website and social media to update participants on how their data and samples are being used. It must convey the purpose and findings simply to a lay audience.

Section J – Research Participants

- Avoid "all' or 'as many as possible'. In most cases, this is beyond the scope of the research.
- Provide sufficient information justifying the participant population and power calculations.
- Specify whether the number of participants requested is from all of CanPath or if a certain number of cases from each regional cohort is desired.
- Indicate how you define cases: participant self-report or registry data. This has implications on which datasets will be of use.

Inclusion/Exclusion Criteria

- Clearly state inclusion/exclusion criteria.
- Ensure that inclusion/exclusion criteria are consistent with those listed in REB application. If multiple questionnaires are being requested, clarify which one(s) are part of the inclusion criteria and which one(s) are optional.
- Providing a list of "Areas of Information" from the CanPath Portal (found on the left-hand side of the page) will help make the inclusion/exclusion criteria clear to the Access Office.

Case Control Studies

- Clearly state case-control matching criteria. Some examples of matching criteria for case-controls are age (at enrolment, or at diagnosis), ethnicity, previous history of cancer, etc.
- Keep in mind that the more criteria you specify, the less potential for matches, thereby decreasing your sample size.

Section K – Funding & Scientific Review

- Funding – if the project end date is beyond the project funding date, please provide details on how the project will be financed after this time. If a no-cost extension is available, please upload documentation
- "Proof of Scientific Review" – If the project has undergone a peer review (e.g., during the grant application process), please attach proof of this review.

Section L – Ethics Approval

- Ensure the REB protocol is not missing important information relevant to the application. It must not be an "umbrella" REB protocol.
- REB must align directly with the research application.
- Ethics approval must clearly include the expiry date.

Section M/N – Biosamples & Laboratory Analyses

- Clearly detail units of measurements for serum (volume)/ DNA (mass).
- Note that only a maximum of 1.8mL aliquot is available at the regional level.
- Ensure that the requested biosamples are the same in the protocol and application form.

Section O – List of Variables

- A list of requested variables can be generated using the CanPath Portal. Filters are listed on the left-hand side. Select all of the appropriate variables, then use the download button to generate an Excel file. Providing this file with your application ensures the Access Office will have a clear understanding of which datasets and variables are being requested.
- Avoid checking the boxes of all datasets listed on the application.
- Ensure that data requested in the protocol is listed in the application form.
- Include a detailed justification for each dataset requested.
- Avoid requesting data that is not available. Please review data holdings on the CanPath Portal to acquaint yourself with what data is available and which may be of use for your research.
- Please note that BMI data may be self-reported. Baseline Health & Risk Factors Questionnaire and/or Baseline Physical Measures data may also be self-reported depending on phase of participant recruitment.

Section P – Data Linkage

- **To help prepare applications that require linked administrative health data, it is recommended that applicants connect with the Data Access Support Hub of the Health Data Research Network Canada prior to submitting a CanPath access application.**
- Please provide sufficient information about how the data will be linked (Which data sets will be linked? How will the data be linked? How will it be analyzed?)
- Please note that administrative data may not be able to leave the province, depending on the source of the data. If administrative data from out of province is required, an appropriate PI from that province must be added to the project.
- To access administrative health data, please specify which databases are needed, outlining the variables of interest and rationale. This information is needed by the Institut de la statistique du Québec (ISQ) and Commission d'accès à l'information (CAI) in Quebec to approve the request.
- To access administrative data through ICES (Ontario), researchers must first obtain a confirmation of feasibility letter from Data and Analytic Services (DAS).

Section Q – Return of Data

- Please provide details on the *format* in which the returned data will be received (e.g., Excel, CSV, image files, etc.).

Section 6 – Security

Ensure that all IT Security assessment details are checked and that these security measures are followed.

Appendices
For collaborative research across institutions, all individuals who have access to the data must list the legal representative contacts of their institution.

Signatures
Ensure that the principal applicant and legal representative(s) have signed the application and that institutional affiliations are listed.

General Comments
Please ensure that the application is complete and signed and submit all required supporting documentation. Incomplete applications will be returned to applicants without review, and this may cause delays to accessing data/biosamples.

Questions?

All CanPath access questions can be directed to the Access Office.
Email: access@canpath.ca