

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 student applications (MSc, PhD), the application request must be made by the supervisor, thus students do not need to apply for a user account. Postdoctoral fellows requesting a fee waiver must apply as a primary applicant and their supervisor must be listed as a co-applicant. 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, title and institution as part of your request. User accounts cannot be set up until this information is provided. It takes 2-3 working days to receive your login information. Note that only primary applicants who will be submitting an application need to request a login.

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 post-doc, 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

- 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 15 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
- Note that ethics approval is not required at the time of the application, but no data or biospecimens 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

- Please indicate the cohort (Tracking and/or Comprehensive) for which you are requesting data.
- Please 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
 - Genomics
 - Linked Data
 - Additional Data

2.3 Part 3: Biospecimen Access

Biospecimen access is not yet available.

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](#).