Review the SSCY Research and Program Evaluation Access Guideline and the SSCY website (<https://sscy.ca/researchers/applying-for-research-access-at-sscy-centre/>) 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 Development Coordinator (Elizabeth at (204) 451-5702 or ehammond@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, the alignment with SSCY’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.**

**SSCY’s Mission, Vision, and Values**

**Mission Statement:**  
SSCY is an alliance of families, community agencies, regional health authorities, and government that provides specialized community‐based services for children and youth to support them in reaching their full potential. SSCY services are delivered in a coordinated, integrated, family‐centred manner by bringing stakeholders together to provide expertise in service delivery, research, education and technology serving the Province of Manitoba and surrounding areas.

**Values and Principles:**  
SSCY Partners are committed to the vision and principles of coordination and collaboration.

**1. Person-/Family-Centred/Family-Driven**  
Children, youth, families, and groups/communities are active participants in the design and delivery of integrated service(s) to meet their needs. SSCY fosters an open, respectful, welcoming and friendly atmosphere. Diversity is honoured and is reflected in service delivery.

**2. Accountability**  
Service delivery is transparent and accountable to clients, to the public and to funders. Partners understand their respective rights and responsibilities in meeting citizen needs.

**3. Equity**  
SSCY promotes the opportunity for everyone to be healthy. Health equity means that all people can reach their full health potential and should not be disadvantaged from attaining it or accessing health services because of their race, ethnicity, religion, gender, age, social class, socio-economic status or other socially determined circumstance (Manitoba Health Seniors and Active Living, n.d.).

**4. Accessible and Flexible Service Delivery**  
 Easy access to services; provides self-service options; provides coordinated case management if appropriate.

**5. Transparent Communication**  
 Communication is open, respectful and honest.

**6. Staff Engagement**   
SSCY values staff, physicians, and volunteers, and a culture built on respect, inclusion, transparent communication, employee empowerment, responsibility and well-being.

**7. Service Excellence**  
SSCY supports evidence-informed practice, quality improvement, research, evaluation, and risk management. Excellence will also reflect the effectiveness and efficiency of all the work we do.

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

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

Via mail: Attn: Elizabeth Hammond, 1155 Notre Dame Ave, Winnipeg, MB, R3E 3G1

1. **Submission date:**
2. **Project title:**
3. **Principal investigator:**
4. **Affiliation (including institution and department or program):**
5. **Contact information:**
   1. **Phone number:**
   2. **Email address:**
   3. **Mailing 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 SSCY Network’s mission, vision and values: Note your request can be denied if your project does not align.**
9. **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 client 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. **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): a short family friendly summary on the SSCY Network website and the Research Walls at SSCY Centre, a poster at SSCY Centre, sharing information in the RCC/SSCY Family Network Newsletter or on SSCY Network partner social media accounts, presenting to specific departments, or presenting at a Breakfast at SSCY learning series session. Researchers are also expected to share other KT resources that arise out of their research at SSCY Centre with the SSCY Research & Evaluation Committee (such as reports, publications, conference abstracts, media presentations, etc.). The Committee can also help disseminate KT resources. Describe the KT plan at SSCY Centre:**
7. **Provide a brief family friendly (layperson) summary of the project. This 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 Research Walls at SSCY Centre and on the SSCY Network website (**[**https://sscy.ca/researchers/current-research-at-sscy-centre/**](https://sscy.ca/researchers/current-research-at-sscy-centre/)**).**