

## **GERMANNA COMMUNITY COLLEGE**

### **1. Scope and Purpose**

This policy applies to all research that would utilize Germanna Community College (GCC) students, faculty, staff, resources, or data, and is not conducted directly by GCC for the primary purposes of internal decision-making and institutional effectiveness.

This policy ensures that external research involving GCC data or stakeholders is conducted to the highest ethical standards and does not interfere with College operations.

### **2. Responsibilities**

The Director of Planning, Research, and Institutional Effectiveness (PRIE) has responsibility for dissemination and administration of this policy, communications with external researchers, and review and approval/denial of external research requests.

Any GCC employee who receives an inquiry or request regarding the conduct of research as specified in Section 1 should forward the inquiry to the Director, IRPIE.

### **3. Requests to Conduct Research**

*Prior to recruiting participants or collecting data*, any individual, group or agency desiring to conduct research at GCC, use College students, faculty, staff, or data in research, or recruit research participants by any means, including on GCC grounds or at GCC-sponsored events, must submit a written proposal to the Director of Institutional Research, Planning, and Institutional Effectiveness (IRPIE) at GCC. The proposal must:

§ Detail the purpose of the study, methodology to be used (e.g., participants, sampling, data collection, analysis), timeframe for research activities, format for the presentation/publication of results and intended audience, and expected outcomes/benefits of the study.

§ Include documentation of IRB approval or appropriate IRB exemption from the researcher's sponsoring institution. If evidence of approval or exemption is not available, an explanation must be provided.

§ Affirm the researcher's acceptance of the Conditions of Approval below.

If the researcher has previously contacted the Virginia Community College System about research at multiple VCCS colleges, and if the research involves *any form of data collection directly from GCC faculty, staff, or students*, requests for approval must be submitted to, and approved by, GCC before GCC faculty, staff, or students can be recruited for the research.

### **4. Conditions of Approval**

Institutional Research and Institutional Effectiveness activities of the College have priority over all external research requests. Any proposed research, including recruitment of participants by any means or data collection in any form that would coincide with IR/IE activities, or would directly or indirectly interfere with the College's ability to effectively carry out IR/IE operations, may be denied approval.

GCC will not provide classrooms or meeting facilities for research.

GCC will not provide to a researcher any identifiable student record data except Directory information as allowed by FERPA and PVCC policy.

GCC will not endorse or promote any research that falls within the scope of this policy as described in Section 1.

GCC will not solicit participation on behalf of a researcher.

All external research will be conducted to the highest ethical standards. GCC students, faculty, and staff participating in research must be fully informed as to the purpose of the research, risks and benefits, and what participation will entail; give their consent to participate; and be free to withdraw from the research at any time.

GCC, its students, faculty, and staff involved in external research will not be identified when findings are presented or published.

The researcher agrees to inform GCC when the research is complete and to provide GCC a copy of the results of the study.

## **5. Approval of Proposals**

As an institution of higher education, GCC supports academic inquiry and will strive to accommodate reasonable requests under the conditions specified above and in accordance with other applicable GCC and VCCS policies.

The Director of PRIE will review all proposals with the IRB Committee and may circulate proposals to additional other members of the GCC community for comment.

The Director of PRIE will issue a letter to the researcher indicating approval or denial of the proposal. Any request for waiver of any aspect of this policy must be made in writing to the Director. Decisions of the Director are final.

All inquiries and proposals should be submitted to:

Director of Planning, Research, and Institutional Effectiveness

Germanna Community College

[ddemicis@germanna.edu](mailto:ddemicis@germanna.edu)