

STRUCTURE OF THE CAR SERVICE REQUEST FORM

Q1. What is the nature of your request :

- **New data access request :** This service includes: 1) feasibility and compliance analysis of the project; 2) data processing; 3) delivery of the data product; 4) quality assurance; and 5) methodological and administrative support throughout the project.
- **Amendment to a previous data access request:** This service is specific to projects for which deliverables have already been provided.
- **Support service:** This service involves assisting research teams in preparing a research protocol (particularly the methodological component) in preparation of a grant application or a submission for review by the Central Research Ethics Committee (CCER) of the Minister of Health.

Q2 à Q8. Principal investigator contact information :

The principal investigator is the person who assumes overall scientific and ethical responsibility for the research project for which this service request is being submitted to the CAR.

Q9 à Q14. Contact person information :

The contact person is the individual whom the CAR should contact for any administrative follow-up or questions related to the research project associated with this service request.

Q15-Q16. Please identify the status of the principal investigator from the following options:

A) Researcher affiliated with a public or private institution under agreement that operates a Quebec hospital center, or with one of the following organizations: 1. Commissaire à la santé et au bien-être ; 2. Commission sur les soins de fin de vie ; 3. Urgences-santé ; 4. Héma-Québec ; 5. Institut national d'excellence en santé et en services sociaux ; 6. Institut national de santé publique du Québec ; 7. Régie de l'assurance maladie du Québec.

At present, the Research Access Center does not serve researchers affiliated with a Quebec health and social services institution (OSSS). Please contact your affiliated institution as provided for under the Act respecting health and social services information (LRSSS). You may consult the following link for more information: https://sante.quebec/inc/documents/car-acces_au_car.pdf.

B) Researcher affiliated with an academic institution in Quebec but not covered under the definition in A.

If you are a researcher affiliated with an academic institution in Quebec (such as a university), you must contact the Institut de la statistique du Québec (ISQ) to access health information for research purposes, unless the information you wish to access is not available in the ISQ data library (see: <https://statistique.quebec.ca/fr/services-recherche/donnees>).

C) Other researcher, including those from the private sector, a non-profit organization (NPO), or working outside Quebec.

Q17-Q19. Research project information :

- Project title
- Project summary
- Status : The project has not yet been submitted for review (complete the CCER section), The project has been submitted to a designated ethics committee or to the CCER and is under review ; The project has been approved by a designated ethics committee or by the CCER.

Submission to the Central research ethics committee (CCER) (Q20 à Q.27)

This section contains the information required to submit your project to the Central research ethics committee (CCER) of the Minister of health.

The CAR and the CCER have harmonized their administrative processes to streamline access procedures for research teams.

Q.20 Protocol number or other identification number, if applicable.

Q.21 Sponsor information.

Q.22 Expected project start date.

Q.23 Expected project end date.

Q.24 In addition to the summary provided above, (Q17 à Q19), briefly describe the nature of the problem or phenomenon being studied.

Q.25 In addition to the summary provided above, describe the project's objectives and sub-objectives.

Q.26 In addition to the summary provided above, describe the methodological approach planned to achieve these objectives.

Q.27 Describe the anticipated results.