

Procedures

To access data housed in the Research Data Centres (RDCs) to realise their dissertation or thesis, students from a postsecondary institution outside Canada must first make a request to QICSS to use the facilities. This request, sent by email (cigss@umontreal.ca), must contain the project title, a short description and the data base(s) required. QICSS management will confirm the reception of the request and will (or will not) invite the researchers to continue the access process.

If the answer from QICSS is positive, they must submit a request to the Social Sciences and Humanities Research Council of Canada (SSHRC) as main applicant. The request is submitted «on line» at the following address:

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

The student, as main applicant, 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 pages 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 applicant's research contributions including those of his / her director/supervisor and team members if applicable.

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

5. Get a letter of support from their academic supervisor. This letter must include a statement confirming that the proposed project has been reviewed and approved for research by their committee, that the student has the capacity to carry out the project and that he / she will supervise the student's work during the project. The letter must be forwarded, both in electronic format and as a signed hard copy, to the SSHRC program officer;

Mika Oehling Program Officer Strategic Programs and Joint Initiatives Division SSHRC 350 Albert Street PO Box 1610 Ottawa, ON K1P 6G4 E-mail: mika.oehling@sshrc.ca

6. Complete the SSHRC's on-line request form and attach all the requested documents.

Evaluation

The request will be evaluated under the aegis of SSHRC by a Statistics Canada expert. Within 8 weeks of the date of application, SSHRC will inform the student of the decision. We ask students to inform us of the submission date to ensure follow-up of the approval process.

If the proposal is approved, the student 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. SSHRC and Statistics Canada may require a new or revised proposal if the scope of the research changes significantly.

7. 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.

8. 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.*