

The University of Arizona College of Medicine – Tucson Medical Education Research & Scholarship data Policy

Policy #:	2022-0003	Policy Name:	Research Data Request Policy
Category:	General Educational Policies	Policy Status:	Proposed
COM-T Phase:	All Phases of MD Program	Effective Date:	4/14/2022
Responsible Unit:	Curricular Affairs	Revision Dates:	4/14/2023
Relevant LCME Standard(s):	8.1 Curricular Management	Page 1 of 4	

Purpose and Summary

This policy applies to all data and research requests made to the Assessment, Evaluation and Analytics team. All users (faculty, students, and administration) within and outside the University of Arizona – College of Medicine – Tucson, shall comply with the rules and regulations expressed in this Policy.

The Office of Curricular Affairs, University of Arizona College of Medicine – Tucson (<https://medicine.arizona.edu/education/curricular-affairs>), encourages collaborative medical education scholarship & research that leads to continuous program improvement and supports the professional development of faculty, students, and administration staff. Based on this premise, we support a collaborative spirit between the Assessment, Evaluation and Analytics team (responsible of extracting, analyzing, and reporting data for the purpose of curriculum development and teaching improvement in all its facets and implications) with the data user. Data gathering, analysis and sharing will follow strict protocols to protect students' and faculty privacy and wellbeing and in alignment with the Family Educational Rights and Privacy Act (FERPA) - a federal law that protects the privacy of students' education records that prohibits educational institutions from *disclosing personally identifiable information in education records* (<https://www.cdc.gov/php/publications/topic/ferpa.html>)

Even if collaboration is supported, we expect the proposed scholarship/research activity:

- (1) does not impede or interfere with the UACOMT curriculum,
- (2) does not impede or interfere with ongoing research,
- (3) does not place an undue burden on students, faculty and/or staff, and
- (4) does not conflict with the mission and values of the College, the guiding principles of the curriculum, or the policies and procedures of UACOMT.

All new proposals must be reviewed and approved by the Office of Evaluation, Assessment and Learning Analytics (OEALA).

** For further information about research proposal writing, please refer to APA requirements: ([PDF](#)) [How To Writing A Research Proposal In APA Style? | Tutors India - Academia.edu](#)

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Based on the premises mentioned above, all data requests (extraction, analysis, reporting) will follow this policy with no exceptions.

Medical education Scholarship and Research includes

- (1) Studies conducted by UACOMT students, faculty, or staff focusing on the design, implementation, and/or outcomes of the curriculum,
- (2) Studies conducted by outside parties unaffiliated with the UACOMT that intend to use UACOMT students or faculty as research subjects, and
- (3) Scholarship that result from educational program evaluation and/or assessment of learning.

The Research Data Requests Policy applies to all data requests in relation to survey/interview question design, data retrieval, and data report by the Assessment, Evaluation and Analytics team. All data users (faculty, students, and administration) within and outside the University of Arizona – College of Medicine – Tucson, shall comply with the rules and regulations expressed in this Policy.

Research proposals originating from the UACOMT must be submitted online to the OEALA prior to seeking IRB approval*, *(if results will be published IRB approval must be obtained following approval from the OEALA)* and must include the following information:

- a. An abstract of the scholarship/research project of 150 words or less
- b. Scholarship/Research problem and research questions
- c. Names and roles of research participants
- d. Background and Literature Review
- e. Target population
- f. Method or Methods
- g. Intended statistical analysis plan (note that students and faculty are responsible of performing the statistical analysis of their own projects, unless authorship credit is provided to specific members of the Assessment, Evaluation and Analytics team, following ICJME authorship rules)
- h. Expected Findings (or Expected Results)
- i. References (must have at least 10 peer-reviewed academic articles)**

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Definitions

Data: Facts that can be analyzed or used to gain knowledge or make informed decisions; statistics or other information represented in a form suitable for processing by a computer.

Original data: In the context of this policy, refers to information that is directly provided pulled from the sources of data, the students and/or the institution in this case. It can also be referred as ‘raw data’ since the information has not been processed for use. It is the data represented exactly as it was captured at its source.

Data request: Information solicited by students, faculty or administration pertaining students’ work

Research/Scholarship Proposal: A document that provides a detailed description of the proposed research project. Like a scientific article, a research proposal contains sections describing the research background (literature review), methods and references.

