



## NCTRC Research Email Notification -Policy and Application-

Individuals/Organizations may request that NCTRC distribute information and materials related to research studies. The release of contact information is contingent upon the approval of the NCTRC Research Advisory Committee and will be transmitted by email notification. The proposed research investigation must be directly related to TR/RT practice and have a general benefit to CTRSs. NCTRC shall maintain final approval of all requests for email distribution of research materials/information and reserves the right to deny request for distribution to protect the interests of the certificants of the National Council for Therapeutic Recreation Certification.

### Procedures:

1. The email distribution available includes CTRS certificants who are within their 5 year certification cycle and who have consented to the release of their contact information.
2. The application and signed agreement should be received by NCTRC at least thirty (30) days before the actual date of the expected email distribution.
3. NCTRC does not release the actual email addresses of CTRSs. Rather, NCTRC distributes an email message to CTRSs containing a link to the research investigator's website. The email distribution sent via the NCTRC system will include the following statement:

**NCTRC has been requested by the (Research Investigator) to provide you with information about participating in a research project (Research Title).**

This statement will be followed by a website link containing a copy of the research instrument or other pertinent material as supplied by the investigator.

4. All requests for NCTRC email distribution of research related information must include a completed application.
5. As part of the application process the investigator must submit a 3 to 4 page abstract of the proposed research that includes the following information:
  - a) Names, addresses, telephone numbers and email addresses of all principal investigators;
  - b) Clearly delineated purpose statement, research hypotheses or research questions, and the need for the study;
  - c) Description of methods, including sample, design, instrumentation, procedures, and analysis;
  - d) Anticipated outcomes or benefits of the research project;
  - e) Projected timelines for the research project;
  - f) Procedures for assuring the rights of human subjects and/or obtaining human subjects approval specific to sponsoring agency;
  - g) Plans for distribution of the research results;
  - h) Copies of all instrumentation to be used (e.g., cover letter, surveys, tests, etc.);

- i) List of references;
  - j) Statement on how the research will benefit NCTRC certificants, the operations of NCTRC, or the public at large.
6. All materials must be submitted to the NCTRC national office by email with attachments in MS word.
  7. All related materials (e.g., cover letters, etc.) must state that the release of contact information for the intended research does not imply or convey direct endorsement by NCTRC
  8. A copy of the human subjects release document from the sponsoring organization;
  9. A copy of the final research report must be sent to NCTRC upon completion of the research study.

**NCTRC Research Review Process:**

1. The NCTRC Research Email Notification Application will be reviewed by the NCTRC Research Advisory Committee.
2. All materials are held in strict confidence and will be destroyed after the review is completed.
3. The completed Application will be evaluated using the following guidelines:
  - a. Is the conceptual basis of the study sound and supported by the literature?
  - b. Does the research proposal follow accepted research methodology?
  - c. Is the research consistent with the mission and vision of NCTRC?
4. An independent review decision will be made by each committee member related to whether the request to purchase contact information is approved or denied.
5. NCTRC will forward the decision to the investigator and provide the following information:
  - a. Recommendations regarding the proposal.
  - b. The cost of the contact information, if the request is approved.
  - c. Expected date of delivery.
  - d. Recommendations on how to revise the application if it is denied, so that it may be resubmitted for consideration.

**NCTRC Research Email Notification Application**

Please provide the following information in order to process the application in a timely manner:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Full Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip Code/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Fax Phone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this research a student project?  Yes  No

If yes, list the Name of the Sponsoring Faculty Member: \_\_\_\_\_

Faculty Daytime Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Faculty Email Address: \_\_\_\_\_

**Contact Information Request:**

Please send the research notification email to: (select option below)

All active CTRs currently on the NCTRC registry

All active CTRs from the following states/provinces: \_\_\_\_\_

Please check the appropriate box to determine fee. Contact NCTRC for current number of CTRs per individual states or provinces.

<u>Amount</u>	<u>Email</u>
1-100	<input type="checkbox"/> \$12.50
101-500	<input type="checkbox"/> \$25
501-1000	<input type="checkbox"/> \$50
1000+	<input type="checkbox"/> \$50 per 1000

**Sub-Total:**     \$ \_\_\_\_\_

**Special Services and Fees (check all that apply):**

Random Sample: An additional fee of \$100.00 is charged for a randomized sub-set of the entire active certificant pool regardless of the number of contacts requested above. Each separate request for a randomized sub-set of the active certificant pool will be assessed the \$100.00 fee.

Second Email Blast: A second email blast may be ordered at a rate of 25% of the original email blast within the same certification cycle. Please check with the office for details. There is a limit of two email blasts per order.

**Grand Total (Emails and Special Services):** \$ \_\_\_\_\_.

**Payment Options:** NCTRC accepts Credit Cards, Checks and Money Orders (payable to NCTRC).

Please indicate the appropriate selection:  Check  Money Order  Credit Card

Visa

MasterCard

American Express

Name as it appears on card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**By signing below I do hereby authorize NCTRC to charge \$ \_\_\_\_\_ to the above listed credit card**

Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_