

Data Research Requests

GUIDELINES FOR CAATE-RELATED RESEARCH REQUESTS

The complete proposal should include the following sections:

1. **Cover Page.** This section should include the title of the proposed study, complete contact information of principal investigator (name, title, institution, address, phone, and email), and the names, titles, and institutions of all co-investigators. At the bottom of the cover page, indicate the start and end dates of the project.
2. **Abstract Page.** The abstract, limited to 400 words (including title), should include the following elements: Title, Investigators, Background, Purpose/Specific Aims, Methods/Study Design, Hypothesis, and Significance of the Study.
3. **Audience, Journal or Venue.** Describe the audience to which this research is targeted and, if applicable, list the proposed journal, conference or other venue where this research will be submitted and/or presented.
4. **Table of Contents.**
5. **Description of Proposed Research.** Please include the following sections (not to exceed 2,500 words excluding the abstract, biosketches, references, and/or appendices; approximately 5 single-spaced pages):
 - a. **Background:** Briefly describe the background leading to the research question and evaluate the existing studies relevant to this project.
 - b. **Preliminary Studies (if applicable):** Provide an account of preliminary studies conducted by the principal or co-investigators pertinent to this application. This information will help to establish the experience and competence of the investigators to pursue the proposed project and assist the reviewers in assessing the likelihood of success and completion of the study. Copies of publications by the investigators pertinent to the proposed research may be included as an appendix.
 - c. **Purpose/Specific Aims:** Concisely state the primary objective of the project and specific aims if applicable.
 - d. **Study Design/Methods:** Describe the research methods, study design, and statistical analyses to be used to accomplish the project. Describe any novel approaches, tools, or technologies for the proposed study as well as potential difficulties and limitations. A power calculation that justifies the number of subjects is encouraged.
 - e. **Hypothesis:** State the study hypothesis and a brief explanation based on the background information or preliminary studies presented.
 - f. **Significance of Study:** State the importance and relevance of the research described and the potential impact on the relevant field(s).

6. **Institutional Approval and Signatures.** Please attach a letter from the appropriate institution indicating that the project has been approved by an institutional review board. Please also include the name and contact information for the appropriate institution/individual(s) responsible for the scientific conduct of this study. Please provide the signature of this individual, to verify that he/she has reviewed the application. Data will not be released to the principal investigator(s) until the CAATE has received formal notification that the research study has been approved by the institution's research board (IRB).
7. **Detailed Budget.** Provide a detailed budget itemized by expense categories. The budget should list the names and roles of all personnel to be involved in the project. In cases where an individual cannot be identified at the time of submission, providing the proposed position title and role are sufficient. Existing grants or other funding sources being utilized for the project should be listed separately by briefly stating the funding agency, amount, and general description of how the funds will be utilized. If the project will be supported by external funding, list the source(s) of the funding and the type of funding (e.g., financial and/or equipment).
8. **Biographical Sketches.** Please submit 1 per investigator (4 pages or less) with the following elements: name, institution, education, relevant past research, prior research funding, and relevant publications. Please indicate if publications in press are articles or abstracts.
9. **Timetable.** Provide a tentative timetable for the project including the start and end date as well as major milestones.
10. **References.** Please number all references in the order in which they appear in the proposal. Sample format for references are given below:
 - a. Journal article: Newcomer KL, Laskowski R, Idank DM, et al. Corticosteroid injection in early treatment of lateral epicondylitis. Clin J Sport Med. 2001;11:214–222.
 - b. Book chapter: Claessens AL. Elite female gymnasts: a kinanthropometric overview. In: Johnston FE, Eveleth P, Zemel B, eds. Human Growth in Context. London: Smith-Gordon and Co; 1999:273–280.
 - c. World Wide Web: Gostin LO. Drug use and HIV/AIDS [JAMA HIV/AIDS website]. June 1, 1996. Available at: <http://www.amaassn.org/special/hiv/ethics>. Accessed June 26, 1997.
11. **Appendix.** Examples of items that could be included in this section are: surveys, research instruments, and equipment specifications, along with publications pertinent to the proposed research. Up to 5 publications per investigator may be included. They must be published or in press.
12. **Submission.**

CAATE Research and Publication Approval for CAATE member institutions and Other Researchers/Parties

The following outline sets forth the approvals needed for research relying on CAATE data that is proposed by members of the CAATE Commission, CAATE Organizational Sponsors, the National

Athletic Trainers' Association, the Board of Certification, the NATA Foundation, other CAATE employees/contractors, or third-party academic researchers.

