

FLOW CHART FOR ADMINISTRATIVE APPROVALS FOR MEDICAL EDUCATION RESEARCH DATA USE OR COLLECTION

Does your study involve data on or from KU SOM students (and/or associated teaching faculty)?

YES

NO

You do not need approval from the OME and the OSA

Which of the following data types does your educational research study involve?

ONLY data that is already collected by KU SOM

ONLY the collection of new data

BOTH existing data and new data

1. Please review the **Policy to Request Data for Research**

1. Please review the **Policy to Collect Data from Students for Research**

1. Please review both policies.

2. To expedite your project, schedule a **discussion with OME representatives** prior to form submission

3. Please complete the [Data Use or Collection Request Form](#)

Review by OME and OSA

IF APPROVED

IF APPROVED

IF APPROVED

We will send an email **notification of approval**.

4. Submit your project to the **IRB**. Once approved, provide the approval documentation to OME.

5. Coordinate with OME to obtain de-identified data.

5. Coordinate with OSA to distribute surveys or questionnaires, if applicable.

5. Coordinate with both OME and OSA.

IF NOT APPROVED

We will send an email notification of why your data request was denied.

Prior to resubmission, we recommend that you meet with OME/OSA to discuss.