

CITRUS COLLEGE RESEARCH PROJECT APPROVAL FORM

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

1. Any individual, group or agency desiring to conduct research at Citrus College must obtain the written permission from the Citrus College Research Review Board and at least one Vice President.
2. Before permission is granted, a written research proposal must be submitted to the Director of Institutional Research. The proposal will include a brief summary of the rationale for the study, the methodology to be used and the expected outcomes. Please provide answers to the questions listed on the next page.
3. Normally, Citrus College cannot provide facilities of any type for external research projects.
4. Unless the College feels that participation in a particular project is both educationally valuable and a natural part of the course content, class time will not be used for any project. In any event, the faculty member's permission must be obtained before class time can be used.
5. Participation in any project must be voluntary and all participants should be informed as to the purpose of the project and the scope of their involvement.
6. As a condition of approval of the research study, it should be noted that Citrus College students or employees involved in any research project will not be identified when the findings are published. **The name of the College shall not be identified in any publications.**
7. Approval of external research projects is based on many aspects including time involved and whether the project relates to the College's mission, vision, values and strategic goals as determined by CCRRB.

This *Research Project Approval Form* is to be completed and approved **before** research begins. The completed form should be sent to the Office of Institutional Research at least one month before the planned start date of the project. CCRRB will review the study, discuss changes/implications with the author, and make final project recommendations to the appropriate Vice President. If the study is approved, **a copy of the results must be sent to the Office of Institutional Research 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 rationale or purpose of the study?
2. What are the main goals or objectives or 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 procedures to be performed with the participants (i.e., recruitment, surveying, debriefing, etc.).
5. What assessment instrument(s) (e.g., survey, focus group) will be used?
6. What are the potential risks to the participants?
7. Describe the procedures for ensuring confidentiality and anonymity.
8. How will you obtain informed consent?
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 discouraged)
12. Which classes will be used in the study? Have the faculty members given permission for the study to be conducted in class?

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

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

SIGNATURE(S) & DATE	APPROVED/NOT	
_____	Approved	
Director Institutional Research, Planning and Effectiveness (on behalf of CCRRB)	Not Approved	
Reason:		
_____	Approved	
Vice President	Not Approved	
Reason:		
Principal Investigator(s)		
_____	_____	_____
Type/Print Name	Signature	Date
_____	_____	_____
Type/Print Name	Signature	Date
Citrus College Emergency Response Procedures given? Yes No		

Source: Sections of this form were adapted from Mt. SAC Community College's form.

Institutional Research and Planning Committee, drafted, 3/1/2010
Academic Senate, for information, 3/24/2010
Educational Programs Committee, for information, 3/29/2010
Institutional Research and Planning Committee, revised, 3/29/2010
Steering Committee, 4/26/2010