



FNIGC } CGIPN

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

General Purpose Custom Tables Request Form

***Please fill out this form electronically and email it to fndc@fnigc.ca. An FNIGC representative will contact you within 10 business days.**

-----SECTION 1: AGREEMENT DESCRIPTION-----

Administration use only

Brief Agreement Name: _____

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

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

Project Title: _____

Key Contact Information

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

Description of Agreement:

Provide an answer in the space below each of the following questions. **EXPAND THE SPACE AS REQUIRED.**

1. **STEWARDS:** Please indicate the name of the organization that will have stewardship of the General Purpose Custom Tables (i.e. who will be responsible for housing and distributing the tables and related documentation). Be as specific as possible (e.g. identify the unit within the Government Department).

2. **ORGANIZATION BACKGROUND:** Background of your organization, including its purpose and relation to First Nations.

3. **RESEARCH PURPOSE:** Describe what you wish to achieve with these tables, and why it is important that they be provided as General Purpose Custom Tables rather than Special Purpose Custom Tables which have more stringent distribution and usage restrictions.

4. **MODES OF DISSEMINATION:** List all means, planned and potential, by which your results will be shared. Examples include journal publications, government documents (e.g. slide decks, briefing notes, etc), conferences and presentations, etc.

5. **DISTRIBUTION RESTRICTIONS:** FNIGC contracts generally permit the inclusion of reasonable amounts of FNIGC data in publications, if those data are required to support the analyses contained in those publications. “Publication” is broadly defined as an analysis of FNIGC data that is made available by its author to others. In contrast, “raw, unpublished General Purpose Custom Tables” refers to tables as they were received from the FNIGC, complete or nearly so and unaccompanied by extensive analyses. Indicate the parties with whom you intend to share the raw, unpublished General Purpose Custom Tables you are requesting.
 - With members of your organization, which total fewer than 100 individuals
 - With members of your organization, which total 100 or more individuals
 - With an unlimited number of individuals who may or may not be members of your organization

6. RISK/BENEFIT ANALYSIS

All data and analyses thereof run 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 FNIGC 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 2: TABULATION DETAILS-----

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

Define all new custom variables that will be included in your analysis. Give each new variable a name (e.g. 'AGE_1'), a brief description (e.g. "Age in two groups"), and identify its values (e.g. 18-54 and 55+). If you wish to produce tables using subsets of the FNIGC data sets, create a custom variable defining those subsets. For example, if you specify "males only" as a custom variable, it can then be used as a filter variable when providing instructions for variable analysis to build a table that includes data on males only.

Box B: Custom variables

FNIGC Variable name(s)	Custom Variable Name	Custom Variable Description

Instructions for Variable Analysis

Indicate how you would like the variables analysed.

The variable for which you want means/counts, etc. is referred to as the “dependent variable,” even if you do not wish to have it broken down by other “independent” variables. If you want the percentage of individuals at each age, for example, “AGE” would be your dependent variable.

For **continuous dependent variables** such as “number of children in the household”, indicate whether you want the average (Avg) value of the dependent variable (*e.g. on average, households have 2.5 children*) or the percentage (%) of respondents at each value of the dependent variable (*e.g. 12% of households have one child, 16% of households have two children, etc.*)

If you wish to produce tables using subsets of the data set (e.g. smokers only), include in Box C **filter variables**¹ defining those subsets.

Box C: List of Variables to be Analysed

Table	Filter Variable	Measure (Avg or %)	Dependent Variable	Broken Down By (Independent Variables)		
				Layer 1	Layer 2	Layer 3
1						
2						
3						
4						

¹ For example, if you specify “males only” as a filter variable, it can be used to build a table that includes data on males only.

Place an X beside each element we should include in your tables. Elements provided by default are pre-marked.

Tables of Averages

Weighted Average

95% Confidence Interval

Number of Valid Cases

Median

Standard deviation

Skewness

Kurtosis

Tables of Percentages

Weighted Percentage

95% Confidence Intervals

Number of Valid Cases

Row %

Column %

By default, missing data are excluded from all tables. Place an X beside each category of missing data we should **include** in your table.

“Don’t Know”

“Refused”

Box D: Special Instructions