Access to Data

The Research Data Requests Policy outlines the process of data requirements, data use, the timelines and authorship credit in relation to any data request received by the University of Arizona, Office of Curricular Affairs, Assessment-Evaluation & Analytics team.

A. Access to Original Data: The Associate Dean, Curricular Affairs, and the Assessment, Evaluation and Analytics team within the office of Curricular Affairs are the only individuals who are allowed to have direct access to original data. The team have all been trained in FERPA to always manage and protect data. Anyone in the team of Curricular Affairs who has taken FERPA training, might also have access to direct data, but always in consultation with the Associate Dean, Curricular Affairs, and with the Assistant Dean, Assessment, Evaluation, & Analytics.

B. Data requirement conditions and processes

This policy underlines the conditions that need to be fulfilled by students, faculty and/or staff at the University of Arizona Tucson, who are requesting access to any form of data (either quantitative or qualitative) currently contained in databases such as MedLearn, Med Reports, ExamSoft, Qualtrics, New Innovation, and others. No data request will be processed without the fulfillment of these conditions. All data requests need to be accompanied by a Research proposal signed and approved by a faculty mentor (for students), or by a research mentor (for junior faculty), or by the Research Office, for faculty. If the request comes from an administration member, or from a University of Arizona

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College of Medicine alumni, the same conditions expressed above will be applied. The research proposal should be signed by the research director from the affiliated institution and approved by the Associate Dean of OEALA

C. Data provision form and timelines

A timeline is defined here as the time interval that needs to be given to the Assessment-Evaluation & Analytics team between the data request and the reception of the data. The data release interval is marked here as 12 weeks from the time a request is received (the research/scholarship proposal), the review of the research proposal is completed, and the data is released. This time interval will allow the team to review the requested submission, identify the data requested, and provide high quality information. Furthermore, all data will be anonymized before sharing (all the identification of students' personal information will be deleted), following FERPA ([Family Educational Rights and Privacy Act \(FERPA\)](#)) conditions. The Assessment- Evaluation & Analytics will keep the cross-walk ledger of the original data to research study IDs.

D. Authorship credit as per ICJME

Members of the Assessment, Evaluation, and Analytics team will receive authorship credit as per ICJME author participation which defines as an author any person involved in the research who made a "contributions to the ...acquisition, analysis, or interpretation of data for the work."

(<http://www.icmie.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>)

If the data (or any of its forms) provided by the Assessment, Evaluation, and Analytics team is use for a conference (either poster of public presentation) or an article (research paper, journal, or any digital of printed publication) , the Assessment, evaluation and analytics team will be:

- Provided a copy of the poster, article, abstract or other submission at least 2 weeks before the submission deadline to review and provide changes
- Provided with timely notice of acceptance/rejection. For conferences, they will be provided notice of the conference dates, including the date/time of the presentation or poster.
- Given one week to proofread final versions of articles, posters, etc., before the submission deadline and/or going to the printer

E. Collaborations with the Assessment, Evaluation, and Analytics team

At every point, the data request from the AE&A team should be considered a collaboration and never a service on its own. This collaboration goes beyond the provision of data and requires the inclusion of

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members of the team in meetings, emails and communication strategies used by the principal researcher (the student, faculty, or administration member) to build their research project.

Compliance and Responsibilities

The Assessment, Evaluation, and Analytics Assistant Dean, is responsible of the compliance to this policy by all data-request users. The Assessment, Evaluation, and Analytics team will oversee reviewing and maintaining the accuracy of the policy and communicate any relevant changes or adjustments to it to the academic community at University of Arizona, College of Medicine - Tucson.

Faculty, staff and students requesting data are required to comply with IRB and FERPA in their scholarship/research work. Failure to comply would follow IRB and FERPA violation reporting.

Policy Review

The requests for data from the Assessment, Evaluation and Analytics team Policy will be shared annually at TEPC as an aggregate report of research requests made, research in progress, research completed.

Exceptions

Requests for exceptions to the application of this policy may be granted in consultation with the Assistant Dean Assessment-Evaluation & Analytics. Any requests for exceptions must be submitted in writing for review.