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Conducting Research at SPC

Approval Process and Procedures

February 2012



Conducting Research

- 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.


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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](#)

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Website

- <http://www.spcollege.edu/central/AE/Research/>



The screenshot shows the website page for 'Conducting Research at SPC'. The page has a blue header with the St. Petersburg College logo and the title 'St. Petersburg College SPC Conducting Research at SPC'. Below the header is a navigation menu with links to Mission, Strategic Directions, Institutional Effectiveness, Institutional Research, Planning and Budgeting, SACS Accreditation, Academic Effectiveness, Student Surveys, Educational Outcomes, and Conducting Research at SPC. The main content area is titled 'Conducting Research at SPC' and contains the following text: 'The Research Review Committee reviews, approves, and monitors research studies for the purpose of protecting the human rights and supporting the interests of the College. In conducting research at St. Petersburg College, a research applicant will be required to complete a Research Study Application along with an Access to Confidential Information Agreement, copy of Research proposal; consent forms; Assessment instruments; and Institutional Research Board (IRB) application from another institution. Upon committee approval, the research candidate will have twelve months to complete their research or they may request an extension of time. For additional information consult the Board of Trustee Rule 6H.23.908, Conducting Educational Research or contact the Department of Academic Effectiveness & Assessment at 727.712.5237 or ortiz.mary@spcollege.edu'. Below this text are links for 'Research Study Process', 'Research Forms', 'Research Definition', 'Exceptions of Student Course Assignments', and 'Other related Web resources'. The footer of the page includes 'SPC Privacy Policy 2007, All Rights Reserved, St. Petersburg College', 'St. Petersburg College Email Openness Statement Students and Employees', and 'Site Disclaimer: Problems with this site, contact webmaster@spcollege.edu'. The St. Petersburg College logo is also present in the bottom right corner of the page.


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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

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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).

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St. Petersburg College

SPC Proposal Number _____

SPC

APPLICATION FOR RESEARCH STUDY

Title of research: _____

Date of submission: _____

Proposed research starting date: _____

Proposed research ending date: _____

I. Primary Researcher Information:

Name: _____

Mailing address: _____

E-mail: _____ Telephone: _____

SPC affiliation (Please select all that apply)

Student Faculty Non-faculty employee Not employed by SPC

For student, faculty, or employee affiliation, please provide the following:

Campus: _____ Department: _____

II. SPC Sponsor of Research Study or Project

The SPC sponsor is a college employee who has an expertise in the research content matter. The Sponsor may be the Manager or Supervisor of the department where the research is to be conducted. The Primary Researcher is responsible for discussing the research project with the SPC Sponsor. Please note that the signature of the SPC sponsor is required on the last page of the application. Applications without the SPC sponsor signature will be returned. For SPC employees, the signature of the supervisor is also required.

Sponsor's name: _____

SPC department: _____

Sponsor's e-mail: _____ Sponsor's telephone: _____

SPC Supervisor (if applicable): _____


Application for Research Study Version 2, August 2008
AS 547 (10/08) Page 1

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Application for Research Study

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


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Assurances

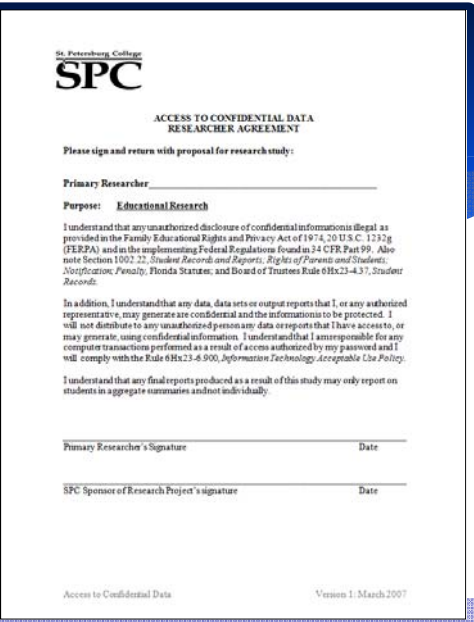
- Agree to follow SPC guidelines and regulations,
- Maintain the confidential nature of records and the privacy rights of all participants.,
- Provide SPC a copy of the completed research study product, and
- Agree not to proceed until approved.

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Forms

Access to Confidential Data



St. Petersburg College
SPC

ACCESS TO CONFIDENTIAL DATA
RESEARCHER AGREEMENT

Please sign and return with proposal for research study:

Primary Researcher _____

Purpose: **Educational Research**

I understand that any unauthorized disclosure of confidential information is illegal as provided in the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA) and in the implementing Federal Regulations found in 34 CFR Part 99. Also note Section 1007.22, *Student Records and Reports, Rights of Parents and Students, Notification/Penalty*, Florida Statutes, and Board of Trustees Rule 6Hx23-4.37, *Student Records*.

In addition, I understand that any data, data sets or output reports that I, or any authorized representative, may generate are confidential and the information to be protected. I will not distribute to any unauthorized person any data or reports that I have access to, or may generate, using confidential information. I understand that I am responsible for any computer transactions performed as a result of access authorized by my password and I will comply with the Rule 6Hx23-6.900, *Information Technology Acceptable Use Policy*.

I understand that any final reports produced as a result of this study may only report on students in aggregate summaries and not individually.

Primary Researcher's Signature _____ Date _____

SPC Sponsor of Research Project's signature _____ Date _____

Access to Confidential Data Version 1, March 2007

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Forms

Research Review Committee Checklist

St. Petersburg College
SPC

SPC Proposal Number _____

RESEARCH REVIEW COMMITTEE CHECKLIST

To avoid undue delay in the processing of the research protocols, applicants are asked to review their proposals to make sure all of the following components are present (if appropriate).

All material should be typed and collated IN THIS ORDER:

- ___ All signatures on Access to Confidential Information completed. Please note that the Access to Confidential Information must be signed by the sponsor (and supervisor if applicant is a college employee) before submission.
- ___ All signatures on Application for Research Study form. Please note that the Application for Research Study form must be signed by the sponsor (and supervisor if applicant is a college employee) before submission.
- ___ Answers provided to all questions on the Application for Research Study form.
- ___ Copy of the Research Proposal.
- ___ Informed Consent Form Assent Form Oral Assent Procedures or Script (if applicable). Please contact the Department of Institutional Research and Effectiveness for guidelines.
- ___ Copies of test questions materials, questionnaires, surveys, and interview scripts (if applicable).
- ___ Copy of IRB applications submitted to other institution (if applicable).
- ___ Copy of IRB approval letter (if applicable).


Please forward these materials to:

St. Petersburg College
Department of Institutional Research and Effectiveness
Equities – Services
P.O. Box 13480
St. Petersburg FL 33733

St. Petersburg College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, or genetically qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the Director of EOE/EOE at 727-344-5261 by mail at P.O. Box 13480, St. Petersburg, FL 33733-3489, or by e-mail at eeo_director@spc.edu.

Research Committee Checklist Version 2, August 2010
A3348 (10/10)

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Research Review Process

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.

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Timeline

- Due to the involvement of many participants in the process, application review make 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

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Moratorium

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

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For more information

*** Contact person:**

**Dr. Dan Gardner
Research Review Committee**

gardner.daniel@spcollege.edu

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