



Nurse Educators Conference in the Rockies Research Participant Request Checklist

The Nurse Educator Conference in the Rockies Planning Committee is happy to support nursing educational research and has created a voluntary research participant email list of conference attendees interested in participating in research. To ensure responsible and appropriate use of this information, researchers requesting access to the voluntary research participant email list must complete this application for review by the Nurse Educators Conference Planning Committee.

Access to the voluntary research participant email list is available for the purpose of academic and practice research that conforms to generally accepted norms and standards for research and informs health care education, leadership, workforce or services.

Applications will be reviewed at the monthly Nurse Educator Conference in the Rockies Planning Committee meeting, held on the third Thursday of the month. If approved, the researcher will be provided access to the voluntary research participant email list. If denied, the researcher will be provided steps to correct issues and may resubmit the request.

Please note: You will need to confirm that the information provided is truthful and accurate and you will use the email list solely for the purposes of recruiting for the research study identified in this application, as described above, and in accordance with ethical research standards.

Application Checklist:

1. Investigator Information
 - a. Name, Credentials, Title, Institutional Affiliation, email address, phone number
 - b. Co-investigators information (if applicable)
2. Study/Research Title
3. Summary/Abstract of Research Proposal
 - a. Purpose statement, any additional research questions and/or hypotheses
4. Target Sample
 - a. Who have you identified for recruitment? Please include inclusion and exclusion criteria.
5. Recruitment Email
 - a. Provide exact email that will be sent to the email list including any links to survey, research page, and/or researcher contact information
6. Internal Review Board
 - a. Provide approval letter or letter of exemption from institution

Please note: Neither the research description, nor the survey or research page shall reference Centennial Area Health Education Center (CAHEC) or Nurse Educators Conference in the Rockies (NEC), make use of its name or logo or otherwise suggest that CAHEC and NEC are involved with, or has approved, endorsed or is otherwise responsible for the research.