Review the SSCY Research and Program Evaluation Access Guideline to ensure all required documentation is submitted to the SSCY Research and Evaluation Committee when applying for research access at SSCY Centre. Contact the SSCY Centre Research Coordinator with any questions or for assistance with submitting an application.

**\* Please note that this form will be returned to the applicant if there are incomplete answers or if the layperson summary is not appropriate for a general audience.**

**Please submit all required documents to the SSCY Centre Research Coordinator:**

Via email (preferred): jshea@rccinc.ca or

Via mail: Attn: Jessie Shea, 1155 Notre Dame Ave, Winnipeg, MB, R3E 3G1

1. **Submission date:**
2. **Project title:**
3. **Principal investigator:**
4. **Affiliation:**
5. **Contact information:**
	1. **Phone number:**
	2. **Fax number:**
	3. **Email address:**
	4. **Mailing address:**
6. **Anticipated project start and end dates:**
7. **Describe the participant population (e.g. clients (age, diagnosis, etc.), staff, management):**
8. **Describe the recruitment methods at SSCY Centre (e.g. advertisements, SSCY clinicians providing information, etc.)**
9. **Does the project require access to electronic medical records covered by the SSCY Data Sharing Agreement? Yes No**

**If yes:**

* 1. **Describe the records that will be used:**
	2. **Describe the information that will be obtained from the records:**
1. **Does the project require access to other clinical records housed at SSCY Centre? Yes No**

**If yes:**

* 1. **Describe the records that will be used:**
	2. **Describe the information that will be obtained from the records:**
1. **Describe the impact the project will have on SSCY Centre clients and families who participate (e.g. time commitments, possible risks, possible benefits, etc.):**
2. **Describe the impact the project will have on SSCY Centre or Network staff who participate (e.g. time commitments, possible risks, possible benefits, etc.):**
3. **Describe any staffing resources that will be needed from staff located at SSCY Centre in order to conduct the project (including time that they will be required (ex. a physiotherapist for one hour twice a week for a month)):**
4. **Describe any physical resources that will be needed from SSCY Centre in order to conduct the project (e.g. space, equipment, supplies, etc., including time that they will be required (ex. a clinic room for two hours three times a week for a month)):**
5. **Describe any other impact this project may have on SSCY Centre or Network clients, families or staff in general:**
6. **Provide a brief layperson summary of the project (fewer than 250 words and at a grade 8 reading level or lower). This should be suitable to be provided to a variety of audiences (including clients and families, staff, management, other researchers, and members of the community), and may be posted at SSCY Centre or on the SSCY Network website:**