

**SHELTON STATE COMMUNITY COLLEGE**  
**EXTERNAL RESEARCH CONDUCT**

This policy applies to all research using Shelton State Community College (SSCC) students, faculty, staff, or data and not conducted directly by SSCC for the primary purpose of institutional research.

Requests to Conduct Research

Any individual, group, or agency desiring to conduct research at SSCC; to use College students, faculty, staff, or data in research; or to solicit research participants on SSCC grounds or at SSCC-sponsored events must fill out and submit the Research Request Form. This form is found on the SSCC website at [http://www.sheltonstate.edu/discover\\_ssc/shelton\\_state\\_facts.aspx](http://www.sheltonstate.edu/discover_ssc/shelton_state_facts.aspx) and must be submitted to the Director for Institutional Effectiveness and Research at SSCC. The proposal must detail the purpose of the study, methodology to be used (including rationale for the use of SSCC in the study), and expected outcomes/benefits of the study. Proposals must also include documentation of IRB approval from the researcher's sponsoring institution. A copy of the survey instrument(s) must also be included.

Conditions of Approval

- Class time will not be used for any external research activities, unless participation in the research is both educationally valuable and a natural part of the course content. If use of class time is approved, the researcher must also secure the approval of the appropriate faculty member(s) before proceeding.
- SSCC students may not receive inducements to participate in external research affecting grades.
- All external research will be conducted to the highest ethical standards. SSCC students, faculty, and staff participating in research must be fully informed as to the purpose of the research, risks and benefits, and role of participation, while giving their consent to participate and being free to withdraw from the research at any time.
- SSCC students, faculty, and staff involved in external research will not be identified when findings are presented or published.
- The researcher agrees to follow all directives of SSCC personnel while on SSCC grounds or at SSCC- sponsored events.
- The researcher agrees to inform SSCC when the research is complete and to provide SSCC a copy of the results of the study.

Approval of Proposals

The Director for Institutional Effectiveness and Research will review all proposals and may circulate proposals to other members of the SSCC community for comment. A letter will be issued to the researcher indicating acceptance or rejection of the proposal. If approved, the letter will contain specific instructions for the use of SSCC facilities, including specific date and time limits.

SSCC reserves the right to terminate any and all external research at the discretion of the Director for Institutional Effectiveness and Research.

All inquiries and proposals should be submitted to the following:

Louis Shedd  
Director for Institutional Effectiveness and Research  
205.391.2359  
[lshedd@sheltonstate.edu](mailto:lshedd@sheltonstate.edu)

# Shelton State Community College Research Request Submission Form

Please provide the following information along with your letter of interest in conducting research at Shelton State Community College. *Information is not limited to the questions below; provide as much information and be as specific as possible.* If the information is provided in an existing document (for example, a thesis or dissertation proposal), you may copy and paste the pertinent information.

## Principle Investigator Contact Information

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

Institution: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Faculty Advisor Information

