Microsoft 365 Frequently Asked Questions

Can Word's transcription function be used for research?

Recordings may be uploaded to Microsoft Word for transcription. When audio is uploaded to Microsoft Word for transcription, the audio file is stored in the user's OneDrive in a "Transcribed Files" folder. The transcript also remains associated with the Word document until it is removed. The research team should ensure that these files are appropriately secured and deleted in accordance with the study's retention requirements.

Suggested consent form wording for transcription using Microsoft Word:
Qualitative interviews will be transcribed using Word for Microsoft 365's transcription feature within Unity Health Toronto's Microsoft 365 environment. Audio recordings are processed by Microsoft to generate the transcript and will be stored within Unity Health Toronto's Microsoft 365 environment. A member of the research team will review the transcript against the audio recording for accuracy. Audio recordings and transcripts will be securely stored and retained in accordance with the study's data management plan.

Can Copilot be used in research?

Using Copilot **within** Unity's Microsoft 365 environment is permissible provided its use does not deviate from the processes described in your protocol. For any study-specific questions, please contact your assigned Research Ethics Specialist.