Research Request Procedures

Office of Institutional Research, Southeast Community College

Southeast Community College (SCC) supports and promotes the use of valid and reliable data in decision-making, planning, and communication (Strategic Goal 9.8). To this end, SCC supports quality research on post-secondary education. SCC is also committed to supporting opportunities for professional development and educational advancement for its faculty and staff (Strategic Goal 5.2). The purpose of this document is to describe the policies and procedures for reviewing and approving requests for research at SCC.

The current practice at SCC is to review research site and data requests through the Office of Institutional Research (IR).

All major research projects requiring interaction with SCC faculty, staff, or students, either person-to-person or through electronic communication must have Institutional Review Board (IRB) approval from the researcher's primary research institution (see section on 'Research Involving Human Subjects').

Data collection by SCC personnel for institutional or administrative use is not subject to this policy. Research conducted by SCC students that is strictly for use in course assignments is not subject to this policy.

Research Involving Human Subjects

Southeast Community College does not have an Institutional Review Board (IRB) at this time. We rely on the IRB of the institution with which the requestor has a primary research affiliation to assess whether the proposed research protocols adequately meet federal standards for the protection of human subjects and the ethical principles and guidelines outlined in the Belmont Report.

- Southeast Community College (SCC) will not be the primary human subjects reviewer of graduate- or professional-level research projects.
- SCC may deny research requests if they are determined to not be in the best interest of SCC students or the College.
- Professional researchers (such as faculty at other institutions) should present a research proposal clearly outlining all research methodologies and a curriculum vitae along with their request. Additionally, the research must be reviewed and approved (or exempted) by the IRB at the institution at which the researcher is employed.
- All research for the completion of a graduate degree be must reviewed and approved by the student researcher's faculty advisor and/or thesis committee before SCC will formally grant site approval. This should be demonstrated by a letter/email from the student's thesis advisor and a copy of the student's research proposal, clearly outlining the types of data and research methods to be used. Additionally, the research must be reviewed and approved (or exempted) by the Institutional Review Board of the institution at which the researcher is completing her/his degree.
- Research for an undergraduate thesis or coursework at another postsecondary institution will require a letter/email of project approval from the student's faculty research advisor or course professor, as well as a full research proposal. Both the student's proposal and the faculty letter should include a description of how the research meets the standards and ethical principles for the protection of human subjects.
- If a researcher requires site approval from SCC in order to receive IRB approval from their institution, SCC will offer conditional approval. This conditional approval will not take effect until the researcher has received IRB approval from their primary institution and submitted this approval to SCC's Office of Institutional Research.

- SCC's letter of site approval will include specific language about what forms of contact with SCC instructors, staff, and students is permitted; the specific research methodologies that have been approved; the dates during which research may be conducted; and what, if any, SCC student or employee data or information may be used.
- Permission for any further involvement of SCC instructors, staff, or students beyond that specified in the site approval letter will require further approval.

Research Not Involving Interaction with Human Subjects

Professional researchers (such as faculty at other institutions) should present a research proposal clearly outlining all research methodologies and a curriculum vita along with their request.

All research for the completion of a graduate dissertation or thesis must reviewed and approved by the student researcher's faculty advisor and/or thesis committee before SCC will formally grant site approval. This should be demonstrated by a letter/email from the student's thesis advisor and a copy of the student's research proposal, clearly outlining the types of data and research methods to be used.

Research for an undergraduate thesis or coursework at another postsecondary institution will require a letter/email of project approval from the student's faculty research advisor or course professor, as well as a full research proposal that clearly outlines the types of data and research methods to be used.

Sensitive information will not be released to requestors without appropriate, mutually agreed-upon safeguards for the information or prior consent from the individuals, when applicable. The specific requests and all safeguards must be explicitly outlined in the research proposal. Staff from the Office of Institutional Research will review the proposed safeguards and – if deemed appropriate – will seek approval from either a member of the Administrative Team or the Team as a whole.

SCC and the Office of Institutional cannot release data that contain any personally identifying student information for non-institutional purposes. Under the federal Family Educational Rights and Privacy Act (FERPA), the College must have written permission from the eligible student(s) in order to release any information from their education record(s). Student records can be disclosed without individual consent only under very specific conditions, as outlined in 34 CFR §99.31: https://www.ecfr.gov/current/title-34/subtitle-A/part-99/subpart-D/section-99.31

Institutional Research Office Assistance

The Office of Institutional Research (IR) may assist with major research projects (i.e., theses or dissertations) by consulting with the requestor and providing data when appropriate. All involvement of IR staff is subject to staff availability based on the requested timeline, employee workload, and priority projects. Any requests not fitting descriptions in the current policy will be handled on a case-by-case basis. The Office of Institutional Research may withdraw support of an ongoing project at any time if the nature of the request, expected level of IR involvement, or internal responsibilities change.

IR involvement in other research project requests will be decided on a case-by-case basis.

To Make a Request

To make a request to conduct research at SCC, complete the form provided at the bottom of the page at https://www.southeast.edu/institutional-research/home/.

Approved by President Paul Illich
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