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

Institution: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

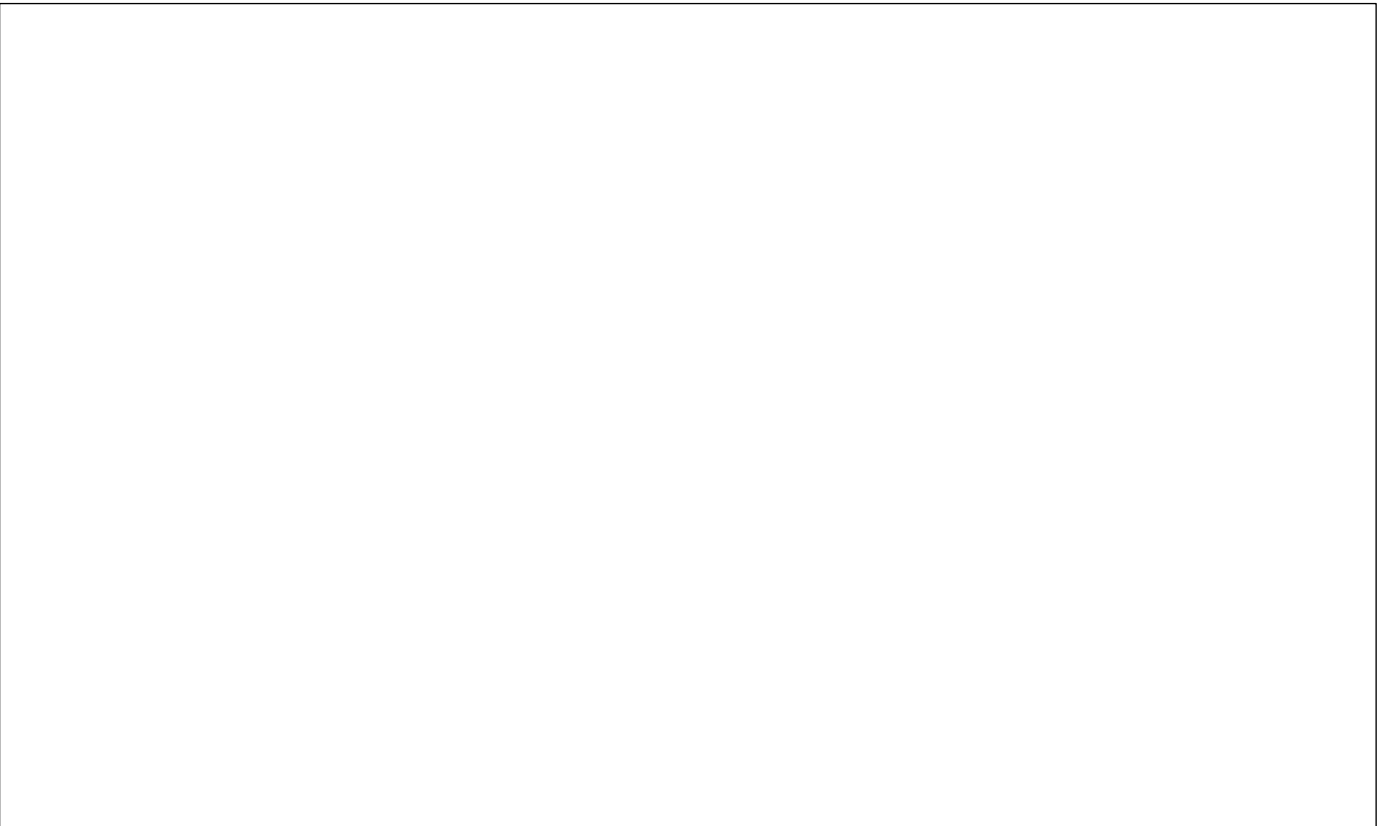
## Background and Purpose of the Study

Provide a brief description of the general purpose of the project.

List your hypotheses.

A large, empty rectangular box with a thin black border, intended for the user to list their hypotheses.

