

User manual for electronic applications for access to data at NIPH

Table of Content

- Electronic applications for access to data at NIPH 3
 - Logon 4
 - Register new user 4
 - Logged on first time 5
 - Register a new application 5
 - Stored applications 6
 - Applicant information 7
 - Change password 7
 - Add co-applicants 8
 - About the application forms 9
 - Apply for tabular data (statistics) 10
 - Select data source 10
 - Describe data set 10
 - Variable lists 10
 - Project description 11
 - Principal investigator and billing address 11
 - Attachments and additional information 12
 - Validation 13
 - Submitted application 13
 - Apply for research data (data and human biological material) 15
 - Select main source(s) 15
 - Select Mandatory national health registries at NIPH 15
 - Select Health studies at NIPH 16
 - Select source for human biological material at NIPH 16
 - Describe data sources outside of NIPH 17
 - Describe the data set from a selected Mandatory national health registry 18
 - Describe the data set from a selected health study 18
 - Variable Lists 18
 - Describe the human biological material 19
 - Describe the variables 19
 - Describe the data linkage 20
 - Project description page 1 21
 - Project description page 2 22
 - Approvals 23
 - Additional requirements 24
 - Principal investigator 25
 - Co-workers 26

Attachments and additional information.....27
Submitted application29

Electronic applications for access to data at NIPH

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 make an application you must first log on application pages. The reason is that the solution keeps track of all the applications you work with as well as those submitted. If this is the first time you use the online application form at FHI must register as a new user.

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

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

In the application for access to research data, it is possible to search for data from the national health registers FHI manager and data and biological samples from health surveys FHI manages. It is possible to search the data from several of these sources simultaneously, as well as the linking of data from multiple sources. Note that if you apply for a link with sources outside FHI (eg Cancer Registry, NAV, SSB, etc.) must also submit an application to these sources.

In the forms, the word project appears in several contexts. In the field of project title / task we ask the name of the application. The project manager is the person responsible for the use of data applied for. For application to statistics, there is no requirement to project beyond that he must keep and use the data in a proper manner. Applications for research data representing the project manager responsible institution and must have research expertise.

By the time you start 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 on fhi.no. 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.

Once you have chosen and clicked on an application opens it in a separate window. That way you can switch between screens to find information sources without having to open the application again. When a new application is initiated, it is available in the list of saved applications.

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

ARTICLE
Electronic application for access to data
 To apply for access to statistics, data or biological samples from studies or mandatory national health registries at the Norwegian Institute of Public Health, please use the electronic application for access to data:

PUBLISHED 25.05.2016

NORSK NETTSTED
 Direkte til elektronisk søknadsskjema for datatilgang

 Print
 Send by e-mail

Email

Password

Remember me on this computer

 Feedback

HAVE YOU FOUND AN ERROR?
 Send a message 

[Register new user >](#)
[Forgot your password? >](#)

Figure 1 - Logon

Applicants must register as a new user before logon. There is a link to register new user on the login page.

Register new user

[Norsk](#)
[Feedback](#)

Email (login name)

Password

Retype password

Figure 2 - Register new user

To register, the user must enter an email address as user/logon name and a password of your choice.

[Norsk](#)
[Feedback](#)

- The password must be minimum 7 characters long

Email (login name)

Password The password must be minimum 7 characters long

Retype password

Figure 3 - Length of password

The user must enter the password twice to ensure that the word is spelled correctly. The password must be at least seven characters. Once the user has registered, a confirmation mail is sent to the email address specified as user/ logon name.

Confirm email

[Norsk](#)
[Feedback](#)

A link has been sent to [redacted]@gmail.com. Please click the link and follow the instructions on the page. If you need a new link, click here: [Send a new link](#)

[Cancel](#)

Figure 4 - Confirming email

Confirm email

[Norsk](#)
[Feedback](#)

A link has been sent to [redacted]@gmail.com. Please click the link and follow the instructions on the page. If you need a new link, click here: [Send a new link](#)

[Cancel](#)

Figure 5 - Confirmation email. Click link to create user.

The new user must click the link in the confirmation email before she can log onto the application site. On the login page, it is possible to request a new password. It is possible to change the password after login.

Logged on first time

[Stored applications](#) [Register new application](#) [Applicant information](#) [Change Password](#)

[Norsk](#)
[Feedback](#)
[Log out](#)

Stored applications

No stored applications

[Register new application](#)

The first time you log in, the list of stored applications is most likely empty. The exception is if you are added as co-applicant on other applications.

To initiate a new application, click on the "Register a new application" tab or button.

Register a new application

[Stored applications](#) [Register new application](#) [Applicant information](#) [Set New Password](#)

[Feedback](#)
[Log out](#)

Select application

You can apply for data from the health studies and registries where the Norwegian Institute of Public Health has the administrative responsibility. Researchers can also apply for access to biological material from the biobank. Before data or biological material can be released a full application must be submitted. Please complete the appropriate application form depending on which type of data you need.

Application for statistical data

Researchers who are applying for statistical data do not need licences. To apply for statistical data in the form of ready-made tables use this application form:

[Application for statistical data](#)

Application for access to data

Before data or biological material can be made accessible, the application must be approved by the data holders. The data-responsible (controlling) institution is responsible for carrying out the project in accordance with the General Data Protection Regulation (GDPR) and ensure that all necessary permissions has been granted. The following documents should be in place prior to submission of an application: A project description (protocol), an overview of variables from all data sources, a copy of relevant legal permissions and related applications. Relevant legal permissions could be an approval from the Regional Committees for Medical Research Ethics (REC) or an exemption from confidentiality from either REC or the Norwegian Directorate of Health. To apply for access to research data, please initiate your application here:

[Application for access to data](#)

Figure 6 – Select type of application

There are two different application forms. One covers statistics (table data) from the central health registers FHI manages. With this form, it is only possible to apply statistics from one register at a time. If you want data from multiple tables, use the form for application for access to research data.

Use Application for access to research data if you want data from the national health registers FHI manages, health surveys and / or human biological material from FHI.

