Data request checklist

Version 1.4

This checklist supports you in preparing your data request. Use it to confirm that you have all required information available before starting your application.

Note: This checklist is intended as a supporting tool and does not replace the online data request form.

1. Personal details (mandatory)

1.1 **Applicant**

- The applicant serves as the main contact person for IKNL and will receive access to the portal.
- The applicant does not have to be the same person as the authorised signatory.

1.2 Authorised Signatory

- Who is authorised to sign the application?
  - For requests concerning a physician's own patients, the treating physician must sign.
  - In other cases: the project lead or principal investigator
- Please provide the following details: name, position, mobile phone number, and professional e-mail address.

2. Background of the data request (mandatory)

- Only requests for statistical purposes or scientific research will be considered.

2.1 Motivation (max. 250 words)

- Briefly describe the background, aim and research question of the request.
- If this request is an extension of a previous request addressing the same research question, please include the data request number. (In that case, the remaining sections do not need to be completed again.)

3. Requested NCR data (mandatory)

3.1 Selection

- For which patient population would you like to receive data? Consider, for example, years of diagnosis, tumour type (according to ICD-O-3), localization, behavior,

morphology, stage, sex, age (standard 18+), and whether national or hospital-level data are required.

3.2 Level of aggregation

- Do you require data at the individual patient level or as an aggregated table?
- If you request an aggregated table, please include an example.

3.3 Variables

- Specify as precisely as possible which variables are required to answer the research question.
- Consult the NCR data catalogue (in Dutch) and the item sets (in Dutch).
- *Please note:* For regular requests, directly identifiable or hospital-sensitive data will not be provided (e.g. personal data, hospital identifiers, or exact dates). Date intervals are usually available instead. Exceptions may apply, for example in requests concerning a physician's own patients.

4. Data linkage (if applicable)

- Is linkage with another data source required? Please consult the available options (in Dutch) on our website.
- For linkages not listed there, we recommend contacting gegevensaanvraag@iknl.nl in advance.

5. Additional information for scientific review (if applicable)

For data requests submitted in the context of scientific research, additional information is required for scientific review.

5.1 Research proposal

- Upload the research proposal in the data request form.

5.2 Background (max. 150 words)

- What is the background of the study?
- What is already known, and which knowledge gaps remain? Please support your answer with relevant literature.

5.3 Research question (max. 100 words)

- State the main research question and any relevant sub-questions.

5.4 Relevance of NCR data (max. 50 words)

- Why is NCR data required for this study?

5.5 Funding

- Is the study part of a funded grant application? If so, please specify.

5.6 Method of analysis (max. 150 words)

- Describe the study design and the analytical methods that will be used.

5.7 Outcome measures (max. 100 words)

- What are the outcome measures of the study?

5.8 Relevance (max. 50 words)

- Describe the clinical and/or societal relevance of the study.
- Clearly indicate the intended outcomes and their potential impact on practice.

5.9 Intended output

- What form of dissemination is intended (e.g. scientific publication or conference presentation)?

6. Questions or support

Please contact gegevensaanvraag@iknl.nl if you have any questions.