List your research questions.

A large, empty rectangular box with a thin black border, intended for the user to list their research questions.

## The Study

I. Describe your research methodology.

A. What will the subjects do or how will they assist in the study?

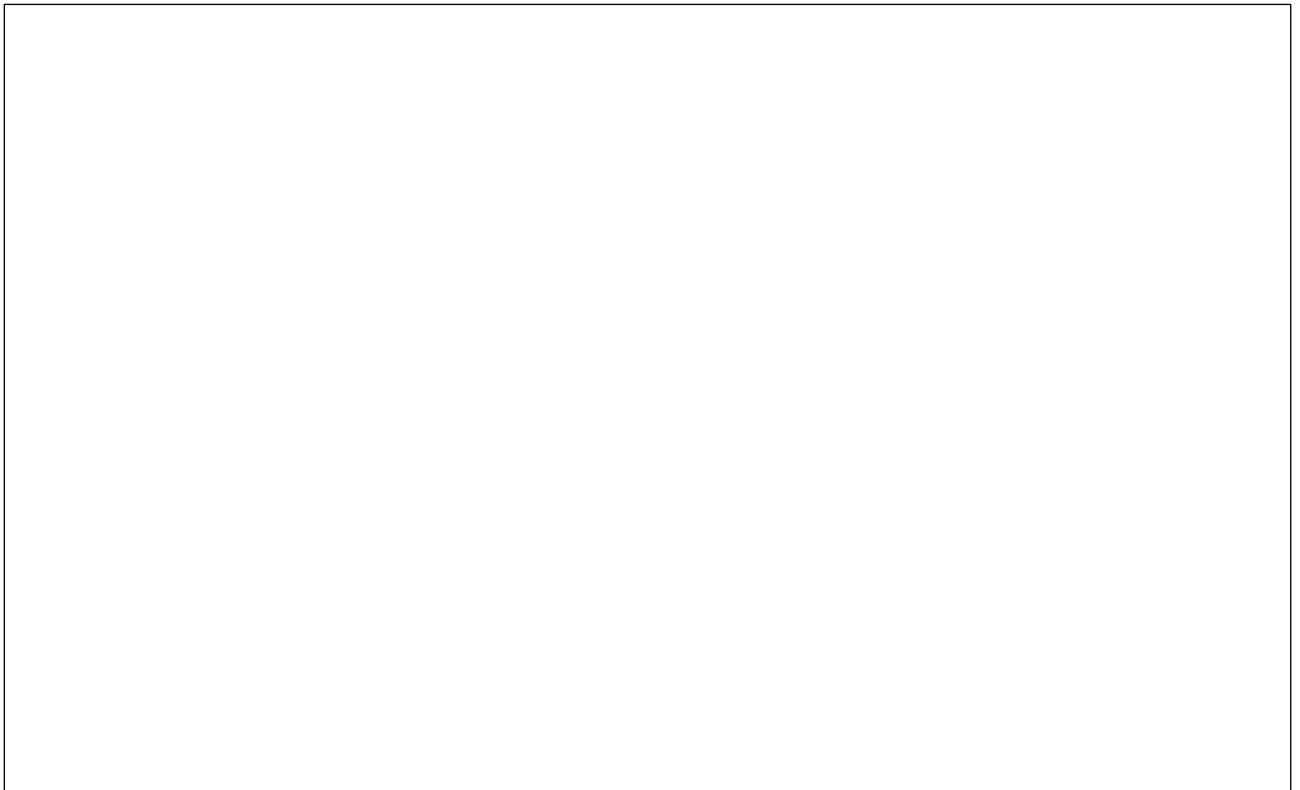
B. Describe all procedures in chronological order.