Stored applications

Du er her: Forside > forskning og data > datatilgang

[Norsk](#)
[Feedback](#)
[Log out](#)

[Stored applications](#) | [Register new application](#) | [Applicant information](#) | [Change Password](#)

Stored applications

Project title	Type	Status	Last modified	My role	Actions
MBRN statistics subset	Application for statistical data	Submitted 8/14/2014 2:12 PM	8/14/2014 2:12 PM	Principal investigator	Add co-applicant Show PDF
Impact study of several registers	Application for access to data	In progress	8/19/2014 9:43 AM	Principal investigator	Edit Add co-applicant Delete
	Application for access to data	In progress	8/19/2014 10:34 AM	Principal investigator	Edit Add co-applicant Delete
Changes in cause of Death in Norway	Application for access to data	In progress	8/19/2014 10:39 AM	Principal investigator	Edit Add co-applicant Delete

[Register new application](#)

Figur 1 - Stored applications

As you create applications or others add you as co-applicant, the list of stored applications will grow.

The list contains the following columns:

- Project title - Displays the title placed in the application. In addition to appear here, the title is used in the NIPH public archives and project records.
- Type - indicates whether it is an application for access to statistical data or application for access to research data.
- Status - indicates whether the application is in progress or submitted
- Last modified - shows when it was last made changes to the application.
- My role - shows whether you are applicant, i.e. has started the application, or is added as co-applicant
- Actions - possible actions depends on the status of the application. For applications in progress, the following options are available:
 - Edit - opens the application for editing
 - Add co-applicant - see details below
 - Delete - deletes the application after a warning

For submitted applications the option "Add co-applicant" is available and the option:

- View PDF - opens PDF version of the application

Applicant information

[Stored applications](#) [Register new application](#) [Applicant information](#) [Change Password](#)

[Norsk](#)
[Feedback](#)
[Log out](#)

Enter default personal information for applications
The information you enter here will appear on the page "Principal investigator" when you create a new application. The information can be edited in each application. Changes to the fields in an application will not affect the values you enter here.

Email

First Name

Last Name

Academic degree

Position

Place of work (organization/department)

Work address

Post code

City

Country

Phone

Cell phone

Cancel [Save](#)

Figur 2 - Applicant information

If you are project manager on most applications, or have a lot of information in common with the person or persons to be listed as project manager on the applications, you can add information to this page. The texts here will appear on the "Project and billing address" when you start a new application. The texts can be edited in the application, but changes will not be saved on this page. Changes on these pages will not affect applications that are created.

Change password

[Stored applications](#) [Register new application](#) [Applicant information](#) [Change Password](#)

[Norsk](#)
[Feedback](#)
[Log out](#)

Change Password

Current password

New password

Confirm new password

Cancel [Save](#)

Figur 3 - Change password

It is possible to change the password after login. Note that the new password must be at least seven characters.

Add co-applicants

[Norsk](#)
[Feedback](#)
[Log out](#)

Application details

Application type: Application for access to data
Principal investigator: [redacted]@gmail.com
Created: 8/14/2014 2:16 PM
Last updated: 8/14/2014 3:03 PM

Co-applicants

E-mail	Action
[redacted]@fhi.no	Delete

Add new co-applicant

E-mail :

[<< Back](#)

Figur 4 - Add co-applicants

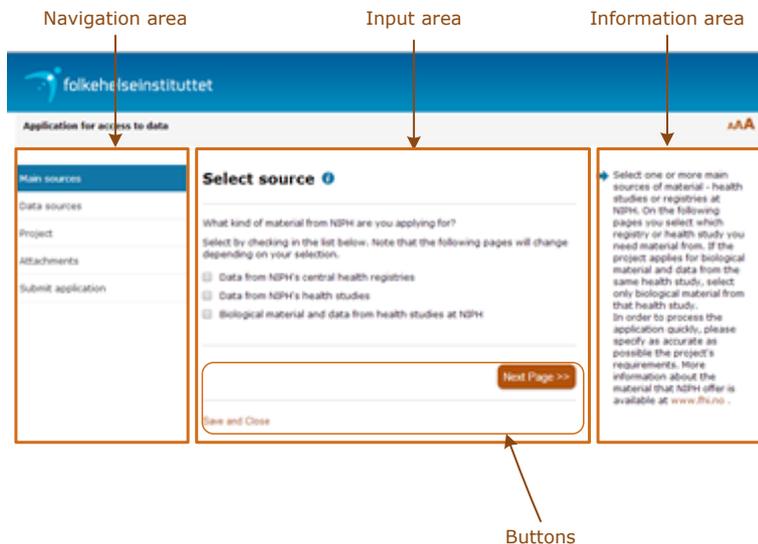
A co-applicant is a person that is given access to an application. A co-applicant has full access to edit and submit the application. To add co-applicant, select "Add co-applicant" in the column "Actions" in the row for the selected application. Enter the co-applicant email address in the field under the heading "Add new co-applicant". When a co-applicant is added, an email is sent to this email address with information.

The co-applicant must log on to the application pages with the same email address for accessing the application. The application she has access to is in the list of stored applications, with the role "co-applicant".

When co-applicants are added, their email addresses are listed in a table on the application detail page. From the table it is possible to delete co-applicants. Note that co-applicants can delete themselves.

About the application forms

The application forms opens in separate windows. Both forms follows the "Elmer standard for government reporting" (<http://www.elmer.no/retningslinjer/2.0/1-1.html>). They contain a navigation area, an input area and an information area (see figure below). Note that the navigation changes with the choices made by the applicant. For example, the pages of "Describe data set" will be available when data source is selected. When the user makes changes, underlying pages also change. It could imply that new information is required or that added information is deleted with no further warning.



At the bottom of the input area there are buttons for navigating to next or previous page, and to close the form.

Information is saved when the applicant navigates to another page, either by clicking on the next or previous buttons or by using the navigation bar to the left, and when she selects "Save and close". If the applicant closes the form by clicking on the x in the right corner of the screen, recent changes to the open page is not saved. Some browsers will detect unsaved changes and ask the applicant if she wants to save, but the Save and close button is a safer choice.

To change the text size, hold down the Ctrl button and press + for larger text and - for smaller text.

If you need help to fill out the form or if you experience technical difficulties with the form, contact datatilgang@fhi.no.

We welcome your feedback on the design of the form, and have therefore added an option for feedback at the bottom of the screen.

Below you will find information texts to all fields in the application form for access to tabular data and to research data.

