

## **Procedure for Requests to Access Queen's School of Nursing Students/Faculty/Staff for Research**

*The following procedure has been developed to serve as a guide for investigators requesting access to faculty, students and/or staff within the School of Nursing for research study purposes. The role of the Queen's School of Nursing Research Committee is to ensure the requests are legitimate and to assist researchers in the recruitment of SON students, staff and faculty.*

### **1. Description of Studies for Review**

Investigators making a request to access School of Nursing students, faculty or staff for research purposes will submit an information package to [nursing.research@queensu.ca](mailto:nursing.research@queensu.ca), as outlined in procedure step #2. All requests will be reviewed by the committee. Research studies that are excluded from this review process include, for example, those that focus on nursing school policies/procedures and do not require student/faculty/staff as participants.

### **2. Procedure for Submission**

Researchers will submit their request and information package to [nursing.research@queensu.ca](mailto:nursing.research@queensu.ca) for review.

- ✓ **Study Summary:** A Brief one–page overview of the investigator's study must include:
  - Study purpose
  - Population of interest
  - Targeted sample and sample size
  - Data collection and method
  - Proposed recruitment method (email, newsletter, social media, other, as approved by the appropriate ethics board)
  - Proposed timeline
    - Note: it is the responsibility of the investigator to notify [nursing.research@queensu.ca](mailto:nursing.research@queensu.ca) at the time of any additional distribution of recruitment reminders
  
- ✓ **Confirmation of ethics approval for the study:** Documentation of final approval from an ethics board must be included in the submission. Approval can be from local REBs (Queen's Health Sciences and Affiliated Teaching Hospitals Research Ethics Board (HSREB); Queen's General Research Ethics Board (GREB) or the ethics board at another institution.
  
- ✓ **Recruitment material:** Researchers will submit the ethics-approved recruitment material and the official letter of ethics clearance that references the matching recruitment material document and version number. The SON Research committee must be informed of any modifications to the recruitment material that were approved by ethics

### **3. Review and distribution procedure**

The School of Nursing Research Committee will review the application package for completeness. The Chair, School of Nursing Research Committee, will provide feedback to the requesting investigator and will facilitate distribution of study material in collaboration with the relevant School of Nursing staff.

## **Application package checklist**

Please ensure the following are attached to your request:

- Study summary
- Research Ethics Board approval letter
- Approved recruitment material (email script, poster, social media script, etc.)