Student Process Flowchart

IC/ES Data Discovery Better Health

6 months (minimum) before ICES project start date

3 months (minimum) before ICES project start date

ICES project start date

+ 2-4 MONTHS (minimum) *(depending on complexity)*

Before writing the project proposal, the student's Responsible ICES Scientist should check for overlapping or duplicate projects by consulting the **List of Approved ICES Research Projects** and/or reaching out to their Program Leader (PL) or Site Director (SD) for discussion

Students with projects that require transfer of project specific data (PSD) to ICES – or projects that have any special storage, software or CPU requirements should contact their Research Program Manager (RPM) or Local Lead Analyst (LLA) to facilitate evaluation of their request by ICES well in advance to ensure that the project requirements can be met within their timeline and budget

Submit the following application materials to the RPC/FA **at least 3 months before the anticipated ICES Project start date**

- Application form (specifying RAE or DSH data access)
- COI form
- Project proposal
- PAW
- Funding letter
- +/- PIA (PIA submission optional at application stage)

Finance assigns TRIM

RPC/FA initiates onboarding once

- COI form has been assessed
- PL/SD reviews application form and proposal

Complete researcher orientation

Review RAE/DSH orientation materials

Complete privacy and security training

ICES intranet access

Develop DCP (begin developing as early as possible)

Sign off on draft DCP

RPM/LLA assigns staff

Submit ICES Project PIA (submit as early as possible)

ICES Project PIA approval

Project kick-off meeting

RAE/DSH dataset creation

RAE/DSH credentials

Student requests project data folder access once they are ready to begin analysis

ICES Student/Responsible
ICES Scientist Responsibility

ICES Responsibility

NOTE: These timelines are estimated and may vary depending on the nature/scope of the ICES Project.

Contact your Research Program Coordinator (RPC) or Facility Administrator (FA) if you have any questions or require forms.