

# Instructions for NFBC material request - for RESEARCHERS

1. Login at <http://www.greip.fi/secure/app.dll/public/index.zml>

2. Enter your work email address to the prescribed field and click **Send**.

A confirmation email will be sent to your email address enclosing a personal link to the material request as well as a confirmation code.



News

About Greip™

## Material Request Tool - Greip Complete Ltd

Welcome to Greip™ service.

To ensure safe submission of your data, please enter your email address in the field below and click **Send**.

A confirmation email will be sent to this address with a personal link as well as a confirmation code. Click on the link or alternatively, copy the confirmation code into the respective field and click **Confirm**.

Please note that the delivery of the confirmation email may take some time depending on the email handling protocol of your email server, especially if you are using the service for the first time or it has been a while since you last used it.

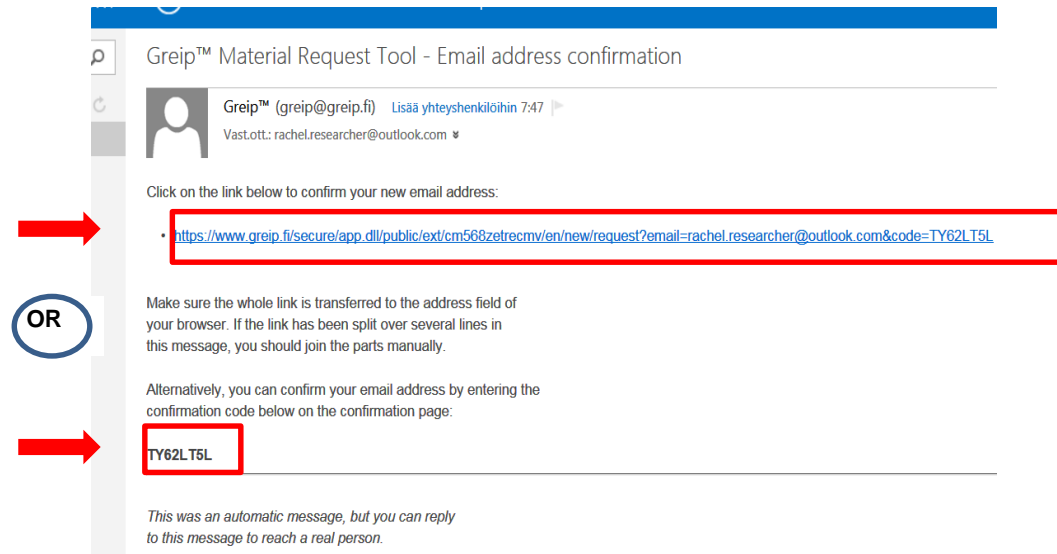


Email address:

Send

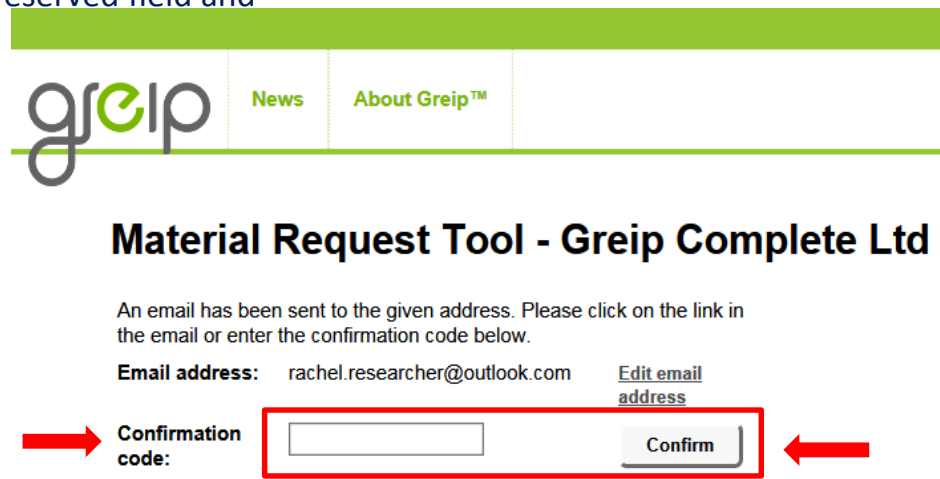


### 3. Either click *the link in the email*, OR alternatively ...



Do not reply email [greip@greip.fi](mailto:greip@greip.fi). If you have any questions, please contact project center

...copy the confirmation code into the reserved field and click **Confirm**.



