Canadian Partnership for Tomorrow's Health

Synthetic Dataset Application Form

Request for access to CanPath Synthetic dataset to support teaching/learning.

<u>Applicant Name:</u>

<u>Institution Name:</u>

<u>Date of Submission of Application Form:</u>

Documents Required

1. Completed Application Form – request for access to Synthetic dataset to support teaching/learning

2. Brief CV of Applicant (2 pages)

3. Course Syllabus or rationale for use of the Synthetic Dataset

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Please send application with completed Schedules 2-5 and any other relevant supporting materials by email to: apply@canpath.ca.

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

CanPath Synthetic Dataset Application Form

This application form is to be used by staff at a Canadian university or college seeking access to the CanPath Synthetic Dataset for educational and training purposes

Applicants should review the Synthetic 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 Synthetic Dataset User Acknowledgement. A report must be completed at the end of each term.

The title of the Synthetic 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.

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

SECTION 2: COURSE INFORMATION (if applicable)

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.

Section 3. Rationale for using the Synthetic dataset

Please explain how the Synthetic dataset would be used.

SECTION 4 : ETHICS

D. Ethics Approval

The CanPath Synthetic dataset is a synthetic or mock dataset developed for training purposes only and not for any research involving data from human participants. As such, Research Ethics Board (REB) approval is not required for academic course, training session, or educational events that plan to use only the CanPath Synthetic dataset.

If you are planning to use the CanPath Synthetic dataset in combination with any additional dataset(s) that is not publicly available, please complete the following section:

Please provide more information on the additional dataset(s) that you would like to use in combination with the CanPath Synthetic Dataset:

Has the use of the additional dataset(s) 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., = REB waiver obtained).

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

SECTION 5: Acknowledgement

To ensure CanPath is acknowledged, I agree to
☐   Include a note on the use of the CanPath Synthetic Dataset in the course curriculum (or a revised version of the curriculum) and provide a copy to CanPath

SECTION 5: 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 Synthetic Dataset Access User Acknowledgement. I am responsible for ensuring students comply with these terms and conditions.

☐ E. I understand that upon completion of my teaching or upon request by CanPath, I must destroy all local copies (held by instructors, teaching assistants, and students), including backups, of the dataset..

SIGNATURE

Applicant:

Name: _____   Position: _____

Signature: _____   Date: _____

Checklist of Required Documents

Please attach the following required documentation before submitting your application.

☐ Completed CanPath Synthetic Dataset Application Form (this form)

☐ If any additional datasets are being used in combination with the CanPath Synthetic Dataset, a copy of the 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 or a description (Up to 1 page) of how the Synthetic dataset will be used for training purposes

Please email a PDF of the signed *CanPath Synthetic Dataset Application Form,* **along with all required documents to apply@canpath.ca.**