



## **GUIDELINE ON STUDENT USE OF CAPD/ACDP DATABASE FOR RESEARCH PROJECTS**

### **Overview**

CAPD/ACDP supports student activities, including active participation in CAPD/ACDP, access to scholarships and awards, free membership, and free meeting attendance and research.

Graduate, postgraduate, and undergraduate students who are members of the Canadian Academy of Pediatric Dentistry/Académie Canadienne de Dentisterie Pédiatrique (CAPD/ACDP) may request access to the CAPD/ACDP email database for research projects in the form of surveys.

CAPD/ACDP must balance the number of emails members receive from CAPD/ACDP, including research projects. Members stand to gain by participating in student research as they will benefit from the knowledge gained from the research and its potential application to clinical practice.

At all times, CAPD/ACDP reserves the right to deny a request for student research based on staffing, managing an overabundant number of emails and/or concurrent surveys to members, and criteria not being met.

### **Eligibility Criteria**

The following is a list of eligibility criteria for students:

1. Students must be active members of CAPD/ACDP and complete training in a CDAC-accredited or reciprocal program. For information on student membership benefits and categories, visit: <https://www.CAPD/ACDP.org/Student-Members>.
2. The research project is in fulfillment of a partial fulfillment of their educational program.
3. The student is the primary investigator of the research project. At all times, the student should be the beneficiary of learning research methodology, analyzing data, and presenting the findings in a recognized form to the pediatric dental community. At no time is a student to be used by a Faculty member to complete research that the Faculty member is completing.
4. The research has received research ethics board (REB) approval.

5. That the student has the full support of an Active CAPD/ACDP member. The active CAPD/ACDP member must be the student's research supervisor or a committee member who will support the student throughout the survey process.
  1. The student and supervisor/active CAPD/ACDP member agree in the letter of request from the student and in the letter of support from the Faculty member that the student will present the research to the CAPD/ACDP membership in one of the following formats:
6. Upon completion of the survey and analysis of the data, the student agrees to share the results of the research with CAPD/ACDP members in one of the following prescribed formats:
  - i. 3M Oral Health CAPD/ACDP Graduate research presentations if eligible and selected to present. Postgraduate students may apply to present at the 3M Oral Health CAPD/ACDP Graduate research presentations; however, preference is given to Graduate trainees completing a specialty program in Pediatric Dentistry.
  - ii. Graduate students, if not selected, may present (when available) at the CAPD/ACDP Poster sessions at the annual conference. Post Graduate Students and Undergraduate Students may present their research at the annual conference's CAPD/ACDP Poster sessions.
  - iii. If the research is not to be published, provide a short summary of the research in a standard abstract form or a PowerPoint slide representing a poster that will be published in the Mirror and on the CAPD/CDP website.

***Note: failure of the student/supervisor to comply with the presentation of their research to CAPD/ACDP members in one of the prescribed formats may affect the student's membership with CAPD/ACDP and the supervisor's recommendation of any future students that may want to complete a survey through the CAPD/ACDP.***

## **Documentation Required**

The student must provide the following documentation:

1. A letter of intent addressed to the Chair of the CAPD/ACDP Scientific committee and copied to the CAPD/ACDP Executive Director from the student indicating a desire to do a survey of the CAPD/ACDP membership through the CAPD/ACDP database. The letter of intent must indicate that eligibility criteria a) through f) have been satisfied/provided. In addition, the letter of intent will indicate the following:
  - a) The title and purpose of the survey
  - b) A link to the survey or a copy of the survey questions
  - c) The dates of desired distribution and follow-up dates of distribution to a maximum of three mailings.

- d) What language the survey will be distributed in (English and/or French)
- e) Which member categories they would like the survey distributed to. (Retired, Active, Honorary, Affiliate, Allied, Associate, Student - for an explanation of membership categories, visit: <https://www.CAPD/ACDP.org/Membership>)
- f) That upon completion of the survey and analysis of the data the student agrees to share the research results with CAPD/ACDP members in one of the prescribed formats.

2. A copy of the cover email/and or cover letter to the members that are being requested to participate in the research will explain:

- A) Who you are and why you are contacting CAPD/ACDP members.
- B) Name of the study
- C) Intent/Purpose of the study
- D) The study has REB approval.
- E) Participation is not mandatory, and a member can drop out anytime.
- F) Data will be pooled, and there is the assurance of anonymity and confidentiality (i.e., how will identifiers be removed, i.e., in a province like New Brunswick where there may be only one Pediatric Dentist, how do you ensure anonymity of your report data by region,)
- G) What survey tool will be used, and is information being stored in the cloud outside of Canada (which can risk anonymity and length of retention of data)
- H) Contact information if a respondent has concerns or questions (i.e., the student or their supervisor)
- I) The LINK to the survey
- J) CAPD/ACDP will add the following to the cover email/cover letter: CAPD/ACDP is sending this Graduate Student Survey information to the membership to support student research to fulfill a partial requirement in their educational program.

3. A letter of support from the Active CAPD/ACDP member on the student's research committee. The letter should state or indicate:

- i. The name of the student.
- ii. The title of the research.
- iii. The active member's role in the study.
- iv. A copy of the REB approval letter from the University and/or hospital.
- v. The student is the primary investigator of the research, and the student has completed a literature review, and the student has developed the survey (in consultation) with the Active Member on the student's committee.
- vi. How the research survey is a partial fulfillment of their educational program.

4. A copy of the REB approval letter from the University and/or hospital.

## Process

1. This document may be downloaded from the [Graduate](#) Page of the Student Section of the website or the [Undergraduate](#) page or provided after contact through [info@CAPD/ACDP.org](mailto:info@CAPD/ACDP.org)
2. The Student Member will contact CAPD/ACDP and submit the required documents through [info@CAPD/ACDP.org](mailto:info@CAPD/ACDP.org)
3. CAPD/ACDP will acknowledge receipt of the request.
4. The request and the required documents will be forwarded to the Chair of the Scientific Committee for vetting and to the Executive Director for resource considerations.
5. The Scientific Committee will review the documentation. The committee will collectively determine if the project is:
  - a. Eligible
  - b. Eligible with modifications
  - c. Ineligible

The Scientific Committee is not responsible for reviewing the validity of the survey. It is solely responsible for ensuring that all documentation required has been sent and all criteria have been satisfied. If, at any time, documentation is not in keeping with the requirements or has concerns regarding the study, the Chair of the Scientific Committee may raise the issue with the Executive Committee for final ruling.

The Scientific committee Chair will advise the student directly of the outcome of the submission with cc's to the Executive Director and DOPS for resource implication only.

6. If resource is available, the DOPS will work directly with the student to ensure that the survey is distributed as requested through the CAPD/ACDP membership database. Note: At no time will the database be 'copied' to the student.

The DOPS will schedule the second and third mailings. It is the student's responsibility to check through their supervisor/active member of CAPD/ACPD that the survey has been distributed as agreed on the initial date and the two follow-up dates. If the student has any concerns, they should contact the DOPS with a copy to the Executive Director and Chair of the Scientific committee so that appropriate action can be taken.