C. Name the approach and/or design of the study.




**II. Risk Assessment/Risk Management**

A. Is there a chance the subjects might be harmed in any way?



B. Do you deceive the subjects in any way?



C. How will you control the identified risks?

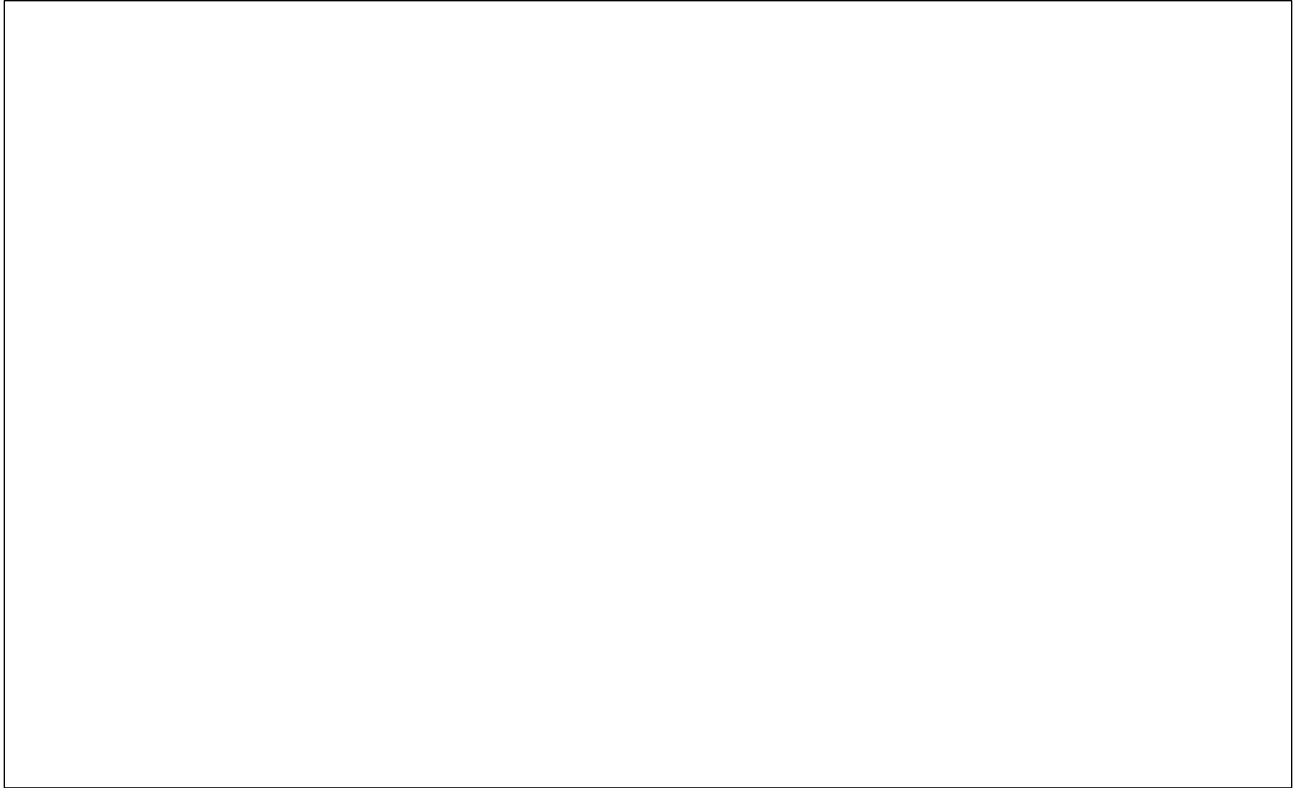


**III. Population Enrollment/Sample Size/Sample Description**

A. How many subjects will be used?

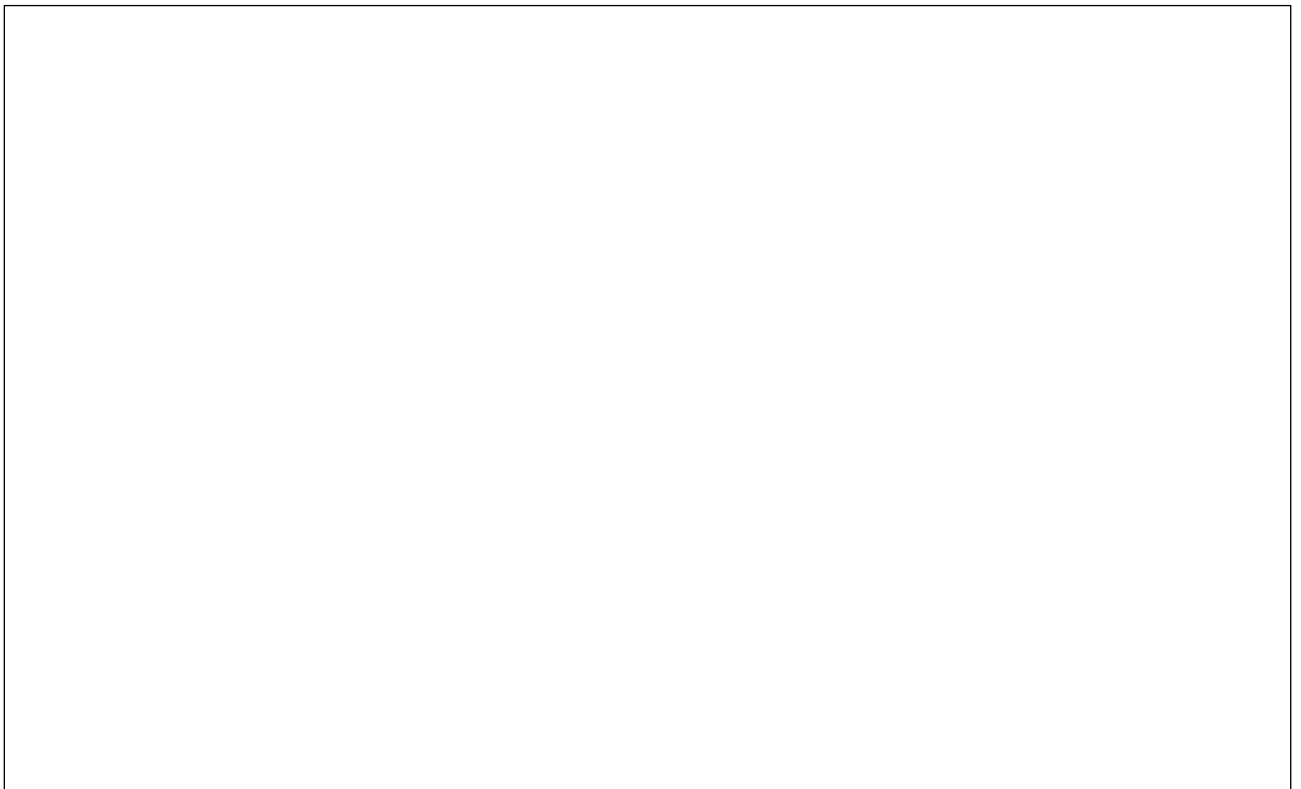
B. How many times will (you) researcher interact with subjects?

- C. What precautions are being taken to ensure the protection of vulnerable subject populations and additional precautions being taken to ensure their protection? Shelton State Community Colleges enrolls minors (under age 18).



