Guidelines for the electronic application for access to data

The electronic application for access to data is the system applicants has to use in order to apply for data from mandatory national health registries and health studies the Norwegian Institute of Public Health manages. It should also be used for applications for access to human biological material from NIPH. The electronic forms replace the paper schemas S601E, S601BE and S602E.

To create an application

To make an application you must first log on application pages. The reason is that the solution keeps track of all ongoing applications as well as those submitted. If this is the first time you use the online application form at FHI must register as a user with the email address and password of your choice, then you will receive an email with a confirmation link you have to click before you are registered.

Once you are logged in, you can choose to edit an existing application from the list of stored applications or to start a new application from page Register new application. There are two types of applications: Application for access to statistical data (table data) and Application for access to research data.

In the application for access to statistical data (table data) is possible to apply statistics from one of the key health records at a time. If you apply statistics from several registries must either submit multiple applications or use the form for research data.

In the application for access to research data, it is possible to apply for data from the Mandatory national health registries NIPH manages, and data and biological samples from the health studies NIPH manages. It is possible to apply for data from several of these sources in the same application, as well as linking of data from multiple sources. Note that if you apply for linkage with sources outside NIPH (e.g. Cancer Registry, NAV, SSB, etc.) you must also submit an application to these sources.

In the forms, the word project in several contexts. For example, in the field “project title” we ask the name of the application. The principal investigator is the person responsible for the use of data from NIPH. For application to statistics, there is no requirement to principal investigator beyond that he must keep and use the data in a proper manner. In applications for research data, the principal investigator represents the responsible institution and must have research expertise.

By the time you initiate an application it is expected that you know what data you can apply for. We ask for detailed descriptions of the sample and variables that apply for access. It is not possible to select variables directly in the application form. For some sources it is possible to attach variable lists from retrieved from other pages. For these sources, there is an upload link on the page where you are asked to describe the dataset you are applying for, and in the associated information text there is a link to external pages where the variable descriptions are available and in some cases possible to download.

Once you have selected a new application by clicking on the button, the form opens in a separate window. That way you can switch between screens to find information sources without having to open the application again. As soon as a new application is initiated, it is available in the list of saved applications.

Filling in the application

The application forms are dynamic and change as you make your selections on the pages. In the application for tabular data, you must select one of the mandatory national health registries from the list of available sources. Then the page "Describe data set" for the selected registry becomes available.

In the applications for research data, you must first select the main type of source. There are three main sources:

• Data from the mandatory national health registries NIPH manages

• Data from health studies NIPH manages

• Data and human biological samples from health surveys NIPH manages

When you have selected one or more of the main sources the next pages are available. There you select which of the mandatory national health registries and / or health studies your project needs data from. If you need data and human biological material from the same health study/ studies, you only need to tick the last option on the main source page.

If you have made mistakes it is easy to change. But note that information that you have filled into the form, eg. description of data sets for a source you do not need, will be deleted when you remove that source. When a source is deselected, all related information is deleted. For more information about the specific fields in the applications, please see the user documentation.

The forms

The application forms are threefold. To the left is the sidebar. The content of the sidebar change as you make your selection of sources (which registries/studies you want the data from). In the center is input area with input fields and checkboxes. Beside the headings on each page, and beside many of the questions in the input area, there is an information icon, a white “i” in a blue circle . When you open a new page, the information text for the page is available in the information text area to the right on the page. Click on the information icon to display and to hide the information text.

If nothing works or most seems incomprehensible, please contact datatilgang@fhi.no.

Navigation

You navigate in the form using the buttons at the bottom of the screen and the menu items in the sidebar on the left side of the screen.

Saving the application

The application form is divided into several pages. Each time you click on the next or previous page buttons, what you have added of selections or text on the page will be saved. The same applies for navigation with the sidebar. The page is saved when you click on another item in the sidebar. If you close the browser without saving application, you will lose the changes on the last page you were working on.

Note: Please do not use the "Back" function in your browser when you are working with an application. If used, you will lose all recent changes to the page you are working on.

Check the application

All fields, with very few exceptions, must be completed before the application can be sent. To check what is missing, select "Submit" from the sidebar. On the submit page, all incomplete fields or selections are listed with a corresponding link to the page for corrections. Since the form is dynamic, what is required information will vary with the users selections.

On the page "Co-worker" there is only two required fields: name and email address. Because the Register co-worker page opens in a separate dialogue is not possible to go directly to the specific wo-worker to add missing information, you have to select the correct one from the list on the co-worker page.

It is not possible to submit applications when it is incomplete. But note that the electronic form can check whether there are something written in the fields, not whether it makes sense. The better the application is filled in, the faster the case worker at NIPH can process the application.

Appendices

To apply for access to research data, there are two appendices that must be attached before the application is submitted: project description (protocol) and the principal investigators cv. Other attachments can be forwarded.

Attachments cannot exceed 20 MB per attachment. NIPH accept attachments in the following formats: Plain text (.txt), xml, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, OpenDocument-presentation, OpenDocument-text, OpenDocument-spreadsheet, and PDF. Zip files are not accepted.

Documents forwarded later should preferably be submitted by email, directly to the named caseworker at NIPH or to datatilgang@fhi.no. The mail should be marked with the content, project number and the name of the project. If you apply for data from several sources, you will have several caseworkers, one from each registry. It is only necessary to forward the documents to one caseworker at NIPH.

Submission of application

The prerequisite for being able to submit the application is that it is complete with all required attachments, and all required fields filled in. NIPH does not have application deadlines, but handles applications continuously. Note that the Norwegian Mother and Child study MOBA has regular meeting dates where applications are processed.

Editing an ongoing application

All applications you have created or are co-applicant on, are available from the list “Stored application”. It is possible to edit all applications that are not sent. It is not possible to edit or copy applications that are submitted.

Co-applicant

A co-applicant is a person given access to a specific application by another applicant. A co-applicant has full access to edit and submit the application. To add a co-applicant, the user must select "Add co-applicant" in the column "Actions" in the row for the selected application. On the “Add co-applicant” page, the user must enter the co-applicants email address. The co-applicant must log on to the application with the same email address as registered for accessing the application. The application she has been granted access to, is available in the list of saved applications, marked with “co-applicant” in the "Role" column.

Compatibility

The electronic application for access to data is tested ok in Edge, Internet Explorer (9 and above), Chrome and Safari. The solution can be used, but is not optimal in IE 7 and 8. The solution is not adapted for use on a tablet or mobile.