

POLICY

1. This policy is intended to ensure that institutional research projects conducted by the college Office of Institutional Research (IR) are sound and that they do not violate board policy, college operating procedures, and federal and state regulations (Title 45, Code of Federal Regulations, Part 46) concerning protection of human participants.
2. Employees of the College or appropriate external researchers may conduct research projects, including those that involve the use of human subjects. Such persons shall be called Principal Investigators (PI).
3. Such research must be approved and prioritized by IR and/or by the Research Council following the prescribed procedures and must be compatible with Ocean County College's mission and purpose. The research should deal with the teaching/learning environment or with the college's policies, procedures, or operations.

PROCEDURE

The Principal Investigator (PI) of the proposed research project must:

- a. Submit the proposed educationally-related research project to the Office of Institutional Research for evaluation;
- b. Meet with the IR Administrator if deemed necessary by the IR Office. This meeting will also include a representative from Human Resources, the PI's immediate supervisor, and/or the appropriate Vice President, if needed, and will constitute the Research Council for this project identified in the policy above.
- c. The primary purposes of this meeting will be 1) to prioritize the research project, 2) to ascertain its scope, and 3) to determine whether or not any protocols listed in the policy are violated. If at this meeting it is determined that the project lacks merit or that potential or actual violations may exist, the PI may withdraw the project, modify it appropriately, or seek legal opinion as to the validity of the suspected violations.
- d. All projects requiring the assistance of the Office of Institutional Research will additionally be contingent upon available resources.