



- Please attach your formal amendment description to your amendment application in the Request Management System (RMS).
- The amendment description must be signed by the Principal Applicant.

**Amendment Changes:**

**Change to Cohort** – describe how your cohort is changing.

**Addition of historical years** – describe why additional historical years are required.

**Addition of data sets** – describe why additional data sets are required.

**Update of existing datasets to add/remove columns or rows** – provide justification for why any additional columns or rows requiring special approval are required. A list of the columns or rows being requested should be attached to your request.

**Addition of new “Bring Your Own Data”** - describe why you now need to Bring Your Own Data to the Trusted Analysis Environment (TAE-BC) and what the contents of those BYOD files will be. A list of variables within the BYOD file should be attached to your request.

**Change to any project team members excluding Principal Applicant** – describe the change to your project team.

**Change to Principal Applicant** – describe the change to your project’s principal applicant.

**Extension to Project data access term** – explain why you wish to extend your project data access term.

**Other (e.g., Change to project objectives, sponsoring organization, funding etc.)** – describe in detail the changes requested and the justification for the change.

## Description

Description continued

Principal Applicant Acknowledgement

- The Principal Applicant and sponsoring organization assume responsibility for the actions of all members of the Project Team.
- All members of the Project Team are Accountable to the [HDPBC Terms of Use](#) and all applicable policies and legislation.
- The Principal Applicant and all members of the Project Team with access to data are required to complete privacy training from either their sponsoring organization, the HDPBC privacy course, or Population Data BC.
- If the nature of the funding arrangement changes over the course of the project lifespan, it is the responsibility of the applicant to notify HDPBC and provide the recent funding documentation.
- The project team is required to access the project data and perform their analysis using the HDPBC Trusted Analysis Environment (TAE-BC), unless otherwise approved.

Signature of Principal Applicant

Printed Name

Date Signed