

## CPCSSN Letter of Intent (LOI) Evaluation Criteria

It is the applicant's responsibility to ensure that the LOI is **complete, clear and consistent**.

### Completeness

- Ensure that all sections of the LOI form are completed according to the instructions
- Ensure that all supporting documents are included
  - Ethics review application (approval can be pending)
  - Peer Review documents – funding/supervisor letter/CV
  - External Data request (if applicable)
    - Application
    - Data field list
    - Approval (can be provided when available)
  - Consent form (if applicable)
- An incomplete application package will not be accepted for review by CPCSSN

### Clarity

- Decide on the details of your study prior to completing the forms and submitting your LOI package
- Fundamental study details such as study population, data linkages and research objectives should not change following submission to CPCSSN as this will restart the review process
- If questions arise as you prepare your LOI package for submission, work with the xxx to clarify any uncertainties (e.g. data availability)

### Consistency

- A LOI submission involves multiple documents which outline the details of the study. Project information in all documents must be consistent. For example:
  - Project title
  - Research team members
  - Research objectives
  - Data requested
  - Study population
  - Data storage location
  - All dates and date ranges
- We recommend using the exact wording on all documents (copy and paste is encouraged to reduce minor inconsistencies)
- Data Stewards are making decisions based on the study specifics in the DAR and supporting documents. If, for example, the DAR and Ethics application have different cohort definitions it is not possible for adjudication to proceed.