# Introduction

Prior to applying for research access at the Rehabilitation Centre for Children, review the website <https://rccinc.ca/research-quality-education/applying-for-research-access/> including the RCC Research and Program Evaluation Access Guideline to ensure all required documentation is submitted to the RCC Research Committee. Research must align with RCC’s missions, vision, and values (<https://rccinc.ca/about/corporate-information/>)

**It is recommended that you contact the Research Department (research@rccinc.ca) before submitting an application to discuss the project requirements and application procedure, including recruitment methods and knowledge translation plans.**

**\*Projects requesting RCC data access or MCHP data requests must include an RCC affiliated research team member.**

**\* Projects that require staff time/resources should meet with the research department for a letter of support prior to impact submission.**

**\* Please note that this form will be returned to the applicant if there are incomplete answers, the alignment with RCC’s mission, vision, and values is not clearly described, the layperson summary is not appropriate for a general audience, or an appropriate knowledge translation plan is not included.**

**Please email all required documents to the RCC Centre Research Department:** research@rccinc.ca

# Research Access Application Form

1. **Submission date:** Click or tap to enter a date.
2. **Project title:**
3. **Principal investigator:**
	1. **Name:**
	2. **Affiliation (including institution and department or program):**
4. **Co-Investigators:**
	1. **Name:**
	2. **Affiliation (including institution and department or program):**
5. **Contact information:**
	1. **Phone number:**
	2. **Email address:**
6. **Anticipated project start and end dates:**
7. **Describe the participant population (e.g. clients (age, diagnosis, etc.), staff, management, etc.):**
8. **Describe how your project aligns with RCC’s mission, vision, and values:**

*\*Note your request can be denied if your project does not align.*

1. Recruitment may take place at SSCY Centre, online (RCC website/social media) or emailed through the ACCESS Database or RCC/SSCY Family Network. **Select all avenues below where you would like your advertisement to be posted**. The advertisement provided in your submission will be posted on your behalf by the RCC Research Coordinator. Please ensure your REB approval includes recruitment through the methods selected.

[ ]  **ACCESS Research opportunities – recruitment material emailed to families who have received services at RCC**

[ ]  **Project research coordinator on-site discussions with families attending SSCY**

[ ]  **Posted in the RCC/SSCY Family Network Newsletter**

[ ]  **Listed on the RCC Website**

[ ]  **Posted on SSCY partner social media account (if yes provide details below)**

[ ]  **In the CTNM Network newsletter and on the CTNM Member-Only site (available to PT/OT/SLP/Audiology) *\*if recruiting clinicians only***

[ ]  **Posters on the research walls at SSCY Centre**

[ ]  **Email of recruitment material to staff (only if recruiting clinicians)**

[ ] **Attendance at a staff meeting (if approved by manager)**

1. **SSCY Partner Social Media advertising requirements:**
	1. **Poster Size Requirements: 1080x1080 and/or 816x1056 (8.5” x 11”)**
	2. **Recruitment start/stop dates**
	3. **Requested # of posts**
	4. **Accessibility description of the image(s)**
	5. **Hashtags or links to social media accounts** (*links and hashtags will be included based on approval)*
2. **What is the estimated number of participants you hope to recruit from RCC?**

1. **Does the project require access to RCC electronic medical records?**

[ ]  **Yes** [ ] **No**

***\*If yes:***

* 1. **Describe the records that will be used:**
	2. **Describe the information that will be obtained from the records:**
	3. **Identify who will be accessing the records and whether all team members have signed PHIA pledge of confidentiality:**
	4. **Have you applied for and received PHRPC approval?**

[ ]  **Yes** [ ]  **No** [ ]  **Pending**

*\*Please note- Accessing data from any RCC database requires either a PHRPC approval or an RCC data access and disclosure plan (DADP). PHRPC approval does not guarantee data access. \*Appendix F.*

1. **Does the project require access to other client records housed at SSCY Centre?**

[ ]  **Yes** [ ]  **No**

***\*If yes:***

1. **Describe the records that will be used:**
2. **Who is the trustee of these records:**
3. **Describe the information that will be obtained from the records:**
4. **Identify who will be accessing the records:**
5. **Describe the impact the project will have on RCC/SSCY Centre or staff who participate (e.g. time commitments, possible risks, possible benefits, etc.):**
6. **Describe any staffing resources that will be needed from RCC/SSCY Centre to conduct the project (including a description of the time commitment (ex. a physiotherapist for one hour twice a week for one month)):**
7. **Describe any physical resources that will be needed from RCC/ SSCY Centre to conduct the project (e.g. space, equipment, supplies, etc., including a description of the time that they will be required (ex. a clinic room for two hours three times a week for one month)):**
8. **Describe any other impacts this project may have on RCC/SSCY Centre or Network clients, families or staff in general:**
9. Researchers are required to share study results with appropriate audiences at SSCY Centre, which may include clients, families, clinicians, and management. Possible knowledge translation (KT) avenues include (but are not limited to)
	1. A short family friendly summary of the project results on the RCC website
	2. Publications or infographics with lay summaries for the SSCY Family Resource Centre RCC Research Library
	3. Sharing information in the RCC/SSCY Family Network Newsletter or on SSCY Network partner social media accounts
	4. Presenting to specific departments or at a Breakfast at SSCY learning series session

Researchers are expected to share other KT resources that arise out of their research at RCC/SSCY Centre (such as reports, publications, conference abstracts, media presentations, etc.).

**Describe your KT plan at RCC/SSCY Centre:**

1. **Provide a brief family friendly (*layperson*) summary of the project. This summary should be suitable for a variety of audiences (including clients and families, staff, management, other researchers, and members of the community), fewer than 250 words and at a grade 8 reading level or lower. It will be posted on the RCC website (**[**https://rccinc.ca/research-quality-education/research-at-rcc-sscy/**](https://rccinc.ca/research-quality-education/research-at-rcc-sscy/)**).**

# Signature Page

***\*To be signed and sent with RCC application***

I, the undersigned have read and agree to abide by these RCC Research and Program Evaluation Access Guidelines in their entirety. I understand that failure to abide by these Guidelines may result in my current research access being revoked or may negatively affect any future research access requests at SSCY Centre.

Principal Investigator: Name

Principal Investigator: Signature Date