**IV. Recruitment/Informed Consent Process**

- A. How will you obtain the subjects' informed consent?





B. How will you address participation of minors?

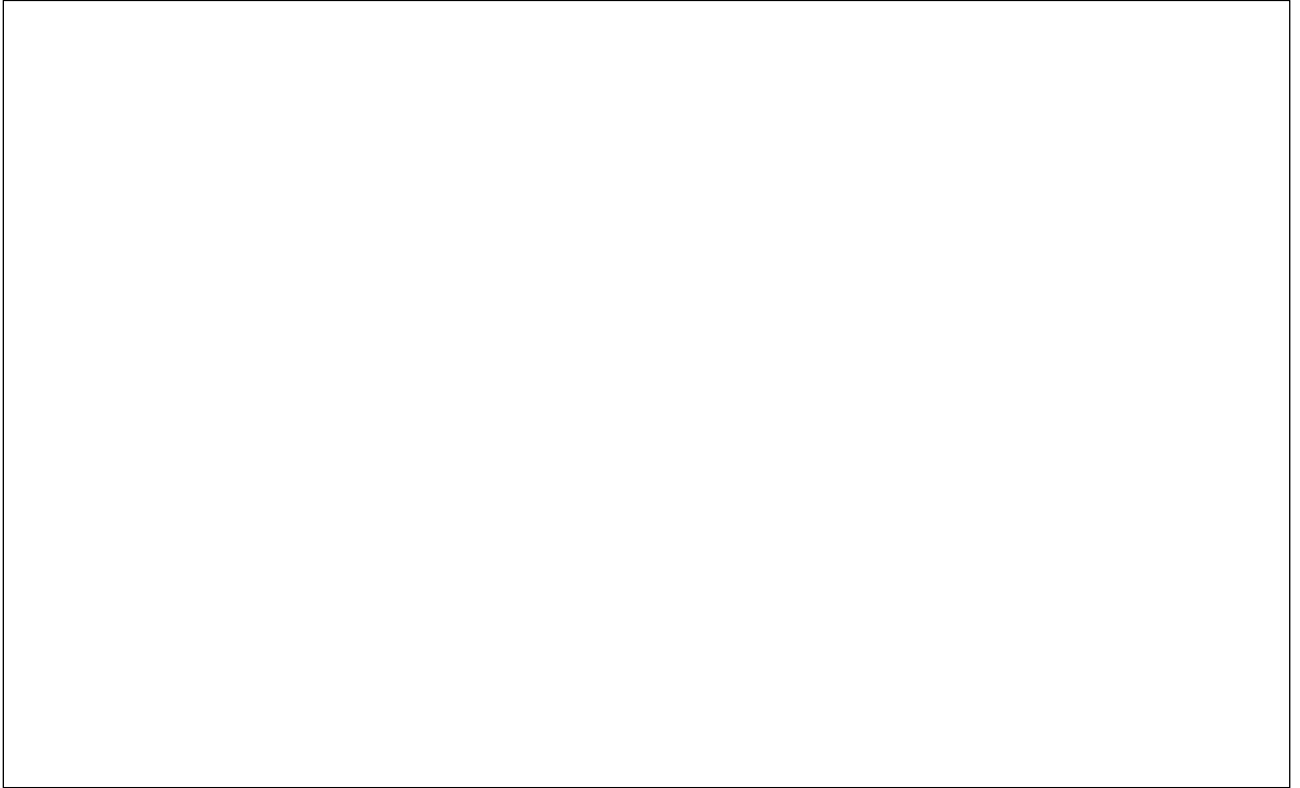


