



Appendix 8: Amendments to Existing Projects

This *Amendments to Existing Projects Form* must be submitted to the Data Access Committee when requesting access to additional data or changes to the research team during an approved research project. For example, additional variables that are key for the project but were not included in the initial application, or variables required to do additional analyses (that are similar to or build on the original project).

File number (provided in your original approval letter): _____

1. Name of Principal Applicant, including affiliation and contact details.

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

2. Title of Project (from your original data access application)

3. Additional data: if you are requesting additional data/variables, please select all that apply:

CCWS Student Survey

Select the set of variables that specifically support the research project that you have identified in Section II.



Institution-level variables (note: only provided if at least 3 institutions meet the criteria requested. E.g., if there are 2 junior colleges that category would be obscured)

- Rural or urban campus (available from winter 2022 onwards)
- Institution type (university, technical and vocational, junior college, private institution, miscellaneous; available from Winter 2022 onwards)
- Institution size (≤ 1000 , 1001-5000, 5001-10000, 10001-20000, 20001-40000, ≥ 40001 students)
- Language survey was completed in (English, French)
- Province institution is located in
- [U15 membership](#)
- Sample type (Random, census (all students invited), other; available from Winter 2022 onwards)
- Deployment (select all that apply). *Please note that fall deployments are only available upon request so are typically much smaller than winter deployments.*
 - Fall 2019
 - Spring 2020
 - Fall 2020
 - Winter 2021
 - Fall 2021
 - Winter 2022
 - Fall 2022
 - Winter 2023
 - Fall 2023
 - Winter 2024
 - Fall 2024
 - Winter 2025

Mental Health Assets

- Warwick-Edinburgh Mental Well-being Scale
- Resilience (control and self-efficacy coping)
- General physical health (single item)
- General mental health (single item)
- Five-item Social Provisions measure

Campus Climate and Student Experience

- School climate (safety, teaching & learning, interpersonal relationships, and institutional environment)
- Feelings of safety on campus during the day and at night

Academic Achievement/Experience

- Institutional learning environment

Mental Health Deficits

- Sources of perceived stress and extent of impact on academic performance
- Kessler Psychological Distress Scale (K10)
- Suicidal ideation and planning
- 3-item loneliness



Mental Health Service Utilization and Help-Seeking

- Knowledge of mental health services available on/off-campus
- Comfort seeking mental health support online
- Knowledge of physical health services on- and off-campus
- Perceptions of support systems on campus
- Student use of campus health services for primary care
- Awareness of mental health outreach efforts on campus
- Primary care through campus health services
- Who would speak to if experiencing serious emotional distress
- Willingness and comfort seeking out professional help

Alcohol

- Binge drinking
- Daily drink consumption in past week

Tobacco use

- Tobacco-use (cigarette smoking and vaping; includes nicotine, cannabis and flavour without nicotine)

Cannabis

- Lifetime and previous year cannabis use
- Frequency of Cannabis use

Other drugs

- Use of opioids
- Use of stimulants

6-item Food Security

Sleep

- Time to sleep and wake up on weekdays and weekends
- Quality of sleep rating

Physical activity

- Time spent in vigorous and moderate physical activities
- Participation in organized athletics (varsity, club/community sports/intramurals/none) over last year
- Frequency of muscle-strengthening activities

Sedentary behaviour/screen time

- Time (hours, minutes) spent using screens (watching TV, using computers during leisure), in sedentary transportation, and total sitting time during a typical weekday

Sexual health

- Safe sex practice questions (ever and contraceptive use)
- Sexual satisfaction

Optional modules (if available)

- 18-item food security measure
- Eco-anxiety (available fall 2023 onwards)

Demographics

SELF-REPORT VARIABLES	COHORT FILE VARIABLES
<ul style="list-style-type: none"> <input type="checkbox"/> Age <input type="checkbox"/> Ethnicity (including Canadian Indigenous group) <input type="checkbox"/> Born in Canada (student and parents) <input type="checkbox"/> Residence (housing) <input type="checkbox"/> Commute (how and length) <input type="checkbox"/> Cumulative grade <input type="checkbox"/> Co-op placement, practicum, residency, study abroad in the last month <input type="checkbox"/> Work hours <input type="checkbox"/> Financial stress <input type="checkbox"/> Gender <input type="checkbox"/> Trans experience <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Relationship Status <input type="checkbox"/> Disabilities <input type="checkbox"/> Parent/guardian education 	<ul style="list-style-type: none"> <input type="checkbox"/> Subject of Studies (CIP code) <input type="checkbox"/> Domestic/International <input type="checkbox"/> Indigeneity (if available) <input type="checkbox"/> Credential Type <input type="checkbox"/> Program start date <input type="checkbox"/> Graduate – program type (if applicable) <input type="checkbox"/> New to institution? <input type="checkbox"/> Year standing (if available) <input type="checkbox"/> Cumulative GPA (if available) <input type="checkbox"/> Full-time/Part-time status

c. CCWS Employee Survey

Select the set of variables that specifically support the research project that you have identified in Section II.

