



## Rio Hondo College Research Project Approval Form

The following guidelines apply to all external research projects involving Rio Hondo College. An **external research project** is defined as any research project or study which is outside of the normal day-to-day operations of the college. Examples of day-to-day operations include program review and assessment of student learning outcomes. A typical example of an external research project is one conducted by a masters or doctoral student who wishes to ask Rio Hondo College students or employees to participate in a study.

### Approval Guidelines

- 1) Anyone – employees, students or external persons – who wishes to initiate an external research project needs to obtain permission by first completing the Research Project Approval Form.
- 2) Approval from the External Research Review Committee is required before any research begins.
- 3) As a condition of approval, Rio Hondo College students and/or employees will not be identified when findings are published, nor will the name of the College be identified in any publication, presentation, or other products related to the study.
- 4) As a matter of general practice, the College will not provide facilities of any type for external research projects.
- 5) Unless the College deems a project to be educationally valuable and/or a natural part of course content, class time generally will not be approved for external projects. If class time is deemed educationally valuable or a natural part of course content, then the faculty members' permission must be obtained prior to any class time being used.
- 6) Participation in any external research project must be voluntary and all participants need to be informed regarding the purpose of the research, the scope of their involvement, and any expected risks or benefits associated with participation.
- 7) The College will not grant permission to use the college email server nor will it provide any contact information or lists of students or employees to those wishing to conduct external research projects.
- 8) Unless the College deems a project to be educationally valuable and/or a natural extension of the college's daily operations, the College will not release data sets or research products that are not publicly available to be used for secondary data analysis purposes.
- 9) In order to obtain permission from RHC, a written research proposal, External Research Request Form, and copy of the locally approved IRB materials (application, informed consent, instruments, etc.) need to be submitted for review.
- 10) As a condition of approval, a copy of all research findings needs to be submitted to the IRP office at the completion of the study.

The Research Project Approval Form should be completed and sent to the Office of Institutional Research and Planning at least one month before the planned start date of the project. The RHC External Research Review Committee will review the study, discuss any requested changes with the author, and make a final project recommendation. **If the study is approved, a copy of the results must be sent to the Office of Institutional Research and Planning upon completion of the study.**

**PROJECT INFORMATION**

Project Title:
Principal Investigator:
Educational Institution:
Mailing Address:
Phone Number:
Email:
Faculty Advisor Name:
Faculty Advisor Mailing Address:
Faculty Advisor Phone Number:
Faculty Advisor Email:

Please provide a separate document with answers to each of the following questions:

1. What is the purpose or rationale of the study?
2. What are the main goals, objectives, outcomes, or research hypotheses of the study?
3. Who are the proposed subjects/participants? How many? Will they be compensated? If so, how?
4. Describe in detail, all of the procedures to be performed with the participants (i.e., recruitment, surveying, interviews, focus groups, debriefing, etc.).
5. What instrument(s) will be used (survey, interview protocol, prompts, etc.)? Attach a copy of the locally approved instrument(s).
6. What are the potential risks to the participants?
7. Describe procedures for ensuring confidentiality and/or anonymity.
8. How will you obtain informed consent? Attach copies of locally approved consent forms.
9. What are the suggested date(s) for the study?
10. How will the data be used?
11. If class or work time is needed, do you have an internal contact person who is already willing to comply? (Note using class time is approved only when project is deemed educationally valuable).
12. Which classes will be used in the study? Have the faculty members given permission for the study to be conducted in class? (Attach evidence).

Please attach a copy of your local Institutional Review Board (IRB) full approval, including the signature page and project identification number.

When the project is completed, a summary of the key findings are to be sent to the Office of Institutional Research and Planning.

SIGNATURE(S) & DATE	APPROVAL STATUS
<p>_____</p> <p>Dean, Institutional Research &amp; Planning (on behalf of ERRC)</p>	<p><input type="radio"/> Approved</p> <hr/> <p><input type="radio"/> Not Approved</p>
<p>Reason:</p>	
<p>_____</p> <p>President</p>	<p><input type="radio"/> Approved</p> <hr/> <p><input type="radio"/> Not Approved</p>
<p>Reason:</p>	