Apply for tabular data (statistics)

Below you will find information texts to all fields in the application form for access to statistics. Most of them are the same as shown on the pages of the online application form.

Select data source

The screenshot shows the 'Select data source' page. On the left is a sidebar with 'Data source' selected. The main content area is titled 'Data Source' and contains a list of radio buttons for different national health registries. A 'Next Page >>' button is at the bottom right. A help icon and explanatory text are on the right side.

Data Source

Select the mandatory national health registry at NIPH the project needs data from

- Cause of Death Registry
- Medical Birth Registry of Norway (MBRN)
- Norwegian Cardiovascular Disease Registry (HKR)
- Norwegian Immunisation Registry (SYSLAK)
- Norwegian Prescription Database (NorPD)
- The Norwegian Surveillance System for Antibiotic Consumption and Healthcare-Associated Infections (NOIS)
- Norwegian Surveillance System for Communicable Diseases (MSIS)
- Register of Pregnancy Termination
- Tuberculosis Register

Next Page >>

Save and Close

Select the mandatory national health registries at NIPH you want tabular data (statistics) from. It is only possible to select data from one register in one application. If you have other needs for tabular data, please contact us.

Figure 6 - Select data source

Select the register you want tabular data (statistics) from. It is only possible to apply statistics from the national health registers NIPH manages and only from one register at a time. If you need linked data, statistics from more than one register or from other NIPH sources, use the form for access to data or contact NIPH at <http://www.fhi.no/forskning-and-data/datatilgang/kontaktinformasjon>.

After selecting registry, the page to describe the required data sets is available.

Describe data set

The screenshot shows the 'Describe data set' page. The sidebar has 'Data set' selected. The main content area is titled 'Describe the data set' and is for the 'Medical Birth Registry of Norway (MBRN)'. It includes a text area for describing the data set, an 'Upload List' section with an 'Add file' button, and 'Previous Page' and 'Next Page' buttons. A help icon and explanatory text are on the right side.

Describe the data set

Medical Birth Registry of Norway (MBRN)

You are applying for data from Medical Birth Registry of Norway (MBRN).

Describe the data set. The description must include: a description of the study population and, if any, the control population, including which data sources and criteria will be used to define the population; information about which variables needed and time period for data. Please attach a file with variables below.

Upload List

Add file

Previous Page Next Page

Save and Close

Describe how and from what data source the population base should be formed. Alternatively, state the number of individuals that are required to answer the research question(s), as well as which variables and period of time. Please select variables from Health Registries for Research and attach the file with selected variables below.

The Medical Birth Registry (MBRN) is a national health registry containing information about all births in Norway. The registry will help to clarify the causes and consequences of health problems related to pregnancy and birth, as well as to monitor the incidence of congenital abnormalities. For more information about MBRN, please click [here](#).

Figure 7 - Describe data set

Describe how and from what data source population base is formed / selected with the number of individuals that are necessary to answer the research question(s), as well as the variable that are necessary and which time period. The more precise description of the desired data set is the faster it is possible to process and make available the required data. Remember to describe the period, variable and population.

Variable lists

For some of the central health registers it is possible to attach a variable list. The lists must be prepared by the applicant in advance. Where variable lists are available, there is a "Add variable list" function on the "Describe data set" page. In the information text linked to the "Add variable

list” heading, there are links to current webpages with more information on how to create a list for the selected register. The possibility to upload variable lists is only accessible where the registry has available assets to create lists (Excel sheets, PDF etc). It is not mandatory to upload a variable list, but where available it would be helpful for both the applicant and the caseworker.

Project description

Figure 8 - Project description

On this page, describe in a short and concise manner why you need tabular data from NIPH. The project title will be used as the name of the application, both on the application side, in the NIPH archive and in the communication with NIPH.

The project title should be short and descriptive. The title will appear in the project list on your NIPHS application page, and in the equivalent list for co-authors. The title will also be used as a name in the NIPH public archive and project record.

Please make a sure you have a concise description of what the statistics will be used for. NIPH will assess the application with regards to the legal purpose of each central health register.

Principal investigator and billing address

Figure 9 - Billing address

The principal investigator is the person responsible for the application and data from FHI is granted access. For application to statistics, there is no requirement to project beyond that he must keep and use the data in a proper manner.

The name of principal investigator, responsible institution and address are required before the application can be submitted. If you are a private individual seeking access to statistics, write your own name in the field of responsible institution.

If the billing address is different from the address above, please check the box and fill in billing information. If there is a need for multiple billing addresses, enter these in the comments section of the page Attachments, or add them as a separate attachment.

Attachments and additional information

Figure 10 - Attachments and additional information

Note that attachments cannot exceed 20 MB per attachment. NIPH accepts attachments of the following types: Plain text (.txt), xml, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, OpenDocument-presentation, OpenDocument-text, OpenDocument-spreadsheet, and PDF. Zip files are not accepted.

Attachments appear as a link when they are loaded. If an attachment link is not visible on the page, the upload has failed. Then please check the size and format of the document.

If you have information that might be relevant for the application not stated elsewhere in this form, please add this in the field for additional information. For feedback on the application form, please use the feedback link at the bottom of the page.

Validation

Application for statistical data AAA

Data source
Data set
Project
Attachments
Submit application

Validation of your application ?

Show PDF

These fields must be corrected before the application can be submitted
Click the field name to open the page for corrections.

Describe the data set - Medical Birth Registry of Norway (MBRN)	
Describe the data set	Input is missing
Project Description	
Project title	Input is missing
Specific objectives	Input is missing
Principal investigator and Billing Address	
Name	The field must have a value
Responsible institution	The field must have a value
Work address	The field must have a value
Post code	The field must have a value
City	The field must have a value

<< Previous Page

Save and Close Submit Application

Figure 11 - Validation

This page displays errors and omissions to be corrected before it is possible to submit the application. All errors and deficiencies must be corrected before submission. Click on the field name to open the page for corrections.

To view the full application in context, click on the PDF view. PDF contains a table of all the field names with associated information.

Application for statistical data AAA

Data source
Data set
Project
Attachments
Submit application

Summary ?

The application is ready to be sent.

Show PDF

<< Previous Page

Save and Close Submit Application

Figure 12 - Submit application

Submitted application

Application for statistical data AAA

Thank you!

