Saskatchewan Cancer Agency
Overview of Process to Gain Approval for Data Access

Our goal at the Saskatchewan Cancer Agency is to help you access the data you need for research while ensuring its security and appropriate use. We support research, data use and collection towards improving cancer control. To ensure there is a safe way to gather and share data in a timely way, we have developed a defined process for requests. A data request form (DRF) and a guide are available to assist you. The information on the DRF will be used to evaluate your request for access to Saskatchewan Cancer Agency data.

It may take two to three months for your request to move through the approval process, therefore we encourage you to start early to gain approval and access in a timeframe that will work for your project.

1. **Data Request Form (DRF)**
   The first step in your process is to complete our data request form (DRF).

   This DRF provides information that will assist us in assessing your request, please complete as much information as possible. The DRF may be obtained through the above link, from our website or by contacting our coordinator at datarequest@saskcancer.ca.

   There is a guide available to assist you in completing the DRF appropriately. If you have further questions regarding completion of the DRF or the process in general, please contact our coordinator at the e-mail address above. Once your DRF is complete, submit it to our coordinator at the same e-mail address.

2. **Finalization of the Data Request Form (DRF)**
   If we need further information regarding your request or if there are portions of the DRF that have not been completed appropriately, our coordinator will contact you to finalize the DRF.

3. **Provincial Clinical Research Steering Committee**
   Our coordinator will pass your DRF on to the Provincial Clinical Research Steering Committee (PCRSC) for assessment and approval. A member of this committee may approach you for further information or to suggest revisions to your project that may add value to your project from a medical perspective. This committee will provide our coordinator with an approval or denial of your project. If your data access request is not approved, you will be provided with information regarding the reasons the application was denied. You may also apply for reconsideration addressing the items that were noted as reasons for the denial. (Process described below in step #7)

4. **Data Expert Contact**
   Once your DRF is complete, our coordinator will pass the DRF to a data expert that is familiar with the process and the data you are requesting. This individual will need to complete an office use only section on the DRF and may contact you requesting further information needed for the approval process.

5. **Data Access Committee (DAC) Review**
   Once the data expert has completed your DRF, your project will be added to the agenda for the next meeting of the Data Access Committee (DAC). This committee will review your project from a feasibility perspective and determine whether it will be approved or denied. If approved, you will receive an approval letter and will be contacted to move on to the next stage of completing your project (this is outlined in the overview of process to complete your data access project).

6. **Project Denial**
   If your request is denied, either through the PCRSC (#3 above) or the DAC (#5 above), you will receive a denial letter stating the reasons for the denial. If you choose, you may resubmit your request through the reconsideration process (below). Our coordinator can provide you with the information and requirements for following this process.

7. **Request for Reconsideration**
   If your request has been denied, you may reapply by following our reconsideration process. This will entail addressing the items listed within our denial letter and reapplying using the request for reconsideration of data access form within the prescribed 30 days.