Data Access Request Workflow for Research

**Data request form submitted by principal investigator to the Data Access Committee (DAC)**

- DAC coordinator will:
  - Request research account be created
  - Provide principal investigator/designate with costing invoice (if applicable)
  - Provide principal investigator/designate with data, once payment is received (if applicable)

- DAC data expert will:
  - Provide principal investigator/designate with data, once payment is received (if applicable)

- Principal investigator/designate:
  - Abstracts and analyzes data
  - Provides DAC with draft publication
  - Destroy/return data

**DAC committee makes decision regarding data access request**

- Approved
  - Approval letter forwarded to principal investigator

- Denied
  - Denial letter forwarded to principal investigator
  - Principal investigator submits reconsideration data access form (if desired)

**Data access agreement developed and signed**

**Ethical Approval must be submitted by principal investigator prior to agreement development**

**Data request form reviewed by DAC coordinator and forwarded to DAC data expert**

**Data request form sent to Provincial Clinical Research Steering Committee (PCRSC)**

**PCRSC sends DAC approval letter**

**PCRSC reviews data access request**

**Data request form discussed at DAC monthly meeting**

- DAC data expert:
  - Completes office use form
  - Completes costing estimate (if applicable)

- PCRSC:
  - Completes costing estimate (if applicable)
  - Reviews data access request

- PCRSC sends DAC approval letter

**DAC data expert:
- Completes office use form
- Completes costing estimate (if applicable)**

**DAC data expert will:
- Finalizes documents for agreement**

**Updated: April 8, 2019**