From application to data delivery

Application submitted

Once your application is submitted it will be reviewed by the SCAPIS office. During this review the SCAPIS office will, among other things, check that the research is approved by Swedish Ethical Review Authority (EPM), that the variables you have requested is reasonable for your research question and that the formalities of the application are correct.
If any questions arise, you will be contacted by the SCAPIS office.

Application approved

When (and if) your application is approved the information you supplied will be used to automatically generate your dataset.

Data delivery - Preparatory information

An automated email will be sent to the person stated as the project PI in the application. This email contains instructions for how to access your dataset in a secure manner. A more in depth guide is included in the end of this document. Please read this guide carefully now since it contains steps that you can take in advance to make the delivery process as quick and easy as possible.

Freja eID Plus - Your identification method

Note that project PI that will receive data must identify themselves with Freja eID Plus. We strongly advice your project PI to get Freja eID Plus as soon as possible.

Getting a Freja eID Plus requires a physical identification at a "ATG-ombud", instructions on how to get Freja eID Plus can be found at https://frejaeid.com/en/get-freja-eid/

7-zip – To extract your dataset

The software 7-zip is required to extract and decrypt your dataset once received. Please make sure that this software is available on the computer that is used for receiving your dataset.

Windows: https://www.7-zip.org/
Mac: https://theunarchiver.com/

Data delivery - Receive Data

Once your dataset is ready for delivery you (as in project PI) will receive an email from scapis-data-service@gu.se containing a download link

1. **Follow the link in the email** to the login-page at the University of Gothenburg.
2. **Choose "Sign in" under "Company Employee Sign In"**
3. **Click "Freja eID"** as method for identification
4. **Open your Freja eID app on your phone and select "scan QR code"**
5. Use the Freja eID app on your phone to identify yourself.
6. Once the identification is complete you will be directed to a page showing a folder containing your datafile.
7. **Click on the folder** to view the file inside the folder
8. **Click the checkbox next to your file**
9. **Click "Download"** in the menu on the top of the screen
10. Your data is now downloaded, note where the file was downloaded
11. Once the file is downloaded you can close the browser window

Separate password file

Shortly after the data is downloaded you will receive a new automated email. Follow the link in this email and download the file which includes your password in the same way, and using the same identification process, as the first file.

Extract your dataset

To extract your dataset, 7-zip, which can be found at https://www.7-zip.org/ must be used.

1. Start with extracting the password file. In windows, this is done by right-clicking the downloaded password file, and under 7-zip choose "extract to petition…". This will create a new folder. In this folder, you will find a text file containing your password. Copy this password.
2. Repeat the same thing with the data-file (right click – 7-zip – extract to petition…). This time you will be prompted for a password. Paste your password from step 1

Once the extraction is done, your data and description is available in the newly created folder.

Note that the data contains sensitive personal information and should be treated accordingly!

If you have any questions, please don't hesitate to contact the SCAPIS office at scapis@scapis.org