# Request for data: Title of the research

Instructions:

* Use the name of the research project as a title
* Only the sections relevant to the research should be filled in. If you do not know an answer or a particular piece of information is not relevant to the sampling, leave the space empty.
* Please send the specification document to us in Word format.

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| **Request for data:**  General description of the request for data |  |

## Details of the request

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| **Organisation responsible for the research**  Information about the organisation responsible for the research |  |
| **Principal investigator**  Name, email address and telephone number of the principal researcher |  |
| **Contact person for further information**  State whom to contact for further information (if other than the principal investigator): Name, email address and telephone number |  |
| **Date of the request**  dd.mm.yyyy |  |

## Study population

Describe the process of creating the population dataset in the section titled Stages of creating the study population, and provide details for individual stages of the process in subsections A and B. If the study population is created by Kela, complete subsection A. If the population is provided by the requester, complete subsection B.

### Stages of creating the study population

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| **Describe the individual stages of creating the study population.**  Example: the study population is first created by Kela (subsection A), and after additions made elsewhere the study cohort along with the controls is returned to Kela for sampling (subsection B). |  |

### A. The study population is produced by Kela

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| **Estimated size of the study population** |  |
| **Criteria for sampling the study population** |  |
| **Should a complete sample be created?**  No/Yes |  |
| **Should a partial or random sample be drawn from the base population?**  No/Yes: please specify the inclusion/exclusion criteria |  |
| **Content of the population dataset**  Description of the study population dataset |  |
| **Identifying details included in the population dataset**  Should the dataset be provided complete with identifying details (such as personal identity codes) or with study numbers only. |  |
| **Should the population dataset be sent to a third party?**  No/ Yes: if yes, where |  |
| **Method of delivery of the population dataset**  Encrypted email or other delivery method |  |
| **Address information for delivery of the population dataset**  Recipient’s name, email address and telephone number |  |

### B. Study population is provided by the requester

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| **How is the population dataset delivered?**  Encrypted email or other delivery method |  |
| **Population dataset to be delivered by**  Name of organisation; name, email address and phone number of person concerned |  |
| **Format of the population dataset**  Excel (.csv) |  |
| **Scope and content of the population dataset**  Description of the study population dataset |  |
| **Should the population dataset be stored at Kela?**  No/Yes |  |

## Description of the request for data

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| **The type of data requested from Kela and the period for which it is requested**   * The benefit on which data is requested * List of variables * Time period (dd.mm.yyyy–dd.mm.yyyy) for which data is requested * Parameters with inclusion and exclusion criteria * Indicate for each item of data whether you want an aggregate value and if so, which variables to include and how to group them.   **Example:**  Purchases of pharmaceuticals   * Variables: ATC code accurate to 7 digits, date of purchase and number of packages * Time period: 01/01/2015-31/12/2020 according to the date of purchase * Parameters with inclusion and exclusion criteria: Purchases under ATC codes X, Y and Z * Aggregate values for the data: total number of packages per year   Entitlements to reimbursement of pharmaceutical expenses   * etc. |  |
| **Has there been any comparable research of this kind previously?**  No/Yes: provide a reference to the previous material |  |
| **Does the researcher have their own research-related material**  No/Yes: a brief description of the material (number of datasets, with size and variables), is the operating environment secure? |  |
| **Additional information**  Provide any other pertinent information not stated elsewhere on the form |  |

## Delivery of the data and additional information

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| **Data security of the operating environment where the material is used**  Contact information |  |
| **Recipient of the material**  Recipient’s name, email address and telephone number |  |

## Cost estimate

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| **Cost estimate for data extraction (To be completed by Kela)**  An estimate of the cost of extracting the data. The final invoice will be based on the actual cost. Date of cost estimate |  |
| **Approval of cost estimate**  Please append your signature and the date if you approve the cost estimate |  |