## Steps for Conducting Research at the Glen Sather Sports Medicine Clinic

<table>
<thead>
<tr>
<th>Step</th>
<th>INFORM THE GSSMC OF INTEREST TO CONDUCT RESEARCH AT THE CLINIC</th>
</tr>
</thead>
</table>
| 1    | • Complete and submit§ the **GSSMC Research Proposal Summary Form**.  
      • Approval by the GSSMC Research Office and, GSSMC Research Committee based on scope, clinic impact, rationale, concept, data collection, recruitment procedures, timeline and overlapping projects. |
| 2    | • Complete and submit§ the **GSSMC Research Proposal Form**. |
| 3    | • Work with a member of the GSSMC Research Office to finalize how to operationalized the study within the clinic. |
| 4    | • Complete and submit an ethics proposal to the University of Alberta Research Ethics Board (REB).  
      • Obtain University of Alberta REB Approval.  
      • Sign a research agreement with the GSSMC. |
| 5    | • Provide the GSSMC Research Office with monthly updates throughout the research.  
      • Inform the GSSMC Research Office of study completion and outputs. |

* Step 4 must be completed BEFORE any data collection can take place within the clinic.

§Submit to GSSMC Research Office (gssmcresearch@ualberta.ca)

Copies of the **Research Proposal Summary Form**, **Research Proposal Form** and **GSSMC Research Policies and Procedures** are available through the GSSMC Research Office (gssmcresearch@ualberta.ca) or at [https://uofa.ualberta.ca/glen-sather-clinic/research](https://uofa.ualberta.ca/glen-sather-clinic/research)

GSSMC Research Steps Overview 2016
These procedures apply to all research activities within the GSSMC including but not limited to patient recruitment, poster displays, data collection, and access to patient information held by the GSSMC.

**STEP 1** - Complete and submit a GSSMC Research Summary Form to the GSSMC Research Office (through the Office of the Research Director) for consideration.

- To minimize the time required to acquire GSSMC Research Committee approval and the need for changes to data collection procedures and associated ethics amendments, PI’s are highly encouraged to present this form for consideration in the study design phase.
- The GSSMC Research Office will make decisions on the complexity, feasibility and impact of the study on clinic operations based upon the GSSMC Research Summary Form and will either decide to accept, reject, or request revisions or further information. At this stage, research projects may be rejected if outside the scope of the GSSMC strategic plan, overlap with other ongoing research projects in terms of patient populations and/or clinician availability, or are incomplete.
- If acceptable the Research Summary Form will be presented to the GSSMC Research Committee for consideration.
- The GSSMC Research Committee with review the GSSMC Research Summary Form and decide to accept the research as proposed, reject or request revisions or further information based on the impact of the study on clinic operations. Studies may be rejected based on scope, clinic impact, rationale, concept, data collection, recruitment procedures or timeline.
- A full research proposal may be requested at this stage before studies that require a larger commitment from the GSSMC such as clinician involvement, use of the facilities for data collection, involvement of administrative staff or that require modification of such (e.g. randomized controlled trials, interventions studies) may be considered.
- A written decision of the GSSMC Research Committee review will be communicated to the PI in a timely fashion.

**STEP 2** – Complete and submit a full Research Proposal Form to the GSSMC Research Office (through the office of the Research Director) for consideration. This provides detailed information about the proposed research.

**STEP 3** – Meet with GSSMC Research Office to discuss the proposal and in particular how the study will be operationalized within the GSSMC.

- PI’s should be prepared to answer questions on the operationalization of the study within the clinic.
- The goal of this meeting will be to ensure that all aspects of how the study will be operationalized within the clinic are addressed in a mutually beneficial manner such that the PI can submit for ethics approval.

**STEP 4** – Complete and submit an ethics proposal to the University of Alberta Research Ethics Board (REB) for approval and sign a research agreement with the GSSMC.

- Once ethics approval has been acquired, a copy of the approval and full ethics application outlining the processes that have been approved must be provided to the GSSMC Research Office.

**STEP 5** – Conduct and complete research

- All PI’s conducting research within the GSSMC must provide the GSSMC Research Director with monthly updates (due by email on the 25th of each month) on the progress of the research project including information about successful funding, community engagement and dissemination activities (e.g., publications, abstracts, presentations). This information will be shared with the GSSMC Operations Advisory Committee on a monthly basis.
- Materials for distribution to clinicians, administrative staff or the public (inclusive of patients and their representatives) such as posters and flyers may only be shared after approval by the Research Office and the GSSMC Executive Director.