

## Canadian Partnership for Tomorrow's Health

### Student Dataset Application Form

Request for access to CanPath student dataset to support teaching/learning

Applicant Name:

Institution Name:

Date of Submission of Application Form:

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#### Documents Required

- 1: Completed Application Form - request for access to student dataset to support teaching/learning
- 2: Copy of REB Application
- 3: REB decision letter or proof of exemption
- 4: Brief CV of Applicant (2 pages)
- 5: Course Syllabus

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Please send application with completed Schedules 2-5 and any other relevant supporting materials by email to: [access@canpath.ca](mailto:access@canpath.ca).

PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT WITHOUT REVIEW.

## CanPath Student Dataset Application Form

This application form is to be used by instructors at a Canadian university or college seeking access to the CanPath Student Dataset.

Applicants should review the Student Dataset information on [the CanPath website](#) before completing this Access Application Form.

Applicants must complete all mandatory sections and provide supporting documentation.

Upon approval of an application by CanPath, access to the dataset will be granted for the timeframe set out in the approved application form and the Student Dataset Access Agreement. A report must be completed at the end of each term.

The title of the student projects, their abstracts, name of the instructor, their status and credentials, and name(s) of their institution, may be used by CanPath for promotional purposes.

### SECTION 1: CONTACT INFORMATION

#### **A. Name, Institution, and Contact Details of the Applicant**

Please include a full postal address and a valid email address. If you have more than one affiliation, only provide the contact information pertaining to the institution you are affiliated with for the purpose of using this dataset.

<b>Name</b>	
<b>Position</b>	
<b>Educational Qualifications (PhD, MD, etc.)</b>	
<b>Institution</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>Institutional Mailing Address</b>	

## SECTION 2: COURSE INFORMATION

### **B. General Information**

Title of Course	
Course level (college, undergraduate, graduate)	
Start Date	
End Date	

### **C. Course Description**

Please provide a clear description of the course that will use the dataset, its specific objectives and methodology.

### **D. Rationale for using the student dataset**

Please explain how the student dataset would be used in the course and by the students.

## SECTION 3: ETHICS

## E. Ethics Approval

Has the use of this dataset been approved by a research ethics board or a comparable committee that has been formally designated to approve and/or monitor research involving humans with the aim of protecting the rights and welfare of the research participants?

Yes  No

If yes, please provide the following supporting documents specifically related to this application:

- Research Ethics Board (REB) approved protocol
- Decision letter from a Research Ethics Board (REB) or comparable committee (English or French; an institutional approval number should also be provided if available)

If no, please provide more information about the reason (e.g., Ethics Manager waiver obtained).

*\*Please note that the dataset will not be sent until all required ethics documents have been received.*

## SECTION 4: SECURITY

### Information Technology (IT) Security Assessment

To avoid any privacy breaches, you must follow reasonable IT security practices and procedures. You must not disclose any data to third parties. You must ensure that this is also the case for all students using the dataset. To be eligible for access to the dataset, all boxes from A to F must be checked.

- A. My institution has a formal IT security policy.
  
- B. I will store the dataset in secure physical computer systems. If the dataset is stored on portable computers (whether laptops or other mobile devices), it must be encrypted to avoid any unauthorized disclosure in case the portable system is lost or stolen.
  
- C. I will implement appropriate access security to ensure that only the students in the course stated in Section 2 be allowed to access the dataset. This requires, for example, that if the dataset is stored on a shared computer system or on a file server, that it be password or encryption-protected. If the dataset is stored on a network-accessible computer, there should be measures in place to prevent access by computer hackers or contamination by viruses and spyware. Moreover, if the computer(s) that hold the dataset are backed up, the backed up media must also be encrypted and stored in a secure location.
  
- D. I understand that anyone who will use the dataset should be trained in the responsible use of Research Participant information and be familiar with the terms and conditions of the Student Dataset Access Agreement. I am responsible for ensuring students comply with these terms and conditions.
  
- E. I understand that upon completion of my teaching, I must destroy all local copies (held by instructors, teaching assistants, and students), including backups, of the dataset by *the date specified in the Student Dataset Access Agreement*.

### SIGNATURE

#### Applicant:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Checklist of Required Documents

Please attach the following required documentation before submitting your application.

- Completed CanPath Student Dataset Application Form (this form)
- Copy of REB Application
  - Decision letter (or proof of exemption) from a Research Ethics Board (REB) or comparable committee (English or French; an institutional approval number should also be provided, if available)
- Brief CV of Principal Applicant (2 pages)
- Course Syllabus

Please email a PDF of the signed *CanPath Student Dataset Application Form*, along with all required documents to [access@canpath.ca](mailto:access@canpath.ca).