

## **SACME Protocol for Research Engagement and the Use of Data**

SACME is committed to supporting and participating in scholarly activities as a way of advancing CPD. SACME has the opportunity to engage in research activities and to be engaged by members of the community to support their research interests. SACME leadership has adopted the following protocol for research-related activities. Our intention is to support scholarly advancements and contributions through this protocol.

### **1. Letters of Support or Endorsement**

- a. Researcher is interested in gaining the support or endorsement of SACME for research purposes (e.g., to apply for funding).
- b. SACME has no direct involvement in the research – no input or control of the research or data collected.
- c. Request to SACME should include (a) a letter of request indicating clearly what the request and obligations are and (b) a copy of the research protocol.
- d. The request is reviewed by a member of the Scholarship Committee.
- e. If approved, SACME issues a letter indicating the level of support or endorsement by both SACME and the PI, including obligations.

### **2. Access to SACME Community**

- a. Researcher is interested in accessing the SACME community/membership or leadership for research purposes (e.g., to distribute surveys or recruitment letters, to conduct a consensus process, etc.).
- b. SACME has no direct involvement in the research – no input or control of the research or data collected.
- c. Request to SACME should include (a) a letter of request indicating clearly what the request and obligations are, (b) a copy of the research protocol, and (c) a copy of the Institutional Review Board/Research Ethics Board approval or exemption letter.
- d. The request is reviewed by a member of the Scholarship Committee.
- e. If approved, SACME issues a letter indicating the level of engagement and commitments by both SACME and the PI, including obligations.

### **3. Access to SACME Data**

- a. Researcher is interested in accessing or receiving data (broadly defined) owned, maintained, or generated by SACME for research purposes (e.g., to examine demographics of conference attendees, examine SACME policies, etc.).
- b. SACME has no direct involvement in the research – no input or control of the research – but does have a stake in whether the data are or even can be shared/provided.
- c. Request to SACME should include (a) a letter of request indicating clearly what the request and obligations are, (b) a copy of the research protocol, (c) a copy of the IRB/REB approval or exemption letter, and (d) a data sharing agreement signed by all external parties and SACME.
- d. The request is reviewed by a member of the Scholarship Committee.
- e. If approved, the materials and a summary of the proposal are provided to the Scholarship Committee for review and approval. The purpose of this process is to provide approval and details about the transfer of data or feedback in writing should the request be denied.
- f. If approved, SACME issues a letter indicating the data details, level of engagement, and commitments by both SACME and the PI, including obligations.

#### 4. Collaboration with SACME

- a. Researcher (including members) is interested in collaborating with SACME for research on a topic of mutual interest that speaks directly to the organization. SACME as an organization must have a role, enacted through the Board and/or Scholarship Committee, with one or more of its committee members to ensure meaningful contributions and input. A collaboration with SACME assumes some organizational access that would otherwise not be available to the public or SACME's members.
  - i. "Of mutual interest" refers to projects/strategic directions/research that would serve to advance the mission/vision of SACME
- b. SACME has direct involvement in the research – has input and/or control of the research as a PI, Co-PI or CI would – and has stake in the design, conduct, outcome, and dissemination of the research.
- c. Request to SACME would include (a) a letter of request indicating clearly what the request and obligations are, (b) a copy of the research protocol, (c) a copy of the IRB/REB approval or exemption letter, (d) a data sharing agreement, and (e) authorship and data commitments and expectations.
- d. The request is reviewed by a member of the Scholarship Committee.
- e. If approved, the materials and a summary of the proposal are provided to the Scholarship Committee for review, approval, and commitment. The purpose of this process is to provide approval and details about the involvement, or feedback in writing should the request be denied.
- f. If approved, SACME issues a letter indicating the collaboration details, level of engagement, and commitments by both SACME and the PI, including obligations.

#### Notes:

- All letters and non-study related materials will be maintained by SACME.
- All proposals and documents submitted to SACME, letters, progress and completed activities will be retained indefinitely or at the discretion of SACME. This permits monitoring of activities over time as well as sufficient time for project completion and publication.
- Any costs associated with any of the requests above will be the responsibility of the individual/organization making the request.
- Any funding that may be related to any of the requests above (e.g., transferring of funds to or from SACME) is subject to SACME financial management described elsewhere.
- SACME will prepare data maintained by SACME only to the extent necessary to support confidentiality and legal and ethical obligations.
- This policy only applies to SACME related data, membership and related materials and activities that are not already in the public domain.
- Any activities supported by SACME resulting in the dissemination of findings, results, insights, research, or evaluations must acknowledge the contributions of SACME.