

KUSOM Policy to Request Educational Data for Research

Administrative educational data are defined as information collected and maintained in the offices of the Executive Dean of the School of Medicine as part of normal business and educational operations. Data that is collected as part of the MD program (hereafter, educational data) can be diverse, including admissions information, student performance data and course and faculty data. There are educators and students who might like to review this data, typically for program evaluation or research purposes. This policy defines what is considered administrative educational data, for what purposes it can be used, by whom, and under what constraints.

The Office of Medical Education (OME) facilitates access to data maintained in the School of Medicine Dean's office (including Faculty Affairs and Development, Office of Student Affairs, Office of Admissions, Office of Rural Medical Education, Office of Diversity and Inclusion, and Office of Medical Education). The Program Manager for Scholarship and Research serves as the point of contact for investigators who require KUSOM administrative data as an essential component of their research.

A meeting with OME to discuss the proposal prior to the data request is encouraged. Prior to submitting a request for 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](#).

Individuals who wish to conduct research must also obtain Institutional Review Board (IRB) approval before proceeding with the research project. In Kansas City, this is the [KUMC Institutional Review Board](#); in Wichita, this is the [Wichita Human Research Protection Program](#). Please note, the process of requesting data concerning learners and faculty for research purposes is separate from the IRB process. IRB approval may not be needed before making an administrative data request.

An appropriate/designated office within the School of Medicine's Dean's office must be named as a department on the IRB protocol. Additionally, OME should be included to ensure that the IRB approval is reviewed by staff with expertise in educational research protocols. Representatives of the School of Medicine Dean's office who participate in the project will be considered full partners in the project and will be included as authors on any submitted presentations or manuscripts resulting from the work [guidelines for determining contributions (Roberts, 2017) and authorship (International Committee of Medical Journal Editors, 2019)].

After the request is received by the Program Manager, it is routed to the appropriate office where the data is housed. The designated office then notifies the program manager whether the data can be provided and an approximate amount of time/resources that will be needed to provide the data. This information is then passed on to the Executive Dean's Leadership Cabinet to ensure that the proposed use and release of data is consistent with University policies, practices and priorities, and is

mindful of State/Federal regulations and for final approval. The Executive Dean's Leadership Cabinet meets weekly and the agenda is set one week in advance. If approved, the program manager notifies the designated office representative who then assigns a staff member/timeline for fulfillment of the request. This information is cataloged in a database for follow up.

Requests for data will be considered on an on-going basis. Please note that the time required to consider and produce data requests varies widely. Data requests will be accommodated within existing workload schedules and completed as resources allow. It is strongly recommended that investigators complete a request for data at least 2 months prior to the desired project start date. This (in most cases) will provide adequate time for review of the request, proposal refinement, and scheduling of the work.

If the data request is not approved, the program manager will notify the requestor and a reason for the denial will be provided. The requestor can then modify their data access request and re-submit or develop alternative research hypotheses/interests.

Policy modified from: <https://ir.princeton.edu/make-request/request-data-research>

- 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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