**V. Privacy and Confidentiality of Research Data**

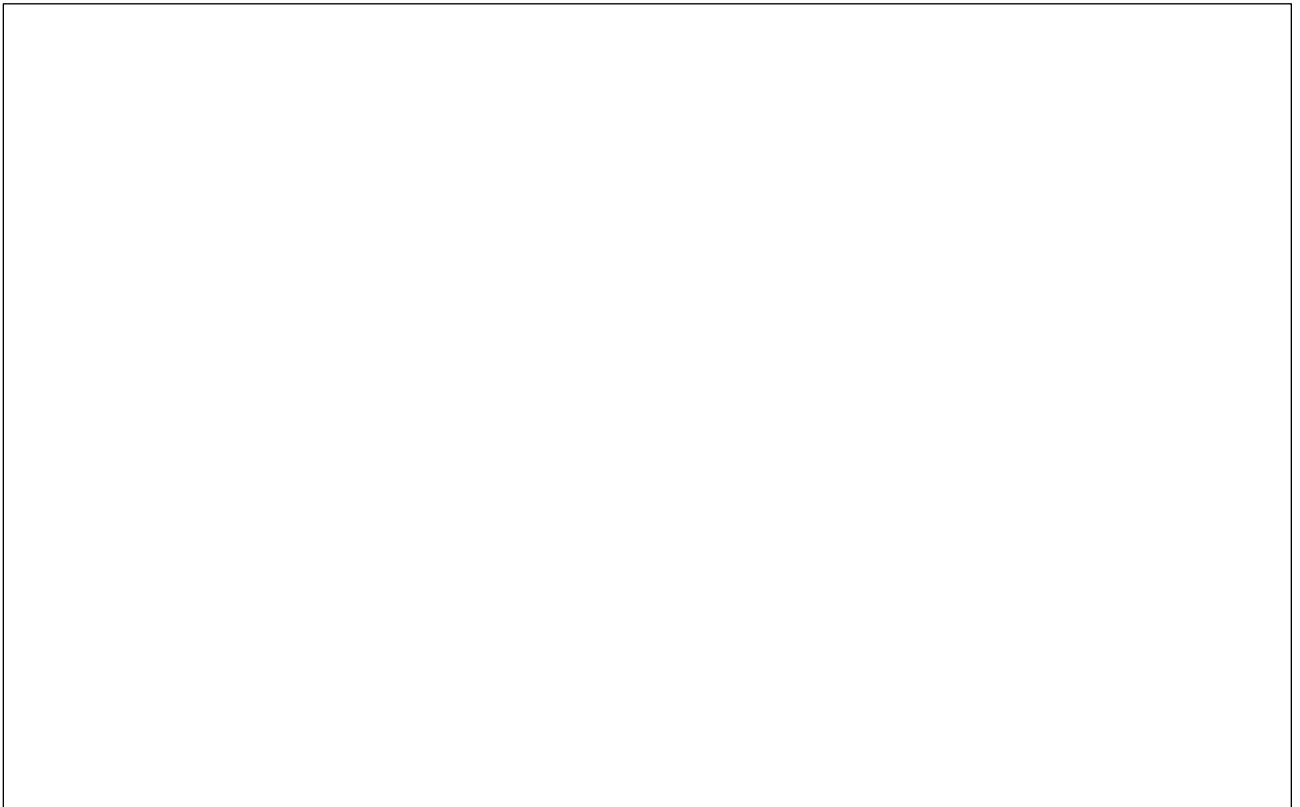
A. How will data be collected?



B. Who will have access to data?



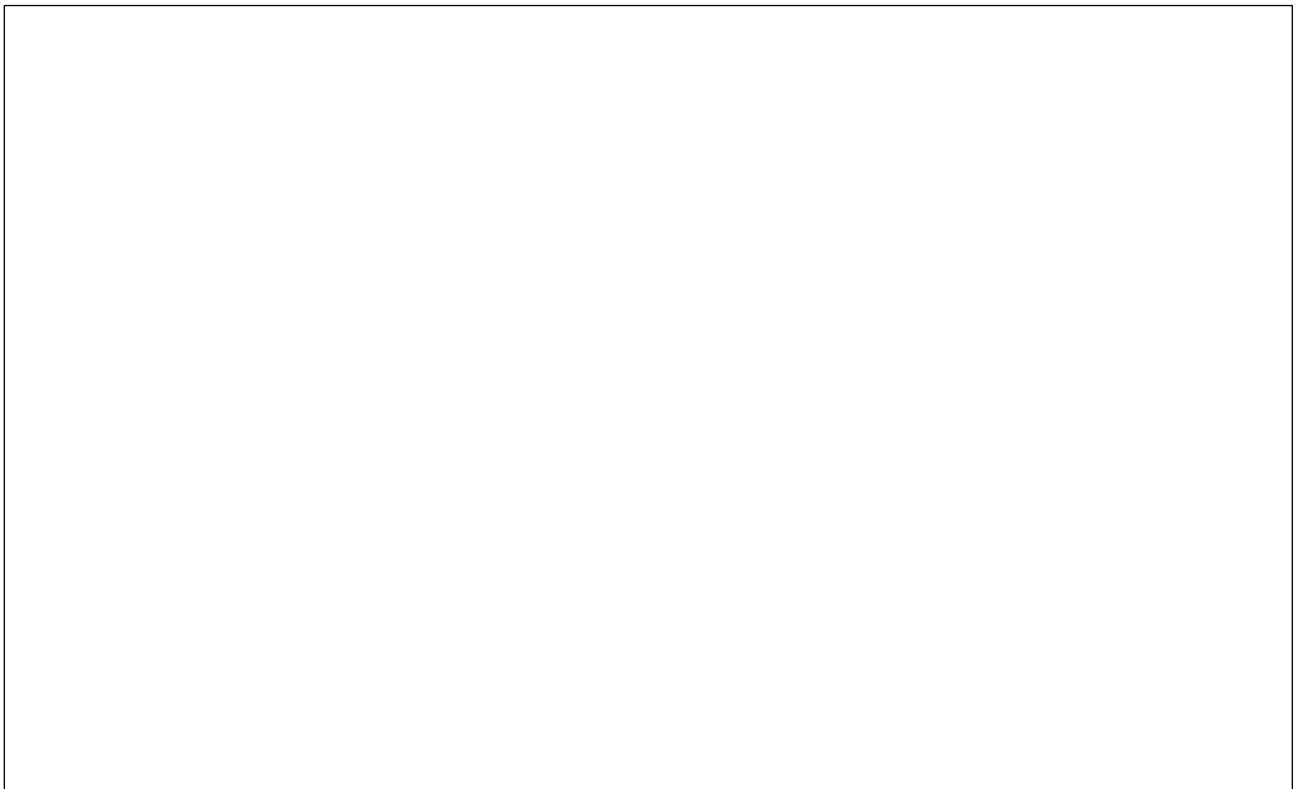
C. Where will the data be stored?



