Research data access services (RDA)

Startup kit

Checklist table 2
File with research variables

For the purpose of matching data and producing your project's research file, you must transmit data to the ISQ so that they can be matched to the data extracted by the ISQ.

This checklist table sets out the checks that the holder must complete before transmitting data file(s) to the ISQ.

Important

- **Two separate files** must be supplied to the ISQ for the production of the research file.
  - A match file (identification data);
  - A file containing research variables (without identification data).
- These files must be **transmitted separately** using a secure exchange method (two separate sends).
- Files must not **under any circumstances** be sent via email.
- **You must complete this table and send it with** your match file.

It is the researcher's responsibility to ensure the quality and consistency of information in the files transmitted to the ISQ. The ISQ will not perform this validation.

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File with research variables (without identification variables)

Description: The file(s) with research variables contain information on the individuals to be included in the research file. This information alone does not allow an individual or an organization to be identified directly (e.g. last name, first name, address, health insurance number, etc.).

Checks to be completed by the researcher

	Yes	No	Comments
Anonymous numbers and individuals			
Include only information of individuals who match the selection criteria defined by the authorization of your project.	◯	◯	
Research variables for each separate individual must be associated with an anonymous number. This anonymous number must match the one used for the same individual in the match file(s).	◯	◯	
The anonymous number must make it possible to locate the same individual present in the researcher's various files.	◯	◯	
The anonymous number must correspond to a single individual in your files.	◯	◯	
Every individual must be represented by a single number.	◯	◯	
If the file(s) contain more than one line for the same individual (e.g. several events), the individual's unique number must be repeated for each line.	◯	◯	
If an individual is present more than once in the file(s), please notify us.	◯	◯	
Index date			
If an index date must be taken into account, it must be clearly defined in the file(s) transmitted. *E.g. index date = event 1*	◯	◯	
If there are several index dates, each must refer to a specific event. *E.g. index date 1 → event 1; index date 2 → event 2; etc.*	◯	◯	

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	Yes	No	Comments
Variables			
File(s) must not contain any information allowing an individual or an organization (e.g. last name, first name, address, health insurance number, etc.) or an institution (institution's real name or number) to be directly identified	◯	◯	
Files must contain one item of information per column *E.g. Date 1 = column 1; Date 2 = column 2, etc.*	◯	◯	
The length of the variable name must not exceed 30 characters.	◯	◯	
The variable must contain nº special characters and nº spaces.	◯	◯	
A description (label) of the name of every variable must be supplied.	◯	◯	
For any one variable, the format must be standardized in the various files to be received (e.g. date).	◯	◯	
All authorized and necessary variables to be included in the file are supplied.	◯	◯	
File format			
The file(s) must be in one of the following formats: SAS, CSV, Excel. Files in text format (.txt) are acceptable, but not preferred.	◯	◯	
File(s) must be compressed in a password-protected .zip file (the files themselves are not password-protected).	◯	◯	
The name(s) of compressed file(s) must include either the file number assigned by the ISQ (e.g. 40001A01) or the CAI number assigned to the project, and must include the term "Variables_recherche" *E.g. 1 (ISQ): "TREMBLAY_40001A01_ Variables_recherche"* *E.g. 2 (CAI): "TREMBLAY_#CAI_ Variables_recherche"*	◯	◯	
If the size of the compressed file(s) exceeds 35 MB, please notify us.	◯	◯	