Your application has been submitted. You will soon receive a confirmation e-mail. When we start processing your application you will receive a new e-mail with information about coordinator and proceedings.

If you have any questions, please use the contact information on this page.

Close

Figure 13 - Submitted application

When the application has been submitted a confirmation page is opened and a confirmation email is sent to the applicant and the email address listed on the principal investigator page.

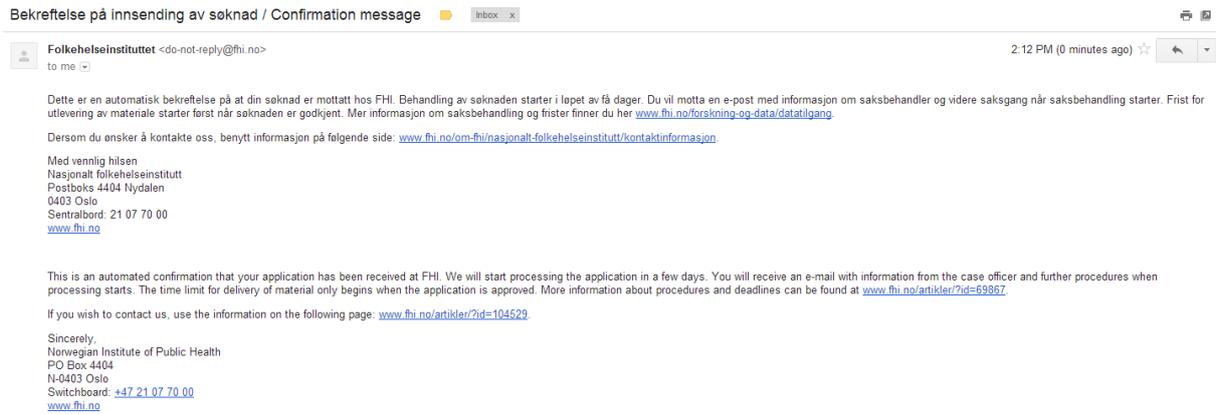


Figure 14 - Confirmation on email

Apply for research data (data and human biological material)

Select main source(s)

The screenshot shows a web form titled "Application for access to data" with a sub-header "Select source". On the left is a navigation menu with "Main sources" selected. The main content area asks "What kind of material from NIPH are you applying for?" and provides three checkboxes: "Data from NIPH's mandatory national health registries", "Data from NIPH's health studies", and "Biological material and data from health studies at NIPH". A "Next Page >>" button is at the bottom right. A "Save and Close" link is at the bottom left. On the right, a help text explains that users should select one or more main sources of material (health studies or registries) and that the following pages will ask for more details. It also notes that for biological material, only biological material from the same health study should be selected.

Figure 15 - Select source

Select one or more main sources of material - health studies or registries at NIPH. On the following pages you select which registry or health study you need material from. If the project applies for biological material and data from the same health study, select only biological material from that health study.

In order to process the application quickly, please specify as accurate as possible the project's requirements. More information about the material that NIPH offers is available at www.fhi.no.

Select Mandatory national health registries at NIPH

The screenshot shows a web form titled "Application for access to data" with a sub-header "Mandatory national health registries at NIPH". On the left is a navigation menu with "Data sources" selected. The main content area asks "Which registries does the project need data from?" and lists 10 registries with checkboxes: Cause of Death Registry, Medical Birth Registry of Norway (MBRN), Norwegian Cardiovascular Disease Registry (HKR), Norwegian Immunisation Registry (SYSVAK), Norwegian Prescription Database (NorPD), The Norwegian Surveillance System for Antibiotic Consumption and Healthcare-Associated Infections (NOIS), Norwegian Surveillance System for Communicable Diseases (MSIS), Register of Pregnancy Termination, and Tuberculosis Register. A "Next Page >>" button is at the bottom right. A "Save and Close" link is at the bottom left. On the right, a help text explains that users should select which mandatory national health registries the project needs data from by ticking the appropriate registry in the list. It also notes that NIPH is responsible for 10 of the 15 mandatory national health registries and that users should provide more information about their own material if applicable.

Figure 16 -Select Mandatory national health registries at NIPH

Select which Mandatory national health registries at NIPH the project needs data from by ticking for the appropriate registry in the list. For each selected registry you will be asked to describe the required data se on the following pages.

NIPH is responsible for 10 of the 15 Mandatory national health registries. Each Mandatory national health registry is governed by separate regulations. For more information about the Mandatory national health registries at NIPH, please look at the webpages, www.fhi.no.

If the project applies for data from other mandatory national health registries or collect their own material, please inform about this on the page "Data sources outside NIPH". Please note that NIPH only handles requests for access to data from the registries they manage.

Select Health studies at NIPH

Application for access to data

Main sources

Data sources

- Mandatory national health registries
- Health studies
- Human biological material
- Data sources outside NIPH

Data set

Project

Attachments

Submit application

Health studies at NIPH

Please select the NIPH health study the project needs data from

- The Age 40 Programme - Oslo
- The Age 40 Programme 1985-1999
- CONOR - Cohort of Norway
- County Health Studies follow-up 2006-2008
- Height and weight in X-ray screenings (1963-1975)
- HELMILO - Health and Environment in Oslo (2009)
- HUBRO - The Oslo Health Study
- The Norwegian Counties Study 1974-85
- Norwegian Mother and Child Cohort Study
- Norwegian Twin Registry (NTR)
- OPPHED Health Study - Oppland and Hedmark
- The Oslo Immigrant Health Study (2002)
- The Oslo Study I
- The Oslo Study II
- Pneumokoniosis Study in Hordaland (1988-1990)
- Romsås in Motion Study (MoRo)
- TROFINN Health Study - Troms and Finnmark
- X-ray screenings (1943-1999)
- Youth Studies (2000-2009)
- Other Health Studies

Previous Page Next Page

Save and Close

Select the health studies at NIPH the project needs data from by checking for the appropriate study in the list. For each health study you will be asked to describe the required data se on the following pages.

NIPH administers a variety of health screenings. See [here](#) for more information.

If the project applies for data from other health studies or collects their own material, please inform about this later in the application. NIPH only handles requests for access to data from the health studies in the list.

