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| --- | --- |
| **1. Title of the research** |  |
| 2. Basis of application | \_ New research | \_ Expansion of the data file | \_ Extension of validity |  |
| \_ Additional researchers |
| Administrative reference number assigned by the Social Insurance Institution to a previous application on the same topic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. Organisation responsible for the research  | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. Principal investigator  | Name and job title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Education/academic degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5 Contact person | Name and job title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6. Other researchers  | Name and job title/academic degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name and job title/academic degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name and job title/academic degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name and job title/academic degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name and job title/academic degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7. Research location, protection and destruction/archival of data |  |

DATA PERMIT APPLICATION FOR RESEARCH PURPOSES

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| **Title of the research** |  |
| 8. Research schedule  | Start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | End date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 9. Sources of financing for the research |  |
| 10. Ties and conflicts of interest of the researchers during the last three (3) years |  |
| 11. Summary of the research plan, max. 4,000 characters (including spaces and empty lines). Content: 1. Research problems 2. Research data, target group and methods 3. Description of the information requested and the period for which it is requested 4. Purpose for which the information requested from the Social Insurance Institution is to be used 5. Further use of the research results and the publication plan |  |

DATA PERMIT APPLICATION FOR RESEARCH PURPOSES

**Title of the research**

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| 12. Research decision/permit of the organisation responsible for the research  | Issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 13. Decision of the research ethics committee  | Issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Not applicable/available, please specify.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reference number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 14. Permissions to use research data  | Issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 15. Supporting documents \*) = required If a required document is not included, provide details in the section titled 'Additional information'. | \_ 1. Research plan \*)\_ 2. Specification document \*)\_ 3. Description of scientific research data file \*)\_ 4. Publication plan \*)\_ 5. Confidentiality agreements \*)\_ 6. Invoicing details \*)\_ 7. Permissions to use research data\_ 8. Statement by research ethics committee\_ 9. Consent form and cover letter to research subjects  |
| 16. Other documents enclosed with the application |  |
| 17. Additional information |  |
| 18. Signature of the principal investigator  | Date  | Signature and printed name |

**Instructions for completing the form** Back to first page

|  |  |
| --- | --- |
| 1. Title of the research | Title of the research. The title will also be used to assign a unique reference number to the research as part of document management. Max. 100 characters. If there is not enough space here for the full title, provide it in the section titled 'Research plan'. Write the title of the research on the first page of the form only. The template will insert it automatically on the following pages. |
| 2. Basis of application | More detailed instructions about the criteria for applying for data access <https://www.kela.fi/web/en/data-permits-and-data-requests>To expedite the processing of the application, applicants should indicate the administrative reference number assigned by the Social Insurance Institution to the research (found for example in the letter of permit from the Social Insurance Institution). |
| 3. Organisation responsible for the research | Information about the organisation responsible for the research. Only one organisation can be designated for each data permit application. If the applicant is a student, state the educational institution. |
| 4. Principal investigator | Information about the principal investigator |
| 5. Contact person | Person whom the Social Insurance Institution can contact for further information |
| 6. Other researchers | Other researchers who are involved with the research or who handle individual-level data are stated here, including their job title and academic degree. If there are more than five such researchers, the 'Additional information' section can be used. |
| 7. Research location, protection and destruction/archival of data | Describe where the research data are used and stored, how the data are protected, when and how the data are to be destroyed and whether you have permission to store the data in an archive (issuer and date). |
| 8. Research schedule | Start and end dates of the research, when the project is scheduled to begin and end |
| 9. Sources of financing for the research | Sources that have granted funds for the research. |
| 10. Ties and conflicts of interest of the researchers | Describe the researchers' ties to commercial enterprises and companies directly engaged in product development. Employment with private companies, lecture fees received from private-sector organisations during the last three years, etc. |
| 11. Summary of the research plan | Summary of the research plan. Describe in detail the target group of the research and what type of information you are requesting from the Social Insurance Institution and for what period. For example, rather than referring to 'reimbursements for prescription drugs in 2003-2013' state the specific ATC codes of the drugs and what type of information you are seeking about the drug purchases. Continue on a separate sheet if necessary.  |
| 12. Research decision/permit of the organisation responsible for the research | Decision or permit of the organisation responsible for the research to carry out the research. |
| 13. Decision of the research ethics committee | If the project has been reviewed by an ethics committee, provide information about the committee that issued the decision, the date of the decision and the administrative reference number (if any). For example, combining registers in survey, interview or clinical research requires permission from an ethics committee. |
| 14. Permissions to use research data | Permissions to use other data required by the research: Issuer and date. |
| 15. Supporting documents | The following documents are required: research plan, specification document, description of the scientific research data file, publication plan, confidentiality agreements and invoicing details. If data from several sources are combined, copies of permissions acquired from the relevant sources are required. If register data are combined with data obtained from research subjects, a consent form and cover letter are required. A decision by a research ethics committee is often required as well. If a required document is not included, provide details in the section titled 'Additional information'. |
| 16. Other documents enclosed with the application | List any other documents submitted by the researcher. |
| 17. Additional information | Can be used if there is insufficient space in any field. |
| 18. Signature of the principal investigator | Date of application and the signature and printed name of the principal investigator. |