Institution-level variables *(note: only provided if at least 3 institutions meet the criteria requested. E.g., if there are 2 junior colleges that category would be obscured)*

- Rural or urban campus
- Institution type (university, technical and vocational, junior college, private institution, miscellaneous)
- Institution size (≤1000, 1001-5000, 5001-10000, 10001-20000, 20001-40000, ≥40001 students)
- Language survey was completed in (English, French)



- Province institution is located in
- [U15 membership](#)
- Sample type (Random, census (all students invited), other)
- Deployment (select all that apply). *Please note that fall deployments are only available upon request so are typically much smaller than winter deployments.*
 - Winter 2021
 - Winter 2023
 - Fall 2023
 - Winter 2024
 - Fall 2024
 - Winter 2025

Mental Health Assets

- Warwick-Edinburgh Mental Well-being Scale
- Resilience (control and self-efficacy coping)
- General physical health (single item)
- General mental health (single item)
- Five-item Social Provisions measure

Workplace Experience

- Workplace climate (safety, interpersonal relationships, and institutional environment)
- Feelings of safety on campus during the day and at night

Mental Health Deficits

- Sources of perceived stress
- Kessler Psychological Distress Scale (K10)
- 3-item Loneliness

Health Service Utilization and Help-Seeking

- Knowledge of mental health services available through employer/not offered through employer
- Knowledge of physical health services available through employer/not offered through employer
- Perceptions of support systems on campus
- Perceptions of mental health services/benefits provided by employer
- Awareness of mental health outreach efforts at workplace
- Who would speak to if experiencing serious emotional distress
- Willingness and comfort seeking out professional help

Sleep

- Time to sleep and wake up on weekdays and weekends
- Quality of sleep rating

Physical activity

- Time spent in vigorous and moderate physical activities
- Participation in organized athletics (varsity, club/community sports/intramurals/none) over last year
- Frequency of muscle-strengthening activities

Sedentary behaviour/screen time

Time (hours, minutes) spent using screens (watching TV, using computers during leisure), in sedentary transportation, and total sitting time

Food Security

18-item Food Security

Option modules (pending availability)

Suicidal ideation and planning

Eco-anxiety

Substance Use

Binge drinking

Number of drinks per day in the past week

Tobacco-use (cigarette smoking and vaping)

Lifetime and previous year cannabis use

Demographics

SELF-REPORT VARIABLES	
<input type="checkbox"/> Age <input type="checkbox"/> Indigeneity <input type="checkbox"/> Racialized/visible minority <input type="checkbox"/> Ancestry <input type="checkbox"/> Born in Canada (participant and parents) <input type="checkbox"/> Residence (housing) <input type="checkbox"/> Commute (how and length) <input type="checkbox"/> Work/life balance <input type="checkbox"/> Financial stress	<input type="checkbox"/> Gender identity <input type="checkbox"/> Trans experience <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Relationship status <input type="checkbox"/> Child/elder care responsibilities <input type="checkbox"/> Disabilities <input type="checkbox"/> Highest level of education obtained <input type="checkbox"/> Faculty/staff/post-doctoral fellow <input type="checkbox"/> Work arrangement (full-time onsite, a combination of onsite and remote, full-time remote) <input type="checkbox"/> Time at institution <input type="checkbox"/> Full/part time <input type="checkbox"/> Ongoing position <input type="checkbox"/> Managing faculty or staff

a. Description of why the additional data are being requested

4. Additional research team member(s): if you have new research team members, please include their information below. If there are more than two new team members, please attach additional pages with this information.

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

Name:	
Title:	
Position:	
Affiliation:	
Institutional Email:	
Mailing Address:	

5. Research Ethics Board

Has the Research Ethics Board been notified? If not, please describe why it is not necessary. If yes, please include a letter of approval/exemption for your proposed changes. This will be required before any additional data are sent.

What action (if any) has been taken, or will be taken, by the Approved User?

- 6. Data Access Agreement:** I understand that any approved changes will be considered part of the approved data access application. This means that I will continue to follow the terms of the agreement listed in Appendix 4, and understand that the Effective Date remains the same. Specifically,
- 2.2: This Agreement becomes active upon the Effective Date. Access is limited to one year with a possibility of subsequent annual renewals; thus, You must submit a Data Access Renewal Form to the Survey Administrator, through the DAC, when the year-end date is approaching.
- 2.3: You agree to use CCWS Data for the approved purpose and research project described in the Data Access Application Form and as approved by your Research Ethics Board or comparable decisional committee in the document requested in Section 6 of the Data Access Policy. Use of the CCWS Data for a new purpose or research project will require a new application and approval.
- 2.9.1: You shall comply with the Data Access Policy and the terms and conditions contained in the Data Access Application Form.
- 2.9.3: You shall provide a copy of this Agreement and explain its content to all Research Staff members. The Approved User shall ensure that all Research Staff members comply with the provisions of this Agreement. The Approved User shall take appropriate disciplinary action against any Research Staff member who breaches the terms of this Agreement, and shall deny such individual any further access to the CCWS Data.
- 2.9.9: You shall maintain appropriate administrative, physical and technological safeguards to limit the risk of theft, loss, unauthorized access, copying, modification, use, disclosure or disposal of the CCWS Data consistent with prudent practice, using at least the same means that it uses, or would reasonably be expected to use, to protect its own confidential and proprietary information.

SIGNATURE

Principal Applicant:

Name	
Position	
Signature	
Date	

Please e-mail a PDF of the signed *Amendments to Existing Projects* to survey@ccws-becc.ca