Figure 17 - Select Health studies at NIPH

Select which Health studies at NIPH the project needs data from by checking for the appropriate study in the list. For each health study you will be asked to describe the required data se on the following pages.

NIPH administers a variety of health studies. For more information about the Health studies at NIPH, please look at the webpages, www.fhi.no.

If the project applies for data from other health studies or collects their own material, please inform about this on the page "Data sources outside NIPH". Please note that NIPH only handles requests for access to data from the registries/ health studies they manage.

Select source for human biological material at NIPH

Application for access to data

Main sources

Data sources

- Mandatory national health registries
- Health studies
- Human biological material
- Data sources outside NIPH

Project

Attachments

Submit application

Human biological material and data from health studies at NIPH

Select the health studies at NIPH the project needs biological material and data from

- CONOR - Cohort of Norway
- HUBRO - The Oslo Health Study
- HUSK - The Hordaland Health Study
- Norwegian Mother and Child Cohort Study
- Norwegian Twin Registry (NTR)
- OPPHED Health Study - Oppland and Hedmark
- The Oslo Immigrant Health Study (2002)
- The Oslo Study II
- Romsås in Motion Study (MoRo)
- TROFINN Health Study - Troms and Finnmark

<< Previous Page Next Page >>

Save and Close

Select which health studies the project needs data from by checking for the appropriate study in the list. For each health study you will be asked to describe the required data se on the following pages.

For more information about which biological material NIPH manages, click [here](#).

If the project applies for data from other health studies or collects their own material, please inform about this later in the application. NIPH only handles requests for the health studies in the list.

Figure 18 - Select source for human biological material at NIPH

Select which health studies the project needs data from by checking for the appropriate study in the list. For each health study you will be asked to describe the required data se on the following pages.

For more information about which biological material NIPH manages, click [here](#).

If the project applies for data from other health studies or collects their own material, please inform about this on the page "Data sources outside NIPH". Note that NIPH only handles requests for access to data from the registries/ health studies they manage.

Describe data sources outside of NIPH

Application for access to data AAA

Main sources

- Data sources
- Mandatory national health registries
- Health studies
- Human biological material
- Data sources outside NIPH**

Data set

Project

Attachments

Submit application

Data sources outside NIPH Hide help

Does the project apply for data from other mandatory national health registries? Select from the list.

- The Cancer Registry
- The IPLOS Registry
- Norwegian Armed Forces Health Registry
- The Norwegian Patient Registry (NPR)
- Norwegian Registry for Primary Health Care (NRPC)
- The Norwegian Surveillance System for Antimicrobial Drug Resistance (NORM)

Select in the list

- National Population Register
- Control and disbursement of health reimbursement (KUHR)
- Sources from Statistics Norway
- Medical quality registers
- Other health studies (f ex HUNT, Tromsø)
- Medical records
- Other

Has the project collected its own data or are there plans for collecting data?

No

Yes

[Previous Page](#) [Next Page](#)

[Save and Close](#)

In order to assess the application, NIPH needs information about data from other central sources that project will use, including data the project has planned to collect or has already collected. You must submit an application to each data manager for access to data from these sources.

Figure 19 - Describe data sources outside of NIPH

In order to assess the application, NIPH needs information about data from other central sources that project will use, including data the project has planned to collect or has already collected.

Note that the project must submit an application to each data manager for access to data from these sources.

Has the project collected its own data or are there plans for collecting data?

No

Yes

Collected data?

Please describe the research data (biological material, clinical examination, questionnaires, etc.)

Collection of own data is planned

Please describe the research data (biological material, clinical examination, questionnaires, etc.)

If the project plans to collect data or create a sub cohort connected with one of NIPHs Health studies, please consult the contact person for the relevant Health study in addition to filling out this form.

[<< Previous Page](#) [Next Page >>](#)

[Save and Close](#)

Figure 20 - Describe collected data

NIPH needs to know whether own collected research data (biological materials, clinical examination, questionnaires, etc.) either *already collected research data* or *planned data collection* will be linked to data sources from NIPH, or if *planned data collection* will be linked or associated with one of NIPHS health studies-

Describe the data set from a selected Mandatory national health registry

Figure 21 – Describe the data set from a selected Mandatory national health registry

Describe how and from what data source the population base should be formed. Alternatively, state the number of individuals that are required to answer the research question(s), as well as which variables and period of time.

Describe the data set from a selected health study

Figure 22 - Describe the data set from a selected health study

Describe how and from what data source the population base should be formed. Alternatively, state the number of individuals that are required to answer the research question (s). Describe which variables (if needed) and possibly which time period, if the individuals have participated several times in the same study.

There are always links to more information about the selected health study from the information texts.

Variable Lists

For some of the registries and health studies, it is possible to upload variable lists created by the applicant in advance. There are links to the current variable lists from information text for the variable lists. The possibility to upload variable lists are only accessible where the registry has

available assets to create lists (Nesstar, excel sheets etc). It is not mandatory to upload variable list, but where available it will be helpful for both the applicant and the caseworker.

Describe the human biological material

The screenshot shows a web interface for 'folkehelseinstituttet' (The Norwegian Institute of Public Health). The page title is 'Application for access to data'. On the left, there is a sidebar with a 'Data sources' section containing a list of data sets. The 'Describe bio material from MoBa' option is selected. The main content area is titled 'Describe bio material from MoBa' and contains instructions: 'You have stated that the project requires biological material data from Norwegian Mother and Child Cohort Study. Select the material by checking the boxes for the each source of material (mother, father, child), then select the type of material. For each material please state the desired amount and the planned analysis.' Below this are three text input fields: 'Please describe objectives and methods', 'Please describe the analysis, the scheduled lab and the selection criteria for samples', and a section for selecting material types with checkboxes for 'Mother', 'Father', 'Child', and 'Other'. There is also a 'Add analysis?' section with a link to 'Add analysis'. At the bottom, there are navigation buttons: '<< Previous Page', 'Next Page >>', and 'Save and Close'.

Figure 23 - Describe the human biological material

The type and amount of biological material as well as the planned analysis on the material are important information that NIPH needs in order to assess the application. If this is approved, NIPH will ask for further details about the requested biological material.

