

Startup kit

Checklist of items to be verified and documents to be supplied before submitting a request

The Institut de la statistique du Québec's (ISQ) consulting analysts are available to help you assess your research project's eligibility and technical feasibility. However, you remain responsible for preparing your research data access request and for supplying the correct information and documents requested. You must clearly define your need, the objectives of your project, and the files and variables you seek to obtain. We recommend that you use the following tables to check that the request is complete before you submit it.

Table 1 Items to be verified

Table 2 Documents to be supplied

This table was updated on September 22, 2022. Please go to the website for the latest version: statistique.quebec.ca/research.

Table 1 – Items to be verified

Key items	Yes
<p>Project objectives</p> <p>In the data access request form, indicate the objectives that were specified in the research activity detailed presentation document (e.g. research protocol).</p>	
<p>Justification of the need for information</p> <ul style="list-style-type: none"> • Explain why the requested information is necessary to meet the research project's objectives. • Don't give as reasons mere references to research activities or provide overly general explanations that could apply to any research project. <ul style="list-style-type: none"> ◦ An appropriate justification: "This variable will be used to determine the association between the region of residence and the frequency of use of health services for analyses of social inequalities in health matters." ◦ Insufficient justification: "Information needed to complete the research." 	
<p>Consistency of documents supplied</p> <p>The information provided in the documents submitted must be consistent (request form, REB, research activities specified, consent or any other document supplied). If there is any disparity, provide an explanation.</p>	
<p>Selection criteria</p> <p>Define inclusion and exclusion criteria for each group of individuals. If there are control groups, specify the criteria that apply to each control group. Note that individuals can be selected from data banks available on the research data access website or from a dataset from an external source.</p> <p><i>Examples: diagnostic codes, procedure or intervention codes, administrative regions, DIN codes, age, etc.</i></p>	
<p>Target period for selection of individuals</p> <p>Define the target period (start date and end date) for the selection of individuals in each group and each file of information used.</p> <p><i>Example: Select individuals from the Ministère de la Santé et des Services sociaux (MSSS) file of deaths from 2005-01-01 to 2008-12-31.</i></p>	
<p>Index date for the selection of individuals (if applicable)</p> <p>Define the index date and the source of this item of information. An index date is a date on which a reference event for a particular individual occurs. It is used to extract data on an individual for a determined duration based on this event.</p> <p><i>Examples: Date of diagnosis X found in file Y.</i></p>	
<p>Requested files and variables</p> <p>Specify all the information requested for each file. If several groups of individuals are required, specify which files are requested for each cohort.</p> <p><i>Examples: Régie de l'assurance maladie du Québec (RAMQ) drug insurance eligibility periods file:</i></p> <ol style="list-style-type: none"> 1. Anonymized number of the person; 2. Program code; 3. Plan code; etc. 	
<p>Target period for extraction of information</p> <p>Define the target period (start date and end date) for extraction of data for each requested file. When several groups of individuals are required, clearly define the target period for extraction for each group of individuals.</p> <p><i>Examples: For the selected individuals, extract data from the file MED-ECHO – Diagnostic for the period from 2012-01-01 to 2015-12-31 and data from the file of deaths of the Registre des événements démographiques for the period from 2014-01-01 to 2015-12-31.</i></p>	
<p>Index date for the extraction of information (if applicable)</p> <p>Indicate, if necessary, whether the extraction period is identical for each individual or if it varies based on an index date particular to each individual. A precise index date is a necessary prerequisite for data extraction.</p>	
<p>External cohort (if applicable)</p> <ul style="list-style-type: none"> • Specify the variables that will be used to match data from external cohorts with administrative data or survey data extracted by the ISQ. • Provide a list, description and format of the information to be imported into the research file produced by the ISQ. 	
<p>General comments:</p>	

Table 2 – Documents to be supplied

Document	Yes
<p>Proof of attachment</p> <p>Supply a document establishing the connection between the lead researcher and his or her organization or institution (if needed, use the downloadable template from the “Template and reference documents” folder included in the kit).</p>	
<p>Up-to-date research activity detailed presentation document (e.g. research protocol)</p> <p>Supply a document giving details of research activities, data sources and planned uses. This document may be a research protocol, specifications or plan, or any other document containing the relevant information.</p> <p>This document must have been approved by a Research Ethics Board (REB) or a public funding body.</p>	
<p>Certificate of ethical approval in force (if applicable)</p> <ul style="list-style-type: none"> • Supply a valid certificate of ethical approval, which must show the name of the lead researcher, the title of the research project and the expiry date. • If the name shown on the certificate is not that of the lead researcher, justification must be provided. The researcher whose name is shown must be a member of the research team. • If the certificate in force is actually a certificate of renewal, also supply the original certificate. • In the case of a multicentre project, supply the certificate issued by the reviewing Research Ethics Board. Also supply the certificate associated with every other body participating in the research. 	
<p>Prior authorization(s) (if applicable)</p> <p>Attach to the access request any previously granted authorizations relating to the project (e.g. preexisting authorization from the Commission d'accès à l'information [CAI]).</p>	
<p>Documentation regarding consent (if applicable)</p> <ul style="list-style-type: none"> • Supply all consent forms used in the research project. • Note that the ISQ will check: <ul style="list-style-type: none"> ◦ whether consent is given to participate in the study; ◦ whether consent is given to allow the researcher access to the specified data; ◦ whether consent is given to pass the data on to other researchers or bodies (if applicable); ◦ whether consent is given to match data with data from other sources (if applicable); ◦ whether consent is given to send data outside Québec (if applicable); ◦ the place where data are stored (if applicable). 	
<p>Authorizations from the director of professional services (DPS) of the institution (if applicable)</p> <ul style="list-style-type: none"> • Attach authorization from the DPS of every organization participating in the research. • If there are discrepancies between the DSP's authorization and the request form (name of researcher, title of research project, etc.), explain them. 	
<p>Authorizations from the data holder of a file from an external source (if applicable)</p> <ul style="list-style-type: none"> • Attach the authorization for all files from an external source. • If there are discrepancies between the data holder's authorization and the request form (name of researcher, title of research project, etc.), explain them. • Supply a list, description and format of variables transmitted by the researcher, including variables required for matching. 	
<p>Biobank management framework (if applicable)</p> <p>Supply the biobank management framework.</p> <p>General comments:</p>	