

## **KU SOM Policy to Collect Data from Medical Students for Research**

Educators and students may wish to collect data from students that is not already collected by OME or OSA as a part of current or past administrative processes, typically for program evaluation or research purposes. Permission to collect data from students must be obtained prior to data collection. This policy describes the process for obtaining permission to do so.

*Note that data collected from faculty, residents or graduate students in the School of Medicine is beyond the scope of this policy.*

The Office of Student Affairs (OSA) and Office of Medical Education (OME) must review and approve the proposed project prior to its start. A meeting with OME and/or OSA to discuss the proposal is encouraged. Prior to submitting the request to collect data, the researcher should have formulated a research question(s) and conducted a preliminary review of the literature. Once that is complete, the request for data and research support can be submitted through the [Data Use or Collection Request Form](#).

Once the request is received, it will be reviewed by OME and OSA. Final approval will be determined by the Office of Student Affairs.

If the request is to survey students, note that the survey must be included with the request, as well as a cover letter including instructions on how to access the survey. Upon review, and if approved, the Office of Student Affairs will distribute the survey allowing for one additional reminder for survey completion. Exceptions to this survey distribution process may be requested.

Individuals who wish to conduct research must also obtain Institutional Review Board (IRB) approval before proceeding with the research project. Please note, the process of requesting permission to collect data from learners for research purposes is separate from the IRB process. We encourage those who wish to conduct research with students to consult with OME and OSA prior to seeking IRB approval.

An appropriate/designated office within the School of Medicine's Dean's office must be named as a department on the IRB protocol. Naming OME on the IRB protocol helps ensure that (a) the IRB approval is reviewed by staff with expertise in educational research protocols and (2) that data analysis remains consistent with the research design. Please note that including OME on the IRB will not necessarily constitute participation rising to the level of authorship. However, representatives of the School of Medicine Dean's office who participate in the project will be considered full partners in the project and should be considered for authorship on any submitted presentations or manuscripts resulting from the work. For participation guidelines warranting authorship, please refer to guidelines for determining contributions (Roberts, 2017) and authorship (International Committee of Medical Journal Editors, 2019)].

After the data collection request is received, it is routed to the appropriate representatives from OME and OSA. Requests for data collection will be considered on an on-going basis. Please note that the time required to consider these requests varies widely and are accommodated within existing workload schedules and completed as resources allow. It is strongly recommended that investigators complete a request for data collection at least 2 months prior to the desired project start date. This (in most cases) will provide adequate time for review of the request.

Requestors with approved projects will be notified by email. Information about approved projects is cataloged in a database for follow up. If the data collection request is not approved, the requestor will be notified and asked to re-submit and/or develop alternative research hypotheses/interests.

- References  
Roberts, LW. Addressing Authorship Issues Prospectively: A Heuristic Approach. Acad Med. 2017;92:143-146.
- International Committee of Medical Journal Editors  
<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

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