Describe the variables

The screenshot shows a web interface for 'folkehelseinstituttet' (The Norwegian Institute of Public Health). The page title is 'Application for access to data'. On the left, there is a sidebar with a 'Data sources' section containing a list of data sets. The 'Describe the variables' option is selected. The main content area is titled 'Describe the variables' and contains instructions: 'You have stated that the project requires data from:'. Below this is a list of data sources: 'Medical Birth Registry of Norway (MBRN)', 'HUSK - The Hordaland Health Study', and 'Norwegian Mother and Child Cohort Study'. There are three text input fields: 'Describe how the given variables are to be used in the project:', 'Describe dependent variables (outcome)', and 'Describe independent variables (main exposure)'. Below these are two more text input fields: 'Describe other independent variables (confounders or covariates)'. At the bottom, there are navigation buttons: '<< Previous Page', 'Next Page >>', and 'Save and Close'.

Figure 24 - Describe the variables

Please provide precise descriptions of the dependent variable (outcome) and the main explanatory variables. These shall be in accordance with the project objectives. There is no exclusive right to the variables as such, but an exclusive right to publish about a precise issue within a limited time. This means that even if a researcher has been given a wide set of variables, the rights to analyze and publish results from the dataset is limited to the given objectives/ main exposure and outcomes, as described in this application.

The dependent variable / outcome are variables where the value is assumed to be dependent on the effect of other variables / exposures.

The independent variables are the values that can be changed in a given model or equation. They provide the "input" which is modified by the model to change the "output."

Other independent variables are secondary factors that can affect the results of a study. A covariate may be of direct interest or a confounder.

Note, this page is only accessible when at least one health study is selected.

Describe the data linkage

The screenshot shows a web application interface for 'Application for access to data'. The main content area is titled 'Describe the data linkage' and contains the following elements:

- Main sources:** A sidebar menu with options: Data sources, Data set (selected), CONOR - Cohort of Norway, Medical Birth Registry of Norway (MBRN), Norwegian Cardiovascular Disease Registry (HKR), Norwegian Mother and Child Cohort Study, Youth Studies (2000-2009), Describe bio material from MoBa, Describe the variables, Describe the data linkage (selected), Project, Attachments, and Submit application.
- Describe the data linkage:** A section with a blue header and an information icon. It states: 'You have stated that the project requires data files from' followed by a bulleted list:
 - Norwegian Cardiovascular Disease Registry (HKR)
 - Medical Birth Registry of Norway (MBRN)
 - CONOR - Cohort of Norway
 - Youth Studies (2000-2009)
 - Norwegian Mother and Child Cohort Study
- Text description:** A paragraph: 'Describe how data is linked, i.e. the data source (register or health study) the study population is drawn from, and which other data sources that should be linked to the study population.' Below this is a large empty text input field.
- Flow chart upload:** A section with the text 'Please upload a flow chart describing the data linkage.' and an 'Add file' button.
- Navigation:** 'Previous Page' and 'Next Page' buttons.
- Save and Close:** A 'Save and Close' button.
- Information:** A blue arrow icon pointing to a note: 'The 11-digit Norwegian personal identity number makes it possible to compile data from health studies, registries and other data sources.'

Figure 25 - Describe the data linkage

The 11-digit Norwegian personal identity number makes it possible to compile data from health studies, registries and other data sources.

Describe the linkage, i.e. which registry or health study which draws the sample and the other data sources to connect to.

It is mandatory to upload a flow chart describing the data linkage. If the description field is empty, the FHI will disclose the files with a serial number so that the researcher can make the linkage.

Project description page 1

Application for access to data AA

Main sources

Data sources

Data set

Project

- Project description 1**
- Project description 2
- Approvals
- Additional requirements
- Principal Investigator and billing address
- Co-workers

Attachments

Submit application

Project description page 1

Project title

Project type

Purpose and problem description (max 1500 characters)

Problem description (max 1500 characters)

Scientific papers planned from this study

Keywords (use MESH)

[Previous Page](#) [Next Page](#)

[Save and Close](#)

In this section we ask for project information required for efficient proceedings. The project title will be made public on the NIPHS webpages and in our public archives. The title will also appear in your project list.

Figure 26 - Project description page 1

In this section we ask for project information required for efficient proceedings.

The project title should be short and descriptive. The title will appear in the project list on your NIPH application page, and in the equivalent list for co-authors. The title will also be used as a name in the NIPH public archive and project record.

There are three project types: Doctoral (PhD), PostDoc or Other. If Other is selected, please add a short description. If the project is both PhD and PostDoc, please select the most appropriate or select Other and describe.

The purpose and project description of the project must be academically sound and will be assessed according to the regulations that govern NIPH data sources, i.e. that the research questions are within the purpose of the data source and other permissions applied for.

If several researchers are interested in the same research questions and apply for similar data, NIPH will encourage them to cooperate, either by working together on analysis and publication, or by a division of the problem area.

List the research questions in a short, concise manner, preferably as questions in a bullet list.

Enter working titles for planned papers with a brief description of each publication, the main exposure and the outcome. If the publication schedule changes during the project, NIPH should be notified.

NIPH strongly recommends using MESH keywords. Find MESH keyword search here: [www.nlm.nih.gov / mesh / MBrowser.html](http://www.nlm.nih.gov/mesh/MBrowser.html).

Project description page 2

The screenshot shows a web form titled "Project description page 2" under the heading "Application for access to data". On the left is a sidebar menu with categories: "Main sources", "Data sources", "Data set", "Project" (expanded), "Project Description", "Project Description 2" (selected), "Approvals", "Additional Requirements", "Principal investigator and Billing Address", "Co-workers", "Attachments", and "Submit application". The main form area contains several input fields: "Summary (max 4000 characters)", "Summary", "Project Start (dd.mm.yyyy)", "Project End (dd.mm.yyyy)", and "Funding". Each field has a small information icon. To the right of the form, a blue arrow points to a note: "In addition to the attached research protocol, NIPH needs project information for processing the application. The length of the summary should not exceed one page. The Popular Science abstract will be published in NIPH sites." At the bottom of the form are two buttons: "<< Previous Page" and "Next Page >>".

Figure 27 - Project description page 2

In addition to the attached research protocol, NIPH needs project information for processing the application. The length of the summary should not exceed one page. The Popular Science abstract will be published in NIPH sites.

Add a brief synopsis of the research protocol, the length corresponding to the abstract. The summary is useful when assessing the application at NIPH.

