



FNIGC | CGIPN

First Nations Information Governance Centre
Le Centre de gouvernance de l'information des Premières Nations

First Nations Data Centre Access Request Form

***Please fill out this application form [online](#) to [access record-level data](#) at the data centre in Ottawa. An FNIGC representative will contact you within 10 business days.**

-----SECTION 1: ADMINISTRATIVE DETAILS-----

Administration use only

Brief Project Name: _____

Request ID Number: _____ Date received: ____ / ____ /20--

Analyst: _____ Date complete: ____ / ____ /20--

Full Project Name: _____

Key Contact Information

- Name of Key Contact:
- Organization:
- Email Address:
- Phone Number:
- Date of Request

Proposed start date of FNDC access period (YYYY-MM-DD): _____

Proposed end date of FNDC access period (YYYY-MM-DD): _____

-----**SECTION 2: PROJECT DESCRIPTION**-----

Provide an answer in the space below each of the following questions. **IF YOU REQUIRE MORE SPACE, PLEASE ATTACH PAGES TO THE END.**

- 1) **INVESTIGATORS:** For all individuals who will be involved in this project, provide the following information:
 - a) Name
 - b) Title
 - c) Organization
 - d) Role in the project
 - e) Whether they will work in the FNDC
 - f) A description of their background and qualifications which demonstrates their ability to fulfill their designated role and attach the CV
 - g) Experience collaborating with a First Nations organization/community
 - h) Completion of the Fundamentals of OCAP® course

- 2) **ORGANIZATION(S):** Provide background information on any organization that is funding or otherwise supporting this research. Please list who has approved this project to date and attach documentation of approval, including community organizations, ethics boards or university faculty. Please also indicate any future/planned reviews of this project. Do you, or any member of the stated research team, have a conflict to declare?

- 3) **RESEARCH PURPOSE:** Describe what you wish to achieve through this research and the relevance of your data request to these goals. Has this research been identified as a priority with the First Nations organization, First Nation or a group of First Nations? Please be detailed and submit background documentation if necessary.

- 4) **RESEARCH METHODOLOGY:** Describe your research methodology **in detail**. Please describe how First Nations individuals, organizations or communities will be involved throughout the project. Whether your project is being conducted in partnership with or with the support of First Nations organizations or communities is an especially important consideration in the FNIGC's proposal evaluation process. Be sure to provide details on this aspect of your project, including, for example, contact information for and testimonials from your First Nations partners/supporters.

5. **CHALLENGES AND LIMITATIONS OF THE RESEARCH METHODOLOGY:** Identify the challenges and limitations of your research methodology and how they will impact your ability to fulfill the research purpose.
6. Describe each of the statistical outputs you wish to have released from the FNDC. Examples:
- i. the regression coefficients and p-values of an ordinary least squares regression model of income regressed on age;
 - ii. a table comparing average income across age groups
 - iii. two or three-way cross-tabulations
7. **MODES OF DISSEMINATION:** List all means, planned and potential, by which your results will be shared. Examples include journal publications, government documents (“decks,” briefing notes, etc.), conferences and presentations, posters, videos/webinars, reports, pamphlets, infographics, etc. Please describe your dissemination plan that is acceptable to all partners (i.e. provide a description of the plans for statistical analysis of the study and identify how First Nations will be involved in, consulted with, or informed about, the interpretation of analyzed data or in the presentation of findings and conclusions). What will happen to the First Nations results after project completion?
8. **RISK/BENEFIT ANALYSIS:** All research runs the risk of being misused or misunderstood. The misuse of research findings can be of particular concern when they relate to sensitive issues. Researchers are always expected to present their analyses of data with the caveats, objectivity and nuance necessary to mitigate this type of risk.

Nonetheless, the FNIGC reserves the right to reject applications for data access if we decide that a research project’s risks outweigh its potential benefits. If your project involves a particularly contentious issue, or presents risks beyond general misuse or misinterpretation, you must provide a risk/benefit analysis. It should describe the particular risks associated with your project, how you intend to mitigate them and/or why the benefits of your research will outweigh its risks. Whether your project is being conducted in partnership with or without the support of First Nations organizations or communities is an especially important consideration in the FNIGC’s proposal evaluation process. Be sure to provide details on this aspect of your project, including, for example, contact information for and testimonials from your First Nations partners/supporters.

-----SECTION 3: DETAILS OF REQUIRED DATA SET-----

Survey Phase and Type

Please select the survey from which you are requesting statistics. If you require the use of more than one survey or phase, you will be asked to complete this section again at the end.

- Regional Health Survey Phase 1 (2002/03)**
- Regional Health Survey Phase 2 (2008/10)**
- Regional Health Survey Phase 3 (2015/16)**
- Regional Early Childhood, Education and Employment Survey: (2013/15)**
- First Nations Labour Employment Development Survey (for future use)**

Survey Population:

- Adult**
- Youth**
- Child**

Variables Required

List all of the FNIGC-defined variables that will be required for your project. Use the field name as presented in the data dictionary. For example: for the variable label height (feet), enter the variable name 'H5A'.

Box A: Complete List of FNIGC-defined Variables

Variable name	Variable Label

Respondent Subset:

If applicable, describe the subset of respondents whose data you wish to access (e.g. individuals aged 20-65; employed individuals, etc.).