

NORTHWOOD TECHNICAL COLLEGE



ADMINISTRATIVE PROCEDURE: C-500A

TITLE: [Research Activity](#)

CROSS REFERENCE(S):

C-500 (Administrative Policy – Research Activity)

Request for Approval to Conduct Research Activities form (see Northwood Technical College Forms database)

This Administrative Procedure provides definition of research activities and approval procedures for individuals seeking to conduct research activities that involve Northwood Technical College (College) students, employees and/or College resources outside of the scope of an employee's position with the College or if it requires Collegewide involvement from Northwood Technical College staff and/or students.

Definition of Research Activities

Research, as used in this policy and procedure, means a systematic investigation, including research development, data collection, testing, and evaluation designed to develop or contribute to generalizable knowledge. Regardless of size, research activities may include but are not limited to the following:

- Conducting surveys/questionnaires to be sent to students or employees online, via e-mail, phone-calls or in-person
- Conducting interviews/focus groups via phone-calls or in-person
- Conducting studies on instructional strategies, pedagogies, technologies, curricula, or classroom management methods.
- Conducting educational tests (cognitive, diagnostic, aptitude, achievement) on students or employees
- Collecting or studying existing data, documents, and records
- Creating or generating new data, documents, and records
- Recruiting research participants through posters, flyers, e-mails, phone-calls, in-person

Individuals seeking to conduct research activities that involve Northwood Technical College students, employees and/or College resources shall follow the following approval procedures:

A Request for Approval to Conduct Research Activities form is available at the following link in the [Northwood Technical College Forms database](#) and needs to be submitted to the Office of Institutional Effectiveness before such activities can occur. Requestors should include a research proposal/plan detailing the request. The request will be reviewed based on the following criteria:

1. Benefit to Northwood Technical College and relevancy to the College's mission, vision, and values.
2. If part of an outside degree program, Institutional Review Board (IRB) approval in place.
3. Alignment with other college surveys, activities, and timelines.
4. Potential costs including, but not limited to, workload and other personnel and resources.
5. Alignment with general responsible conduct of research standards established by the U.S. Department of Health and Human Services (DHHS).
6. Willingness to provide results to Northwood Technical College including a brief presentation to the College Leadership Team.

The Office of Institutional Effectiveness has the following responsibilities:

- Contact the vice president for the division that the study will impact to discuss its implications to the College and the division.
- Review the proposal and ask requestor any clarifying questions.
- Present the request with explanatory documentation to the College Leadership Team for approval.
- Communicate decision of College Leadership Team to requestor.

- Serve as the contact for completed research and schedule of the College Leadership Team presentation.

Questions regarding this procedure should be directed to Institutional Effectiveness.

Procedure Adopted: February 23, 2016



PRESIDENT
NORTHWOOD TECHNICAL COLLEGE