**Amendment Request Form to Add Administrative[[1]](#footnote-1) Data (formerly Non-Statistics Canada 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 administrative data set(s) to be added to the contract.**

1. **Please provide information on the requested administrative data**
* Please provide a description of the data (nature of the data, year of collection, and key variables)
* How does the use of these data set(s) contribute to the research question as stated in the original proposal?
* What is the unit of observation? Are personal identifiers included?

* Will the new data be **pooled**[[2]](#footnote-2) or **merged**[[3]](#footnote-3) with the existing data sets on the contract (if yes, with which data set)?

	+ 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.)*
* What is the jurisdiction of the data? (private sector, Federal, Provincial/Territorial, or Municipal government)
* What is the source of the data? (e.g. website, agency, etc.)
* What permission did you receive to access the data (e.g. publicly available, written permission, signed a contract, ethics approval, etc.)?

*\*\* If permission was granted, please attach the appropriate documentation or correspondence to this form.*
* **Are there terms & conditions associated with the data set? If so, please provide them.**

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

1. Do you see any reason why these administrative 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. Is this a fee-for-service project? (If yes, please alert the Regional Manager responsible for fee-for-service projects.)
3. Is this a pilot project? (If yes, please alert the Regional Manager responsible for the pilot project.)
4. Other comments?

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

1. Recommendation:
2. Other Comments?
1. NOTE: An amendment is not required for adding publicly available Administrative Data. For more information, and a description of this data type (both publicly and not publicly available), please refer to the [*Guide to Managing and Amending RDC Contracts*](https://www70.statcan.gc.ca/rdc/rdc_005/GRID/rdc04/doc/rdc04_001a74_e.doc)*.* [↑](#footnote-ref-1)
2. Two data sets share common variables, where the addition of the second data sets results in more cases. [↑](#footnote-ref-2)
3. There is a one-to-one or one-to-many match of cases, which results in more variables but not more cases. [↑](#footnote-ref-3)