May 7, 2022

POLICY FOR RESEARCH ACTIVITIES IN ASSOCIATION WITH ASCIP

Purpose:
This policy describes a review and approval process for research activities to be performed in association with ASCIP, including activities that may occur at ASCIP conferences and/or through ASCIP Resources such as the Newsletter or website and via email.

Responsibility:
The ARC will have the initial responsibility to review and consider the application and make a recommendation to the Governance Board (GB). The GB will make the final determination.

Submission Process:
1) The applicant may submit their request directly to ARC or through GB. Information on submitting a request will be available on the website [*to be developed*].
2) Materials to be submitted include the following. (See Attachment A for a template application.)
    - Applicant information (name & degree, position, location).
    - Identification of ASCIP members on the research team, if any.
    - Funding source, if applicable
    - Summary of the overall project to include (see attachment):
        - Study purpose or aims
        - Study population
        - Recruiting plan
        - Intervention and/or data collection activities
        - Plan to protect Privacy and Confidentiality
        - Relevance to ASCIP
    - Status of IRB submission & expected IRB review/approval date
    - Informed Consent document or statement of research if waiver of consent
    - If it is a VA facility, please provide R&D approval.

Review:
ARC will assign at least two members, including one reviewer in the focus area (i.e., APS, Nursing, PSW, TLC) and one familiar with human subject protections in that focus area. Ad hoc reviewers outside of ARC can be invited as needed. These reviewers will present the study and any relevant critique at a regular ARC meeting. Application material will be distributed in advance of the meeting so that all ARC members will be able to review it.

The requestor may be scheduled to attend a meeting with ARC to address any bidirectional concerns or questions. In the event of a scheduling conflict (i.e., inability to attend the scheduled ARC meeting), the ARC chair will speak with the applicant and present the responses at the next ARC meeting. A consensus recommendation to allow or disallow the research activity will occur after a full ARC discussion.

The ARC Chairperson will provide the decision and recommendation to the GB via the ARC GB liaison. The ARC Chairperson will also communicate the GB's decision to the applicant. After approval, the ARC Chair will serve as the point of contact for the study team.

This process may require 3-4 months from submission to approval by ARC/GB.

Examples of activities that *may be approvable* in association with ASCIP include, but are not limited to:
- study recruitment
- interviews and/or surveys of professionals to occur at an ASCIP conference
- distribution of surveys to professionals through the ASCIP mailing list (although this would need to be done by The FIRM staff; the mailing list would not be disclosed)
- distribution of a link to an online survey via the ASCIP Newsletter

Quality Assurance & Performance Monitoring:
As appropriate, reporting of findings will be encouraged at the next ASCIP annual meeting and/or through publication in the Journal of Spinal Cord Medicine. One member of the ARC will oversee the tracking of the number of recruitment requests and recruitment outcomes (i.e., how many participants were recruited from ASCIP). This member will update the committee on a quarterly basis.

ATTACHMENT A

APPLICATION FOR ASCIP-ASSOCIATED RESEARCH

Name of Principal Investigator (and credentials):

Academic/Clinical Position:

Name of Person submitting this request (if different from above):

Facility:

Name of ASCIP Member (if applicable, or state "none"):

Section: ☐APS ☐SCIN ☐TLC ☐PSWC

Funding source (if applicable, or state "none"):

IRB approval date:

**Attach the IRB approval letter and the consent form, if available.*

**Attach a detailed explanation relating to this ASCIP request to include the following (approximately 1-3 paragraphs per section)*

- Study purpose or aims
- Study population
- Recruiting plan
- Intervention and/or data collection activities
- Plan to protect Privacy and Confidentiality
- Relevance to ASCIP