**Amendment Request Form to Add Statistics Canada[[1]](#footnote-1) Data to a Contract**

**Current date (YYYY/MM/DD):**

|  |  |
| --- | --- |
| **Principal Investigator:** |       |
| **Co-investigators:** |       |
| **Project Title:**  |       |
| **Contract Number:**  |       |
| **Current Contract Expiry Date: (YYYY/MM/DD)** |       |

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***To be completed by the Principal Investigator***

1. **Current stage in research process (check an option below, followed by a brief overview of the work that has been completed, and what is still outstanding).**

 **[ ]** Preliminary analysis only

**[ ]** Analysis ongoing

**[ ]** Analysis near completion

**[ ]** Manuscript prepared and submitted, awaiting comments

**[ ]** Manuscript submitted, comments from reviewers’ received

1. **List the Statistics Canada data set(s) and/or cycles to be added to the contract.**

1. **Please provide information on the new *Statistics Canada* data[[2]](#footnote-2)**
* How does the use of these data set(s) contribute to the research question as stated in the original proposal?
* Will the new data be **pooled**[[3]](#footnote-3) **or merged**[[4]](#footnote-4) with the existing data sets on the contract?
* If yes, will these data be linked at the individual micro-record level?
*(Please note that* [*record linkage*](http://www.statcan.gc.ca/eng/record/gen) *requires additional approval from senior management at STC.)*

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***To be completed by the RDC Analyst responsible for the project***

1. Do you see any reason why these Statistics Canada data should not be added to this contract?

1. Please confirm that the addition of this dataset is within the scope of the original proposal. (yes/no)
2. Has another wave/cycle of the requested data already been approved for this contract?

1. Is this a fee-for-service project? (If yes, please alert the Regional Manager responsible for fee-for-service projects.)
2. Is this a pilot project? (If yes, please alert the Regional Manager responsible for the pilot project.)
3. Other comments?

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***To be completed by the RDC Regional Manager***

1. *Recommendation:*
2. *Other Comments?*
1. Please note:

An amendment is **NOT** required to add publicly available aggregate Statistics Canada data (e.g. Census/NHS profile data, CANSIM tables, etc.).

An amendment is **NOT** required to add a new cycle of a longitudinal data set (NPHS, NLSCY, WES, LSIC, SLID, YITS). An amendment is required for a new data set, for an additional cycle of a cross-sectional data set (e.g. CCHS) or if there are significant changes to the research questions in the proposal.

Statistics Canada Public Use Micro-Data Files (PUMFs) arenot permitted in an RDC. [↑](#footnote-ref-1)
2. It is recommended that PIs add a table outlining the variables in the data set or survey being requested. If the request includes the **Census** or **NHS**, a table listing the variables is **required**. For census and NHS requests, additional information is needed. Refer to the following page for more detail: <http://www.statcan.gc.ca/eng/rdc/cennhs>. [↑](#footnote-ref-2)
3. Two data sets share common variables, where the addition of the second data sets results in more cases. [↑](#footnote-ref-3)
4. There is a one-to-one or one-to-many match of cases, which results in more variables but not more cases. [↑](#footnote-ref-4)