4. Enter or update your personal information on the personal info card. Please fill in the details as fully as possible. (\* required information)

Please check your personal details and add missing information!

Email address:	<input type="text" value="rachel.researcher@outlook.com"/>
Family name:	<input type="text" value="Researcher"/> *
First name:	<input type="text" value="Rachel"/> x *
Person/Staff ID:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/>
Postal code and place:	<input type="text"/> <input type="text"/>
Country:	<input type="text"/>
Phone number:	<input type="text"/> *
Comment:	<input type="text"/>

5. Always fill in the material request as fully as possible  
(\* required information)

Note: Please choose English as language at this point. Finnish version is still under development.

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greip New material request Material request search Applicants Admin

### Material Request

**MATERIAL REQUEST INFORMATION**

Title of the material request \*  
Short description of the material request

5a Researcher(s)  
e-mail Family name First name Employer Contact person  
Center for Life Course Health Research (ext)

5b Unit/Department

5c Attachments  
File Date Size Saved by Visible to the Applicant Visible to the Evaluator  
Add an attachment

**DATES**

Material request submitted not saved yet  
Material Request received not received yet

**ADDITIONAL COMPULSORY INFORMATION**

5d Short title  
Keywords

5e Northern Finland Birth Cohorts' data  
Cohort 1900 Cohort 1980

5f Type of request  
Analysis Additional variables Publication

5g Original material request number  
Invoicing address \*

Compulsory attachments of the material request  
Research Plan and List of Variables (including names of data experts)

5h VAT Number

User policies Linkki  
5i Accepting NFBC User policies  
I have read and informed the research group about the NFBC data User policies. I accept the terms and conditions regarding the user policies and take responsibility of the data usage on behalf of the research group.  
Yes

**ADMINISTRATION INFORMATION**

Status Draft

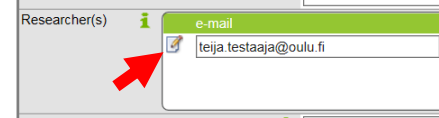
save draft Submit material request Cancel

5j

**i** = click to get more information on filling the field

5a. Enter names and email addresses of all researchers in this research project.

- You can add researchers with  $\pm$ -symbol.
- Indicate who is the contact person by ticking the adjacent box.
- Contact person is notified by email that the material request has been submitted.
- Indicate as a contact person all researchers who will handle the data. They will receive notification when the request has been submitted and can then add their information to the request form by clicking the “pen and paper” sign next to the email address.



- Detailed information is needed from all persons who will handle the data, including mobile phone number. [REDACTED]

5b. Choose the suggested institute / unit from the drop down menu) or external researchers (other, specify which).

5c. Attach a list of variables including names of the data experts (as indicated in the variable list from the NFBC web page), research plan, and filled DTA / MTA form when needed.

5d. Enter short title and key words of the research.

5e. Choose the appropriate cohort.

5f. Choose the type of application. If you apply for additional variables or permission to publish, please enter the original project number.

5g. Enter invoicing address (see the fees at [www.oulu.fi/nfbc](http://www.oulu.fi/nfbc)).

5h. Enter VAT, if invoicing address is not in Finland.

5i. Read the NFBC data User Policies following the link. By clicking “yes” you accept the terms and conditions regarding the data use. The applicant is obligated to inform all research group members about the data User policies.

Check that you have attached all compulsory files

- Project / Research plan
- Variable list with names of the data experts
- DTA- or MTA if needed

5j. **Submit** the material request or you can **Save** it as a draft to be submitted later

- Note that you need to submit the material request before the request is received at the NFBC project center for evaluation.
- It is good to save you request in case you need to return to it after a while. One Greip-session (signed in) is valid max 8 hours.
- If you save the material request as a draft you will receive an email containing a link to access it again.

Note: After logging out you might be directed to a GREIP registration page (this is under development). There is **NO** need to register separately for GREIP. You can always access your Material request via email –link sent to you.

After submission, you may receive a request by email to give additional information relating to your material request.

- Do not reply [greip@greip.fi](mailto:greip@greip.fi) email. If you have any questions, please contact project center
- Use the link in your email to access the material request and update it according to the information / request given to you and resubmit the material request.
- To make changes click **Edit**
- Make requested additions
- **Submit** the request



*The NFBC Project Center* is notified of the material request. After the material request is checked it will be sent to the evaluators (data consultants) to be reviewed.

Once the final decision regarding your material request has been made contact person will be notified of the decision.

The decision and possible conditions for the decision are visible on the material request under the “Decision tab”.