

## Guidelines for Researchers Applying for Access to Medical Students

The Curriculum Committee of the Undergraduate Medical Education Program is responsible for approving all applications from researchers who wish to access medical students as research participants.

To facilitate the approval process, researchers are asked to provide the following information in a 1-2 page document:

- 1) Name of principal researcher and research team members and/or research supervisor.
- 2) Purpose statement and objectives of the study.
- 3) Brief description of:
  - a) significance of the research for the Dalhousie Faculty of Medicine
  - b) methodology and methods used, including time lines
  - c) student participation and time commitment, including learning site and education level
  - d) Planned knowledge translation activities, including presentations/publications
- 4) Proof of ethics approval for the research.
  - Ethics approval is not required prior to an application being reviewed by the Curriculum Committee.
  - Researchers granted access to students, are required to submit proof of ethics approval prior to commencing data collection involving students.

### Applicants please note the following:

- Research proposals submitted by non-Dalhousie faculty or students must have a local champion and undergo Dalhousie ethics review.
- Any electronic survey used to collect data must meet the *Personal Information International Disclosure Protection Act*. (SurveyMonkey is not permitted)
- Surveys are distributed to students through the Dalhousie Medical Student Society or the Undergraduate Medical Education Office using email accounts. Student information is not provided to researchers.
- At the completion of the study, researchers are required to forward a copy of the final research report to the Undergraduate Medical Education Office.
- If researchers have received an award or acknowledgement for the study, please indicate this in the report or in a separate letter if award/acknowledgement post-dates report submission.