clsa élcv
Canadian Longitudinal Study on Aging
Étude longitudinale canadienne sur le vieillissement

How to Apply for Data Access using Magnolia

An overview of CLSA's data access application processes can be found under the [Data Access Application Process](#) page. Please read the instructions below to familiarize yourself with the application content before applying. Note that these are general instructions only, and more detailed instructions will be available in the online application system, [Magnolia](#).

1.0   REQUESTING AN ACCOUNT

Your application must be submitted using [Magnolia](#). For trainee applications (MSc, PhD, postdoctoral fellows), the application request for a user account must be made by the supervisor on behalf of the trainee. The supervisor remains the primary applicant and is responsible for the content of the application. Only the primary applicant will be able to submit the application. To request a user account, please email access@clsa-elcv.ca, with 'Magnolia New User Request' in the subject line of your email. **Please provide your full name, institutional email, position and institution as part of your request.** If you are also requesting an account for your trainee(s), please include their name(s), institutional email(s) and program(s) of study. User accounts cannot be set up until this information is provided. It takes 2-3 working days to receive your login information.

2.0   PREPARING AN APPLICATION

The online application contains two parts: General Project Information and the Data Checklist. The application requirements are outlined below.

2.1   Part 1: General Project Information

2.1.1   Identify Primary Applicant & Trainee (if applicable)
- Complete information on the primary applicant and trainee (graduate student or postdoc, if applicable)
- Select if you are requesting a Fee Waiver

2.1.2   Identify Project Team
- Complete information on Project Team members
- Select if they require access to the dataset

2.1.3   Specify the Timeline of your Project
- Specify the timeline, start date and duration of your project

2.1.4   Provide a Description of your Project
Please note: We expect the same level of detail that you would put in a CIHR grant application, while staying within the character count limits for each section. Should your project include Aims that do not require use of CLSA data, you can briefly include for context, but only the CLSA component should be described in detail.
- Provide the Title, Keywords and Lay Summary for your project

- Provide a detailed description of the proposed project under the following headings:
    - Background & Study Relevance
    - Study Objectives and/or Hypotheses
    - Study Design and Methodology
    - Data Analysis
- Note that your description cannot exceed 4,500 characters (approximately 1 page) per section
- Provide up to 20 References

2.1.5   Provide Information about Peer Review (if applicable)
- Provide agency and grant number
- (Upload award notification)

2.1.6   Provide Ethics Approval (if available)
- Upload a copy of your valid institutional ethics approval certificate
- If your institutional ethics review board has determined that your proposed project does not require ethics approval, please select 'Exempt'. You must still upload a letter from the board attesting to this
- Note that ethics approval is not required at the time of the application, but no data (or biospecimens, when available) will be released until proof of valid ethics approval has been provided to the CLSA

2.2   Part 2: Data Checklist

2.2.1   Complete the Data Checklist
(Refer to the [CLSA Data Availability Table](#) on our website for details on data availability. The CLSA only accepts applications for data that are included in this table at the time of submission.)
- Indicate the cohort (Tracking and/or Comprehensive) for which you are requesting data
- If this project is part of longitudinal analyses involving a previously approved project using CLSA data, please provide application number of the approved project
- *Please be sure that you have included in your project description how the data you are requesting will be used to achieve your proposed Objectives*
- Complete all relevant sections of the CLSA Data Checklist by indicating the wave (Baseline and/or Follow-up 1) for each module you are requesting for each tab:
    - Questionnaires
    - Physical Assessments
    - Biomarkers
    - Linked Data
      (*Upload a copy of the completed CANUE Data Use and Sharing via Third Party Agreement, available on www.canue.ca*)
    - Additional Data
      (*For each module of Additional Data selected, you must provide a detailed justification of how these data will be analysed.*)

2.3   Part 3: Biospecimen Access

Biospecimen access is not yet available.

3.0   PREPARING AN AMENDMENT

3.1   In your approved requisition, select 'Create an Amendment'

3.1.1   Types of amendments (Select all that apply)
- Amendment to Primary Applicant Information
- Changes to Co-applicants and Support Personnel
- Changes to the Approved Project Title, Lay Summary and/or Objectives (in the justification box type in "N/A" if a justification is not required for the change you wish to make)
- Changes to the Project Timeline
- Changes to the Data Checklist

Tracking your Application

Researchers can sign into Magnolia to track the status of their application. For more information, please visit the Data Access Application Process page.