POLICY

1. This policy is intended to ensure that data requests and research projects conducted by any college office, employee, student, or affiliate are sound and that they do not violate board policy, college operating procedures, ethical responsibilities, and federal and state regulations (Title 45, Code of Federal Regulations, Part 46[1]) concerning protection of human participants or the appropriate use and interpretation of data.

2. Employees of the college or appropriate external researchers may conduct research projects, including those that involve the use of human subjects**,** under appropriate circumstances and with appropriate safeguards (see Appendix 1 of this policy). Such persons shall be called the Principal Investigators (PI).

3. All research and data requests must be initiated through IR. Projects need approval of the Institutional Review Committee (IRC) 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. Data requests will be prioritized and processed by IR (see attached form IR 1001).

[1]While the Institutional Review Committee ensures the ethical treatment of human subjects through its research approval process and adheres to federal/state guidelines for human subject research, the IRC is ***not an IRB****. This committee is pursuant to Ocean County College policies and is* ***not a registered IRB*** *and therefore only approves projects that are aligned with the aforementioned policy. If your research is funded by state or federal monies and adheres to Ocean's guidelines, you will need to obtain approval from both Ocean's IRC and a federally registered IRB.*

ADOPTED: June 26, 2006
Revised: December 7, 2009
Revised: March 26, 2012
Revised: May 29, 2012
Revised: November 2, 2015

PROCEDURE

1. The Principal Investigator (PI) of the proposed research project must submit the proposed educationally-related research project on the research application Form IR-100 (attached) to the Office of Institutional Research for evaluation;

2. The application will be reviewed via electronic transmittal by the IRC consisting of the Executive Director of Institutional Planning, Effectiveness and Compliance, the Assistant Director of IR, a representative from HR, the VP of Academic Affairs and an appropriate supervisor or supervisors from the PI's division. The Review Committee will be called into session if any member requests a meeting during the review process.

3. The purposes of this meeting might be 1) to prioritize the research project, 2) to ascertain its scope, and/or 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 and modify it appropriately.

4. All projects requiring the assistance of the Office of Institutional Research will additionally be contingent upon available resources.

5. All institutional data requests will be initiated through the IR Office via the Data Request form located on the Faculty Staff Portal. If you are not an employee of Ocean County College, please initiate your request via form IR 1001 a minimum of three weeks in advance of the required due date. IR reserves the right to determine appropriate time frames in consultation with IT if the data request is extensive.

APPENDIX 1

Human Subjects Research Guidelines

Research using human subjects can contribute significantly to the understanding of the human cognitive and social process. In this respect, the decision to conduct such research rests on the professional judgment of the researcher. The researcher is responsible for adhering to the ethics code in dealing with the human subjects participating in the research by treating the participants respectfully, ensuring their well-being, and honoring their right to privacy.

When proposing research with human subjects, researchers are required to provide accurate information about their research and to obtain institutional approval before conducting the research. Upon receiving institutional approval, the research must be conducted according to the approved research protocol. As part of the research protocol, researchers must complete a human subjects' ethics questionnaire and provide a copy of the informed consent form that is to be signed by the research participants. Important issues for ethical consideration of research with human subjects include:

1) Research Plan *(please address the items below and submit the plan to the IRC)*

   a) When planning the research, the researcher must carefully evaluate the potential scientific contribution of the research against the risk of violating the rights of the human subjects participating in the study. The researcher must assign appropriate weight to the humane considerations when making this evaluation, estimating the foreseeable risks (including risk of physical or emotional injury or harm to reputation or to self-esteem) cautiously.

b) The research plan will take fully into account respect of the human subjects' privacy; their identities are not to be revealed under any circumstances without their explicit consent.

c) The research plan will include a protocol detailing research goals, experimental design, and detailed clarification of expected risks or other ethics-related problems, if any, and how the researcher will deal with them.

d) If, during the course of the research, the subjects sustain unforeseen injury of any sort, the researcher must immediately act to eliminate the hazard, including terminating the research if necessary.

2) Subject Population

a) The researcher will define the subject population and its characteristics.

b) If the research involves a sensitive population, the researcher will explain the rationale for using this population and will detail the problems unique to the population that could surface during the research and how they will be dealt with.

