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

Special Purpose Custom Tables Request Form

*Please fill out this form online to request for special purpose custom tables. 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--

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

Full Project Name: _____

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

1. INVESTIGATORS: For all individuals who will be involved in this project, provide the following information: name, title, organization, role in the project, a description of their background and qualifications which demonstrates their ability to fulfill their designated role, experience collaborating with a First Nations organization/community, and 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. 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?

5. 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						

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

Tables of Averages
Weighted Average _X_
95% Confidence Interval _X_
Number of Valid Cases _X_
Median ___
Standard deviation ___
Skewness ___
Kurtosis ___

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[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.

Tables of Percentages

Weighted Percentage _X_

95% Confidence Intervals _X_

Number of Valid Cases _X_

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