



Data Access and Use Procedures

Data Request and Description of the Research

Provide the name, address and institution of the principal investigator.

- First Name Last Name
- Title
- Academic Program
- Institution
- Address
- Telephone

Describe the research, including the research question, requested data and the analysis plan.

Example research questions:

- Do programs in private not-for-profit institutions have more core faculty members per DPT student when compared to programs in public institutions?
- Do programs in institutions that also have a Medical School have more autonomy in program oversight and financial control when compared to programs in institutions without a Medical School?



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Example data sets:

- Core faculty Number, Ethnic Identity, Racial Identity, and Gender Identity from all Programs in Private and Public Institutions
- Program director autonomy in setting Tuition, Fees, Allocating Budget, Providing Start-up Funds from all Programs in institutions with and without Medical Schools



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Example analysis plan:

- We are planning to complete descriptive statistics and an assessment to look for a correlation between number of core faculty and number of students in a cohort
- We are planning a multifactor analysis to identify relationships between degrees offered by the institution, number of core faculty with advanced degrees, and program's success in tracking alumni one year after graduation.



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Describe all third-party individuals who will have access to the Data Set, in addition to the principal investigator.

Example third parties:

- Sally B., PT, PhD, FAPTA, Associate Professor, University of G., City, State, co-investigator
- T. Ahtempi, PhD, Research Director, Simulation and the Environment, City, State, statistical support



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Describe the data security plan for this research project.

Example data security plan:

- Data will be stored as an Excel file in a secure, password-protected server in Microsoft Cloud. Data will be accessible only to listed third-party individuals, each of whom has a secure password. Data will not be downloaded onto individual investigator's computers.
- Data will be stored on the principal investigator's password-protected laptop computer. Data will never be shared with others.
- The data set will be deleted from the password-protected computer after analyses are complete. ACAPT will be informed upon destruction of the Data Set.
- The data set will be deleted from the secure server after the study is completed.



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Describe the anticipated timeframe for use of the Data Set.

Example timeframe:

- Data analysis will occur Summer 2024, report of findings is anticipated for the Combined Sections Meeting (CSM) in winter 2025.
- Data analysis will occur in fall 2024, data will be combined with information from a qualitative study, and submission for publication is anticipated in fall 2025.



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Please indicate whether you plan to submit (or have submitted) for approval from your institution's Institutional Review Board (IRB).

Example responses:

- If this request is approved by the Data Advisory Committee, I will apply for IRB approval.
- I have received approval for this study, exempt status. The approval number is.....
- Publication or presentation is planned, I will submit for IRB approval, and I will cite ACAPT as required-- **“all uses of these data shall reference the American Council of Academic Physical Therapy’s Center for Excellence (ACAPT, YYYY, acapt.org) as the source of the data and acknowledge that “ACAPT bears no responsibility for non-ACAPT interpretations presented or conclusions reached based on analyses of the data.”**