D. What identifiers will be collected?

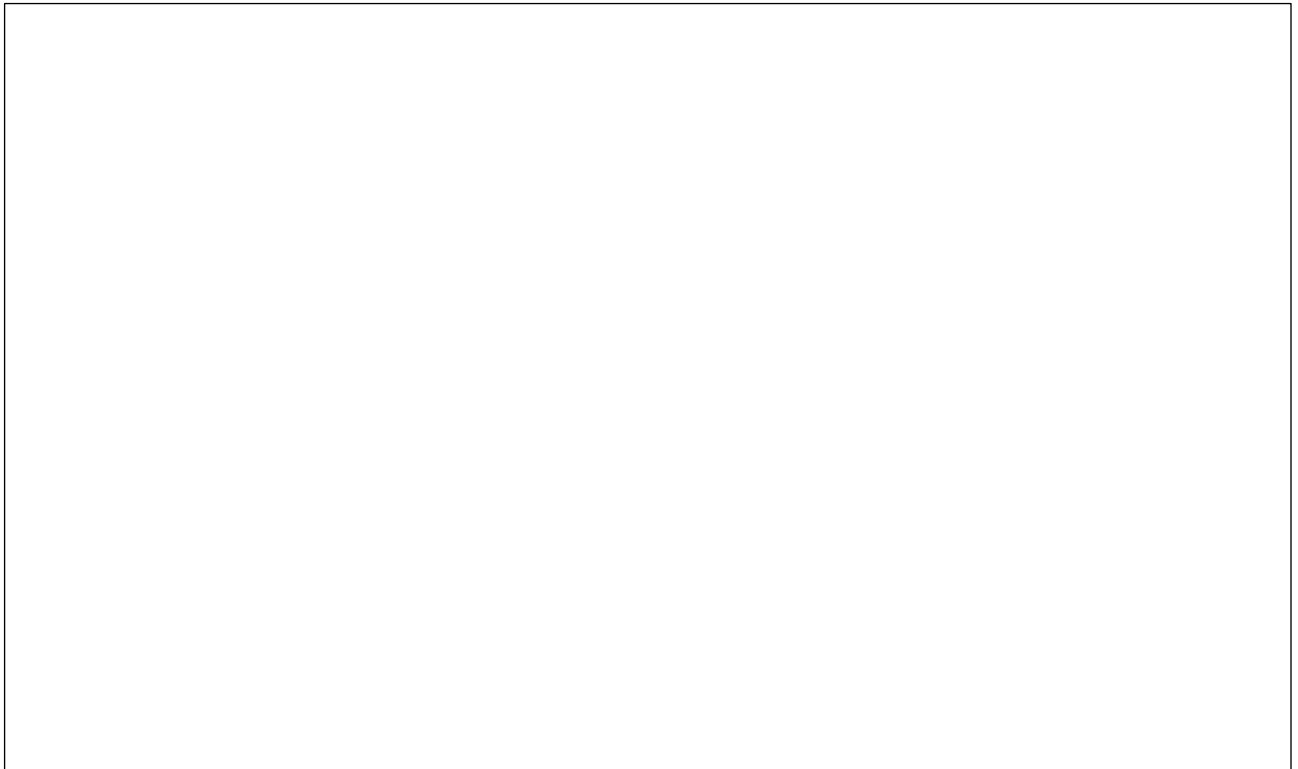


E. Will the data be retained or destroyed; if destroyed, when and how will this be accomplished?



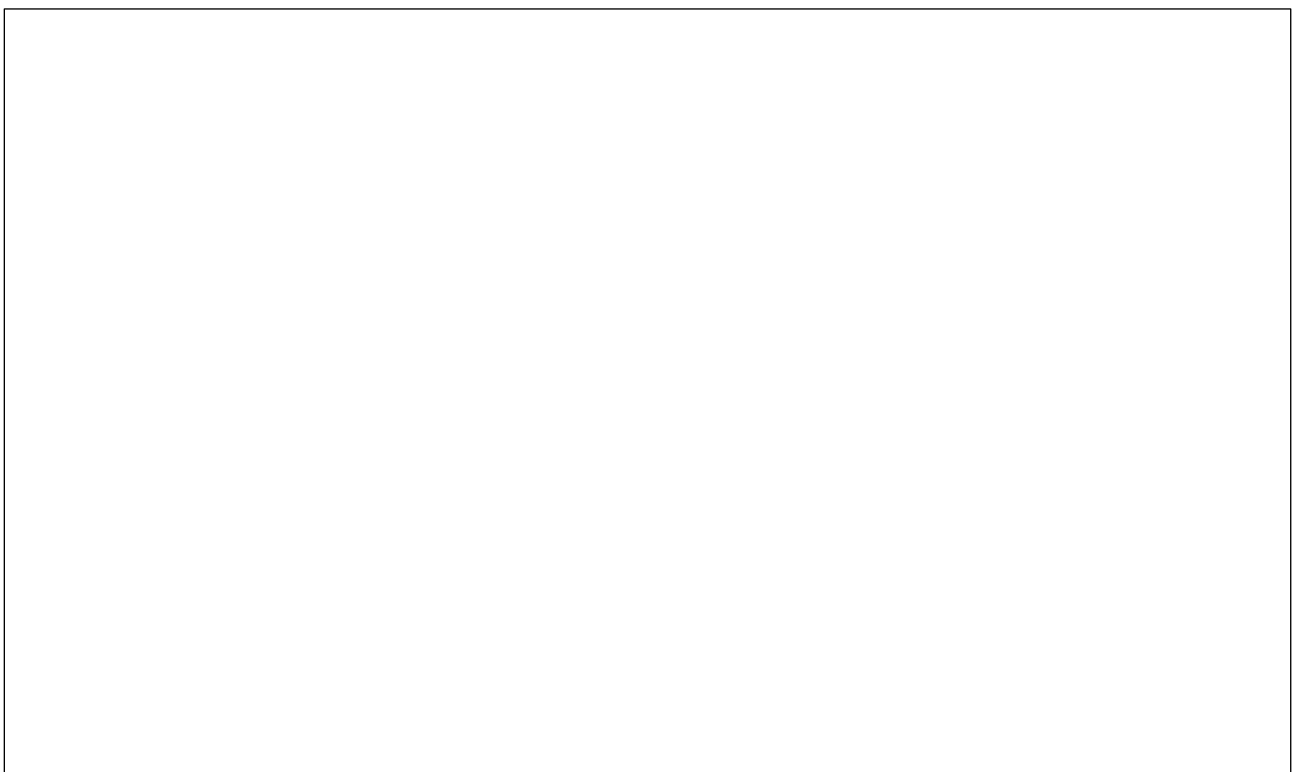
**VI. Incentives and Compensation**

A. Describe any incentives offered to subjects to encourage their enrollment and persistence in the study.

A large, empty rectangular box with a thin black border, intended for the user to describe any incentives offered to subjects to encourage their enrollment and persistence in the study.

**VII. Cost to Subjects**

B. Identify any costs to participants associated with the research.

A large, empty rectangular box with a thin black border, intended for the user to identify any costs to participants associated with the research.

Please attach copies of the following:

Informed Consent forms

Any surveys or questionnaires

Any scripts being read to participants

Any debriefing materials being provided to participants

IRB approval from your institution or documentation of IRB approval pending acceptance of research request from Shelton State Community College