

## Process for Developing ICES Projects

1. Formalize your research question
2. Check if there are any approved ICES projects in progress that are closely related to your topic of study to avoid duplication and promote collaboration. Search ICES publications to see if study on the topic that used ICES data already has been published, <http://www.ices.on.ca/Publications/Journal-Articles> or
3. Unless you are an ICES Scientist or Fellow, contact a collaborating ICES Scientist/Fellow or [Dr. Ana Johnson, Site Director](#), ICES Queen's (IQ), if you don't have an ICES collaborator.
4. If Steps 2 & 3 suggest project should move forward, draft a 1-2 page outline including:
  - Project title
  - Brief rationale for proposed study
  - Study population inclusion/exclusion criteria
  - Study determinant(s) (i.e., the x in your regression model)
  - Study outcomes (i.e., the y in your regression model)
  - Study confounders or modifiers (i.e., additional x's in your regression model)
  - Briefly describe what you aim to estimate and/or your statistical approach; if you don't know the statistical approach just describe in lay language what you want to do
  - References
5. Send 1-2 page outline from Step 4 to your contact in Step 3 for comments.
6. Almost there...
  - Check with your collaborating ICES Scientist/Fellow or [Dr. Ana Johnson, Site Director](#), that your proposed project is feasible using ICES data
  - Contact [IQ Program Assistant](#) who will consult with Site Director and Local Lead Analyst to determine Full Time Equivalent (FTE) for analyst and Research Coordinator (RC) time to conduct your project
7. Funding: If you intend to apply for funding (internal or external), a minimum of three weeks before your funding application deadline, submit the following to [IQ Program Assistant](#):
  - [ICES Grant Pre-Submission Review Form](#) (Sign-Off Sheet)
  - Methods of your grant application
  - PAW Budget (see next page for more information)
  - Budget Justification

For more information on how to submit an ICES Grant, please visit:  
<http://inside.ices.on.ca/dataprogram/Grant%20Documents/index.html>

## Process for Submitting ICES Projects

FORM	PROCESS
<p>❶ Project Activation Worksheet (PAW)</p>	<p>The <a href="#">Project Activation Worksheet (PAW)</a> determines the funds expected to be incurred in the project. If you have any questions or require assistance completing the PAW, please contact the <a href="#">Facility Coordinator</a> and/or request a copy of the <a href="#">ICES Queen’s PAW Training Module</a> from the <a href="#">IQ Program Assistant</a></p> <p><input type="checkbox"/> Complete PAW and submit to <a href="#">IQ Program Assistant</a> for ICES QUEEN’S review along with the following supportive documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project Proposal</li> <li><input type="checkbox"/> Grant Award Letter (or specify funding source if not related to a grant)</li> </ul> <p>Once approved, your PAW will be submitted by ICES Queen’s to the appropriate Program Assistant at ICES Central for review. Once signed off by all reviewers, your project will be given a TRIM #.</p>
<p>❷ Project Privacy Impact Assessment (PIA)</p>	<p>The project <a href="#">Privacy Impact Assessment (PIA)</a> determines the privacy, confidentiality and security risks associated with the collection, use and disclosure of personal information required by PHIPA (Personal Health Information Protection Act). If you have any questions or require assistance completing the project PIA, please contact <a href="#">Local Privacy Officer</a> and/or request a copy of the <a href="#">ICES Queen’s PIA Training Module</a> from the <a href="#">IQ Program Assistant</a></p> <p><input type="checkbox"/> Complete project PIA and submit to <a href="#">IQ Program Assistant</a> for ICES QUEEN’S review along with the following supportive documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project Proposal</li> </ul> <p>Other documents that may be required depending on your research project:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Queen’s Research Ethics Board application/approval if necessary; check with <a href="#">Local Privacy Officer</a></li> <li><input type="checkbox"/> Permissions to use controlled datasets, if applicable</li> <li><input type="checkbox"/> Signed <a href="#">Collaborating Researcher Non-Disclosure Agreement</a> for each non-ICES project team member</li> </ul> <p>Once reviewed locally, your project PIA will be submitted to the appropriate Program Administrator at ICES Central for review. You will be notified by ICES Privacy Office when approved. Once approved (unless the project already has Queen’s REB approval, is not a trainee project or is not bringing in external data), the Local Privacy Officer will submit a modified, expedited REB application for the project on your behalf.</p>
<p>❸ Dataset Creation Plan (DCP)</p>	<p>The <a href="#">Dataset Creation Plan (DCP)</a> determines the variables needed for the programmer to cut the data and describes the analysis plan to conduct analyses. If you have any questions or require assistance competing the DCP, please contact the <a href="#">IQ Program Assistant</a> to request a copy of the <a href="#">ICES Queen’s DCP Training Module</a> and/or arrange to meet with the analyst/research coordinator, and ICES scientist assigned to the project (if applicable).</p> <p><input type="checkbox"/> Complete DCP and submit to <a href="#">IQ Program Assistant</a> who will coordinate ICES QUEEN’S review and sign-off.</p> <p>Once reviewed locally, your DCP will be submitted to the appropriate Program Administrator at ICES Central for review. You will be notified by ICES Central upon approval.</p>