Background

Research approvals are subject to the following:

The CAATE-wide electronic records system will: (i) allow for the CAATE (but not the member institutions) to conduct data institutional and accreditation-level reviews; and (ii) allow for authorized academic researchers to access data (on a de-identified basis) and conduct studies designed to improve educational outcomes and broaden medical knowledge (provided that the CAATE will be provided with notice prior to any such access and gives its consent, such consent not to be unreasonably withheld). The approval process required for research directed by institutional-affiliated or third-party researchers incorporates both the above CAATE requirements as well as formal review and approval by the CAATE Research Committee.

Please note that this process is not applicable to internal research and individual institutional reviews directed by the CAATE.

Submissions

Research proposals should be submitted to the CAATE office at support@caate.net. The proposal will be forwarded to the Commission for review.

The submission should describe the intended output of the research, making clear whether the data are to be used for internal or external purposes. Examples of internal purposes include a program director using his or her institution's data for that institution only, or a presentation to a closed meeting of institutional officials and CAATE staff (includes accreditation Site Visitors).

Examples of external purposes include posters, abstracts, presentations or lectures at conferences, and journal or other publication. From time to time the CAATE and the CAATE Research Committee may circulate a separate document containing further information and requirements required for submission of research proposals.

Questions regarding submissions should be directed to CAATE.

Required Approvals

All required approvals must be in writing and obtained in advance of commencing the proposed research or submission of articles for publication, as applicable.

TYPE OF RESEARCH	PROPOSED USE	APPROVALS REQUIRED
Analysis of an institution's data. (Note that – unlike aggregated de-identified accreditation-wide data – third party researchers will not be approved to use an individual institution's data.)	Internal	None
	External	<ul style="list-style-type: none"> a. IRB selected by researchers and approved by the CAATE Research Subcommittee b. CAATE Research Subcommittee; c. CAATE Commission
Analysis of accreditation-wide data and other research involving CAATE institutions (e.g., survey studies, cohort studies, etc.).	Internal	<ul style="list-style-type: none"> a. IRB selected by researchers and approved by the CAATE <ul style="list-style-type: none"> a. depending on study design, IRB may request informed consent from individual students, program directors, etc., if researchers are proposing to collect prospective data b. CAATE Research Subcommittee; c. CAATE Commission
	External	<ul style="list-style-type: none"> a. IRB selected by researchers and approved by the CAATE <ul style="list-style-type: none"> a. depending on study design, IRB may request informed consent from individual students, program directors, etc., if researchers are proposing to collect prospective data b. CAATE Research Subcommittee; c. CAATE Commission
CAATE-related individual institutional case reports	Internal (presentation only to CAATE- and/or institution-affiliation personnel)	<ul style="list-style-type: none"> a. CAATE Research Subcommittee b. CAATE Commission
	External	<ul style="list-style-type: none"> a. CAATE Research Subcommittee b. CAATE Commission c. IRB selected by researchers and approved by CAATE Research Subcommittee d. Informed consent from institutional representative to be studied

**The CAATE may require IRB approval for certain internal studies depending on proposed study design*

Researchers must direct attention to and are responsible for ensuring the confidentiality and security of all institutional information or other confidential data in connection with submissions for approval and upon any subsequent receipt of data from the CAATE and/or its respective agents. Researchers are required to conduct all research activities in compliance with all applicable laws, rules and regulations, including with respect to the transfer of data.