3) The informed consent statement must include:

a) An explanation of the purpose of the research, the expected duration of participation, and a description of the procedures to be followed, including the recording of voices and images as part of the research.

b) A description of any reasonably foreseeable risks or discomfort to the subjects.

c) Any benefits to the participants or to others which may be expected from the research.

d) The right to decline to participate and to withdraw from the research once participation has begun.

e) The possible consequences of declining or withdrawing.

f) Steps taken to insure confidentiality of the subjects and the limits of confidentiality.

g) Incentives for participation.

h) Whom to contact for questions about the research and research participants' rights. The informed consent statement must be written in plain language that the participants can understand. For persons who are incapable of giving informed consent, such as children or those with mental disabilities, the informed consent must be signed by a legal guardian. In addition, the person who is the focus of the research should be provided with an explanation appropriate to his/her level of understanding and his/her assent obtained.

4) Withdrawal from the Research

It is important to note that the subject has the right to withdraw from the research at any time. It is the researcher's responsibility to protect that right vigilantly.

a) No pressure, direct or indirect, is to be placed upon the subject to participate in or to continue with the research.

b) The researcher must exercise extreme caution, especially in situations where the subject is in a vulnerable position vis-à-vis the researcher.

5) Furnishing Explanation and Results

After the research is completed, the researcher will determine whether, and how, to furnish the participants with the research results.

a) The decision rests with the researcher whether to release the individual participant's results to the participant.

b) In cases where the significance or implication of the results would not be clear to the recipient, the researcher should avoid releasing individual results.

6) Safeguarding Personal Information

a) The researcher and all personnel connected with the research in any way will not use or release identifying details of the participants except for approved research goals.

b) The researcher will inform the participants that all personal information will be kept confidential and will elaborate on the method of ensuring said confidentiality.

7) Research that does not require human subjects' ethics committee approval

Approval by the IRB is not required for:

a) The study of normal educational practices, curricula, or classroom management methods conducted in educational settings for which there is no risk to participants' employability, and confidentiality is protected.

b) Anonymous questionnaires, naturalistic observations, or archival research for which disclosure of responses would not place participants at risk of criminal or civil liability or damage their financial standing, employability, or reputation, and confidentiality is protected.

c) The study of factors related to job or organization effectiveness conducted in organizational settings for which there is no risk to participants' employability, and confidentiality is protected.

ADOPTED: June 26, 2006
Revised: December 8, 2009
Revised: January 3, 2012
Revised: May 29, 2012
Revised: November 2, 2015

Research Application Form

Please complete this form and return to the Office of Institutional Research prior to starting any research project using human subjects. Please include your informed consent form and a thorough outline of your research plan which details the items set forth in Appendix 1 of Policy #7220.

Name: ____

Position with the College: ____

Title of Research Project: ____

Time Frames Involved: ____

Brief Description of How the Project will Employ Human Subjects:

Brief Description of How the Project Will Use the Guidelines in Appendix 1 of Policy #7220 to Protect Its Human Subjects:

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(For IR Office Use Only)

Date Received:

Disposition:

Ocean County College: Data Request Form (IR-1001)

Requesting Institutional Data:

If you are employed by OCC, please submit your data request via the request form located within the Faculty and Staff Portal (located under Services, Institutional Research).

If you are not employed by OCC, please complete this form and return to the Office of Institutional Research in order to request institutional data. (Use form IR for 1000 Research Projects.)

Name:_____

Title/Organization:_____

Date data is needed _____(Please provide an explanation, attached to this form, if the data is required in less than three weeks from this date)

1. Purpose (what do you wish to use the data for?)

2. Research questions, if applicable

3. Description/dispensation of data (Complete all that apply; please be as specific as possible.):

☐ Institutional or Student data: status (FT, PT), demographic data, grade data, enrollment data, graduation data, academic program, time parameters for data desired in terms of semesters/years, etc. (Check the *Fact Book* to be sure your data is not already posted there.)

☐ Survey data: Identify survey and/or survey questions and dates (e.g. CCSSE, SSAS, etc.)

☐ Format: (Excel, SPSS, Intrinsic Informer, tables or text, et. al.)

☐ Confidentiality: Explain how you will adhere to standards identified in Appendix I of Policy #7220 if applicable.

☐ Analysis: Explain how the analysis will be arrived at or if you need IR to assist with or conduct the analysis.

☐ Attribution: If published, cite the research source(s) (as per IR, e.g. IPEDS, OCC Database, etc.)

☐ Data Management: Identify whether the report will be sought by you or others on a regular basis and should be filed in Informer for continued access or whether this is a one-time use and can be deleted after the research is completed and data verification is no longer needed.

Please complete this form and return to IR.

(For IR use only)

Date Received _____

Disposition: