Conducting Research at SPC

Approval Process and Procedures

February 2012

- All research conducted at SPC involving human participants must be approved.

- In lieu of a formal Institutional Research Board (IRB), SPC has a Research Review Committee (RRC).

- Committee was started in 2007 and is composed of faculty, program administrators, and other college staff.
Purpose of the Committee

- “To review, approve, and monitor research studies conducted by employees or others outside the College involving students, faculty, staff, alumni, or other College resources for purposes of protecting human rights and supporting the interests of the College.”
- Board of Trustee Rule 6H.23.908, Conducting Educational Research

Website: http://www.spcollege.edu/central/AE/Research/
Research Review Committee

- DeeDee Watts, Faculty
- Jesse Coraggio, Institutional Research
- Beth Carlson, Faculty
- Carol Weideman, Faculty
- Richard Flora, Dean
- Dan Gardner, Institutional Research
- Suzanne Gardner, General Counsel

Definitions

- **Research study** is defined as “research” (See Code of Federal Regulations, 45 CFR 46.102 (d)) that involves “human subjects” (See Code of Federal Regulations, 45 CFR 46.102(f)).

- **Research** is defined as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" according to the Code of Federal Regulations, 45 CFR 46.102 (d).
Application for Research Study

- Researcher Information
- Sponsor Information
- Type of Proposed Research
- Research Proposal and Design
- Assurances
Assurances

- Agree to follow SPC guidelines and regulations,
- Maintain the confidential nature of records and the privacy rights of all participants,
- Provide SPC a copy of the completed research study product, and
- Agree not to proceed until approved.

Forms

Access to Confidential Data
Forms

Research Review Committee Checklist

All requests must be filed with the AEA Department with a signed Application for Research Study along with the following:

- Signed Access to Confidential Information agreement;
- Copy of the research proposal;
- Copies of any consent forms;
- Copies of any assessment instruments (tests, surveys, questionnaires, or interview scripts);
- Copy of the Institutional Research Board (IRB) application, if any, submitted to another institution;
- Copy of the IRB approval letter, if applicable; and
- Evidence of Human Participant Training.

Research Review Process
Timeline

- Due to the involvement of many participants in the process, application review may take up to a month or longer to complete.

- Frequently, applicants are asked follow-up questions by the RCC to ensure a thorough understanding of the research.

Moratorium

- Due to the amount of research applications and the limited resources, a moratorium exists on all research conducted at SPC by outside parties.
Contact person:

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Research Review Committee

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