“Public information” should be a popular scientific presentation of the project, 3-4 sentences long. The presentation, the project title and the name of the project will be posted on NIPHs website, www.fhi.no

Date of start of the project is the when the project start collecting new data or collation of existing data.

The date for end of project is the date for publication of results or the completion of a thesis or report. Permissions to use the material ceases at the end of the project, unless the project applies for an extension.

Projects must pay a fee for NIPH's work related to giving access to data or biological materials. For more information, see here [www.fhi.no/research-and-data /data access /prices](http://www.fhi.no/research-and-data/data-access/prices) .

Approvals

Application for access to data AAA

Main sources

Data sources

Data set

Project

- Project description 1
- Project description 2
- Approvals**
- Additional requirements
- Principal investigator and billing address
- Co-workers

Attachments

Submit application

Approval ?

Has the project undertaken a Data Protection Impact Assessment (DPIA)? ?

Yes, a copy of the Data Protection Impact Assessment (DPIA) is attached

Yes, a copy of the Data Protection Impact Assessment (DPIA) will be forwarded.

No, the project does not need a Data Protection Impact Assessment (DPIA).

There are different requirements for approvals depending on the type of research data, the degree of person identifiable data and linkage of data.

Does the project need prior consultation with the The Norwegian Data Protection Authority? ?

Yes, a copy of the contact and response from the The Norwegian Data Protection Authority are attached

Yes, a copy of the contact and response from the The Norwegian Data Protection Authority will be forwarded

No, the project does not need prior consultation with The Norwegian Data Protection Authority

Does the project require an approval from the Regional Committees for Medical and Health Research Ethics (REC)? ?

Yes, a copy of the application and approval from, the Regional Committees for Medical and Health Research Ethics (REC) are attached

Yes, a copy of the application and approval from the Regional Committees for Medical and Health Research Ethics (REC) will be forwarded

No, the project does not need an approval from the Regional Committees for Medical and Health Research Ethics (REC)

Does the project require exemption from the law of professional secrecy? ?

Yes, a copy of the exemption is attached

Yes, the exemption will be forwarded

No exemption is required

Are permissions required from data owners outside of NIPH? ?

Yes, a copy of the permissions is attached

Yes, a copy will be sent

No

[Previous Page](#) [Next Page](#)

[Save and Close](#)

Figure 28 - Approvals

There are different requirements for approvals depending on the type of research data, the degree of person identifiable data and linkage of data.

Projects applying for direct or indirect personal data has to decide whether the project needs to perform a Data Protection Impact Assessment (DPIA). For more information, please see these pages:

If the project has undertaken a Data Protection Impact Assessment (DPIA) and there is a residual risk, the project should contact the The Norwegian Data Protection Authority for prior consultations.

The Regional Committees for medical and health research ethics (REC) shall provide advance approval for medical and health research projects and general and thematic research biobanks. Use of anonymous data is not covered by the Health Research Act and should therefore not be considered by the REC. Use of anonymous or de-identified data from one or more mandatory national health registries does not require permission from the REC. For more about REC, please look at their webpages (helseforskning.etikkom.no).

Applications that involves linkage with public records (Socioeconomic data, social security etc.), requires permission from the registry administrator (Statistics Norway, NAV, Tax Authority). The principal investigator that must obtain such permits before NIPH will grant access to data. Statistics Norway has made available a list of frequently used datasets in research, where the data can be ordered and which body that may grant an exemption from confidentiality. For the Statistics Norway, please look at their webpages (www.ssb.no/a/microdata/admreg.html).

When applying for linkage of data the principal investigator must obtain permission from all records and / or medical examinations that are part of the linkage (eg Cancer Registry, NPR, Statistics Norway).

Forwarded documents 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.

Additional requirements

Application for access to data

Main sources

Data sources

Project

- Project description 1
- Project description 2
- Approvals
- Additional requirements**
- Principal investigator and billing address
- Co-workers

Attachments

Submit application

Additional requirements

Has The Regional Committees for Medical and Health Research Ethics in Norway (REC) approved the use of biological material in the project?

Yes

No

Will the human biological material be transferred to laboratories outside of Norway for analysis?

No

Yes

Other attachments

Add file

Submit application

<< Previous Page

Next Page >>

Save and Close

The use of human biological materials in research is covered by the Health Research Act and shall be assessed by the Regional Committees for Medical and Health Research Ethics (REC).

If there is a need for genetic testing with diagnostic or therapeutic consequences for the research participant or where it is planned to give information back to the individual research participant, the application shall in addition be sent to the Health Directorate (cf. The Biotechnology Act).

Human biological material from a research biobank can only be sent out of Norway after approval from REC.

Figure 29 - Additional requirements

The use of human biological materials in research is covered by the Health Research Act and shall be assessed by the Regional Committees for Medical and Health Research Ethics (REC).

If there is a need for genetic testing with diagnostic or therapeutic consequences for the research participant or where it is planned to give information back to the individual research participant, the application shall in addition be sent to the Health Directorate (cf. The Biotechnology Act).

Human biological material can only be transferred out of Norway if the project has obtained an approval from REC.

Principal investigator

Application for access to data

folkehelseinstituttet

AAA

Main sources

Data sources

Data set

Project

- Project Description
- Project Description 2
- Approvals
- Additional Requirements
- Principal Investigator and Billing Address**
- Co-workers

Attachments

Submit application

Principal investigator and Billing Address

Principal investigator

Name

E-mail

Academic degree

Position

Responsible institution

Place of work (institution / department)

Address of work

Post code

City

Country

Phone

Cell phone

Billing Information

The billing address is different from the address above

Billing Reference

<< Previous Page

Next Page >>

Save and Close

The principal investigator is responsible for the daily operations of the research project and should hold necessary research skills.

If needed, please add a separate billing address below.

For applications for access to biological material it is possible to state several billing addresses in a second form that is submitted after the project has been granted access to the material.

Figure 30 - Principal investigator

The principal investigator is responsible for the daily operations of the research project and should hold necessary research skills.

If needed, please add a separate billing address at the end of the page.

For applications for access to biological material it is possible to state several billing addresses in a second form that is submitted after the project has been granted access to the material.

The principal investigator is responsible for the daily operations of the research project and should hold necessary research skills.

