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. **It is recommended that you contact the SSCY Centre Research Coordinator (Jessie at (204) 258-6717 or jshea@rccinc.ca) before submitting an application, to discuss the project requirements and application procedure, including recruitment methods and knowledge translation plans.**

**\* 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 (including department or program):**
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. **a. Describe the recruitment methods at SSCY Centre (e.g. advertisements, SSCY Centre clinicians providing information, etc.):**

**b. Advertisements may be posted at SSCY Centre, online or through the 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 SSCY Research Coordinator. Please ensure your REB approval includes recruitment through the methods selected.**

**At SSCY Centre**

**In the RCC/SSCY Family Network Newsletter**

**On the SSCY Network website**

**On SSCY partner social media accounts**

1. **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. **Describe the knowledge translation (KT) plan to provide information about the project results and impact to SSCY Centre or Network clients, families, staff and management. Possible KT avenues include (but are not limited to): a poster at SSCY Centre, sharing information in the RCC/SSCY Family Network Newsletter or on the RCC social media accounts (Facebook, Twitter, LinkedIn), or presenting at a Breakfast at SSCY learning series session.**
7. **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, on the SSCY Network website, or on the RCC social media accounts (Facebook, Twitter, LinkedIn):**