Procedures

To access the data housed in one of the Research Data Centres (RDCs), researchers or research teams must submit a request to the Social Sciences and Humanities Research Council of Canada (SSHRC). For research teams, one person (main applicant) has to submit the request for the team. The request is submitted «on line» at the following address:

https://webapps.nserc.ca/SSHRC/logon_ciss_e.htm

The researcher (main applicant) requesting access for himself / herself or for a team has to:

1. Register himself / herself with SSHRC's on-line system to get a user id and a password.

2. Prepare a research proposal which will be evaluated by a joint SSHRC-Statistics Canada adjudication committee. This 2 to 5 page proposal must contain the following:

- **Title of the Project**

- **Rationale and objectives of the study**

    - State how the research will contribute to the knowledge in the field of study;
    - Clearly identify the specific questions or objectives of the project.

- **Proposed data analysis and software requirements**

    - What is the proposed statistical methodology? How is it suitable for this project?
    - What software will you use?

- **Data Requirements**

    - An explanation of why access to the confidential data (as opposed to public use microdata files) is necessary.
    - Which survey file/files or cycles are to be used?
    - Provide a statement that the confidential data file(s) identified is (are) in fact suitable for the proposed research.
    - What is the specific population of interest in the required data set(s)?
    - What are the variables to be used?

- **Expected project start and end dates**

- **References**

    - Sources used to cite your quotes used in the proposal or for specific analytical methods employed.

3. Prepare a list of the candidate's research contributions including those of team members, if applicable.

4. Register his / her Curriculum Vitae and those of his/her team members, if applicable.

5. Complete the SSHRC's on-line request form and attache all the requested documents.

Evaluation
The request will be evaluated by a joint SSHRC-Statistics Canada adjudication committee. Each proposal will be evaluated on the basis of:

- scientific merit and viability of the proposed research;
- relevance of the methods to be applied, given the data to be analyzed;
- demonstrated need for access to the detailed micro-data; and,
- expertise and ability of the researcher(s) to carry out the proposed work (as demonstrated in their CVs).

Within 8 weeks of the date of application, SSHRC will inform the applicant of the adjudication committee's decision. We ask researchers to inform us of the submission date to ensure follow-up of the approval process.

The process is accelerated in the case of projects that have already been peer reviewed in the course of a grant proposal submitted to a recognized funding agency (as SSRHC, FQRSC, FRSQ and CIHR).

If the proposal is approved, the applicant and his / her team will only have access to the micro-data specified in the approved research proposal and only for the purpose of completing that project. For any research project the individual or team wishes to carry out at an RDC, the applicant must submit a formal proposal. SSHRC and Statistics Canada may require a new or revised proposal if the scope of the research changes significantly.

6. As soon as the project has been submitted, researchers are invited to complete the security clearance formalities. To do so, they have to contact one of the Statistics Canada analysts working at the QICSS.

7. Once the security clearance formalities are completed, a contract has to be signed between the researcher and Statistics Canada. The contract specifies the following:

- Data sets to be provided by statistics Canada;
- Project start and completion date;
- The research objectives;
- Agreement of the researchers to abide by the RDC security and confidentiality requirements;
- Agreement to **provide a product** to Statistics Canada at the contract end date. The product can be:

  - *A working paper;*
  - *A Peer-reviewed journal article;*
  - *A Book or Book chapter;*
  - *A Thesis or Dissertation;*
  - *A Commissioned Report.*