

NEW RIVER COMMUNITY COLLEGE

Procedures for External Agencies Requesting and Evaluating Research Involving New River Community College Environs, Staff, Students, and Archival Data Sets

New River Community College (NRCC) supports the conduct of research that benefits teaching and learning at the college, operations at the college, and improves our understanding of student behavior. However, at all times, the confidentiality and protection of NRCC, its students, and staff are primary.

All research involving NRCC, its environs, students, and staff requires NRCC approval in advance of research activities. All proposed research must lead to worthwhile educational benefits for NRCC, its students and/or its personnel and must be compatible with NRCC's mission and goals.

The rights and welfare of research participants is of paramount importance to research activities that may be conducted at NRCC. As one step to protect the rights and welfare of research participants, all research involving NRCC, its environs, students, and staff requires Institutional Review Board (IRB) approval from an appropriately established IRB prior to the submission of a research request to NRCC. Approval from an appropriate IRB is a minimum requirement. NRCC reserves the right to deny any application for research at NRCC if in the judgement of the college the rights and welfare of research participants or nonparticipant members of the college are not adequately secured or the research is considered to be overly burdensome to the college.

All research requests involving the use of archival data such as student records must be forwarded to the Virginia Community College System (VCCS) offices in Richmond. Such requests will not be reviewed or granted from NRCC.

All research requests involving NRCC, its environs, students, and staff requires the following components (**see the following page for the expected outline for the presentation of this material**):

- A formal request to conduct research involving NRCC that includes:
 - background on the nature, theoretical constructs and rationale for the research,
 - detailed research procedures outlining all research procedures
 - what is expected of NRCC, its students and staff in terms of their participation,
 - the expected benefits to NRCC, its students and staff, and
 - the manner in which the results of the study will be shared with NRCC,
- Documented approval from an appropriately established IRB (NRCC does not maintain an IRB),
- All materials submitted to the IRB reviewing committee and materials returned to the researcher from the IRB review committee.

All materials must be sent in writing (preferably in an email with appropriate attachments) to the NRCC Director of Institutional Effectiveness and Research (IE&R) at:

Fritz Streff, Ph.D.
New River Community College
Director of Institutional Effectiveness and Research
5251 College Drive
Dublin, VA 24084

fstreff@nr.edu

Once the required materials have been presented, research requests will be first reviewed by the Director of Institutional Effectiveness and Research for their completeness, as well as the merits of the research and burdens the research puts on the college and participants. The IE&R director will develop a preliminary recommendation based on the provided materials. The IE&R director will then discuss the application with appropriate members of the college to determine if units affected by the research request concur or disagree with the director's initial assessment.

Proposal to Conduct Research at New River Community College

Note: Please respond specifically as noted below; do not simply attach information.

Research Title

Investigator

Organization

Background (nature, theoretical constructs and rationale for the research)

- **Nature** - Explain the issue you are examining and why it is significant.
- **Theoretical Constructs** - Summarize what is already known about the field. Include a summary of the basic background information on the topic gleaned from your literature review.
- **Rationale** - Point out why these background studies are insufficient. What question(s) do they leave unresolved that you would like to study? Why is it important that these questions be resolved? What is the practical significance of resolving these questions?

Detailed Research Procedures

This section of the proposal will include details about how you will conduct your research. It should include your study design, the methodology and methods that you plan to use, and your work plan. The work plan should fully describe the activities that you plan to undertake to complete your project. The research procedures should be sufficiently detailed that an outside entity could conduct the research based on your description alone.

What is expected of NRCC?

Specify precisely what is expected of NRCC faculty, staff and/or students to support the research being proposed. If you are requesting the use of space, specify the space requirements. If you require student/staff lists to be created based on a set of characteristics, specify the requirements in specific detail. If there are other supporting behaviors by NRCC faculty/staff/students that are required for NRCC to conduct the research you will need to specify all of those activities.

How will the research benefit NRCC?

Specify precisely what **direct and indirect** benefits of participation in the research will accrue to NRCC, its students, staff, faculty and other participants as a result of their participation. A description of benefits that may accrue to the larger population at large and benefits that might accrue based on yet to be developed programs that are based on the outcomes of this research should be described in the **Background (Rationale)** section of your proposal. Benefits would include (but are certainly not limited to): incentives offered to subjects for participation, knowledge gained through participation, and skills gained through participation.

How will the research results be communicated to NRCC?

For example: Will the results include a summary of findings that are global in nature (not necessarily specific to NRCC if multiple sites are used)? Will the results include a summary of findings specific to NRCC? Will there be recommendations for NRCC, its students, faculty and/or staff based on the research? Will interim results be made available to NRCC? What is the anticipated schedule for sharing results of the research?