For multicentre studies, the Regional Committees for Medical and Health Research Ethics (REC) requires that the project has at least one principal investigator in Norway.

Billing Information ⓘ

The billing address is different from the address above

Address

Post code

City

Country

Billing Reference

<< Previous Page Next Page >>

[Save and Close](#)

Figure 31 - Billing information

Tick for separate billing information and fill in the form. If there is a need for several billing addresses, please add the information in the field for "Additional information " on the Attachments page or attach a document with the relevant information.

Co-workers

Application for access to data AA

Main sources

- Data sources
- Data set
- Project
 - Project Description
 - Project Description 2
 - Approvals
 - Additional Requirements
 - Principal Investigator and Billing Address
 - Co-workers
- Attachments
- Submit application

Co-workers ⓘ

Add co-worker

<< Previous Page Next Page >>

[Save and Close](#)

➔ Please list all co-workers that will have access to the data or material from NIPH. Other project members may be listed.

Click on the "Add co-worker" button to open the dialogue for registration.

Figure 32 - Co-workers

Please list all co-workers that will have access to the data or material from NIPH. Other project members may be listed.

Click on the "Add co-worker" button to open the dialogue for registration.

Figure 33 - Add co-worker

Note that only name and email are mandatory fields.

Figure 34 - List of co-workers

The list of added co-workers has functions for editing and deleting each person.

Attachments and additional information

Figure 35 - Attachments and additional information

A project description (protocol) and the PIs CV must be attached. Note that attachments cannot exceed 20 MB per attachment. FHI accepts attachments of the following types: Plain text (.txt),

xml, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, OpenDocument-presentation, OpenDocument-text, OpenDocument-spreadsheet, and PDF. Zip files are not accepted.

Attachments appear as a link when they are loaded. If an attachment link is not visible on the page, the upload has failed. Then please check the size and format of the document.

Only attach an empty consent form, if relevant.

If you have information that might be relevant for the application not stated elsewhere in this form, please add this in the field for additional information. For feedback on the application form, please use the feedback link at the bottom of the page.

The screenshot shows the 'Validation of your application' page. On the left is a navigation menu with 'Submit application' highlighted. The main content area is titled 'Validation of your application' and includes a 'Show PDF' link. A message states: 'These fields must be corrected before the application can be submitted. Click the field name to open the page for corrections.' Below this is a table of validation errors:

Describe the data set - Medical Birth Registry of Norway (MBRN)	
Describe the data set	Input is missing
Describe the data set - HUSK - The Hordaland Health Study	
Describe the data set	Input is missing
Describe the variables	
Dependent variables	Input is missing
Independent variables	Input is missing
Other independent variables	Input is missing
Describe the data linkage	
Description of data linking	The description is missing
Attachments and additional information	
Attachment research protocol	Missing attachments
Principal investigator CV	Missing attachments

At the bottom of the page are buttons for '<< Previous Page', 'Save and Close', and 'Submit Application'.

This page displays errors and omissions to be corrected in order to submit the application. All errors and deficiencies must be corrected before submission. Click on the field name to open the page for corrections.

The screenshot shows the 'Summary' page. The navigation menu on the left still has 'Submit application' highlighted. The main content area is titled 'Summary' and includes a 'Show PDF' link. A message states: 'The application is now ready to be submitted. To see the full application in context, please click on the PDF icon. The PDF displays all the field names with associated information.' At the bottom of the page are buttons for '<< Previous Page', 'Save and Close', and 'Submit Application'.

The application is now ready to be submitted. To see the full application in context, click on the PDF icon. The PDF displays all the field names with associated information.

Submitted application

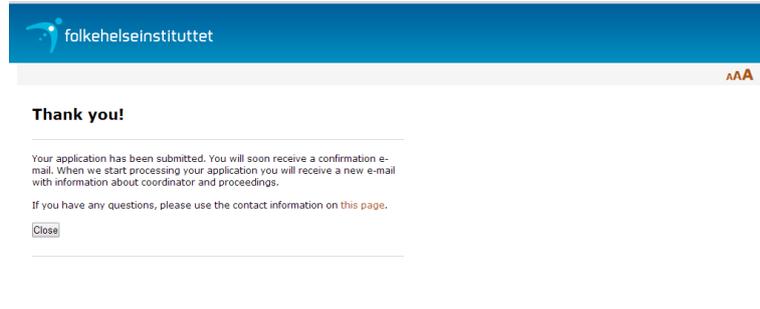


Figure 36 - Submitted application

When the application has been submitted a confirmation page is opened and a confirmation email is sent to the applicant and the email address listed on the principal investigator page.

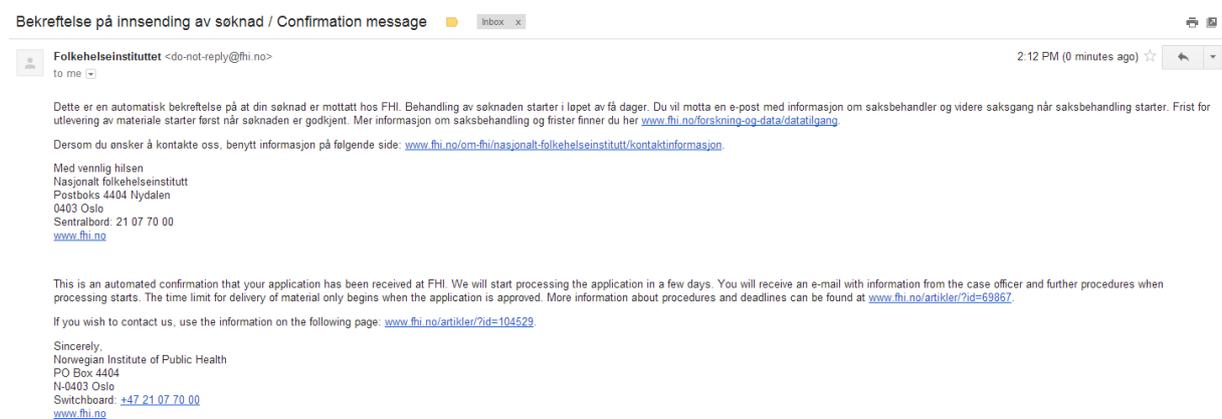


Figure 37 - Confirmation on email