

# Top Ten Tips

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## For Data Access Requests through Population Data BC

1. Review [www.popdata.bc.ca](http://www.popdata.bc.ca) for information about our data holdings and the application process.
2. Ensure your application is complete. Answering all questions and including all documents at the start will minimize confusion and time-wasting.
3. For those who haven't worked with administrative data before, please keep in mind that data quality issues and your learning curve will affect time frames and success rates for your project. Let us know if you need contacts for training or experts.
4. Request ONLY the data sets and variables that are necessary to answer your research question, but do your best to request all that you need in your application to avoid amendments. Make sure that the study population definition answers your research question.
5. Provide your application, as well as any applications for external data sets, to a Researcher Liaison ([rlu@popdata.bc.ca](mailto:rlu@popdata.bc.ca)) at Population Data BC to assess it before submission to a Data Steward.
6. Use the project number you receive from Population Data BC in all correspondence.
7. Carefully review, record and respond promptly to letters/emails/phone calls from the Data Steward(s) and your Researcher Liaison, and keep copies for your records.
8. Before your ethics approval expires, renew it. Send the certificate to your Researcher Liaison. If your ticket expires your access to data will be terminated.
9. Request renewal of data retention date if necessary via your Researcher Liaison, prior to the expiration of your agreement.
10. Inform your Researcher Liaison of any changes to your contact information.