



OFFICE OF INSTITUTIONAL RESEARCH AND EFFECTIVENESS

Northwest Mississippi Community College
4975 Highway 51 North Senatobia, Mississippi 38668
662-562-3927

RESEARCH@NORTHWESTMS.EDU

Application for Research

This policy applies to all research requests to use Northwest Mississippi Community College (NWCC) students, faculty, staff, or data, that is not conducted directly by NWCC for institutional research. Research conducted at NWCC requires approval from the External Research Committee, which can be contacted through the Office of Institutional Research and Effectiveness. Any individual (NWCC personnel or an external researcher) must request authorization to conduct research, including research that involves surveys or questionnaires administered to any group of employees and/or students, focus groups or other interviews, or information from electronic data files.

Guidelines:

- All internal research will be conducted to the highest ethical standards. NWCC students, faculty, and staff participating in research must be fully informed as to the purpose of the research, risks and benefits, and what participation will entail; give their consent to participate; and be free to withdraw from the research at any time.
- NWCC, its students, faculty, and staff involved in external research will not be identified when findings are presented or published.
- The researcher agrees to inform the Office of Institutional Research and Effectiveness when the research is complete, and to provide Office of Institutional Research and Effectiveness a copy of the results of the study.

Approval Process:

- Individuals conducting research on two or more of Mississippi's community and junior colleges who wish to include subjects from NWCC should first obtain permission to conduct the research from the Mississippi Association of Community and Junior Colleges (MACJC). The application for such research can be found on the Mississippi Community College Board (MCCB) web page.
- Individuals who wish to conduct research for external purposes which only includes subjects from NWCC should attach a document describing all of the pertinent aspects of their research according to the guidelines in this document.
- The completed application, along with IRB approval from the cooperating agency, MACJC Approval if required, informed consent forms, and any survey or interview instruments should be emailed to the chair of the External Research Committee at research@northwestms.edu.
- The External Research Committee will review the application and determine whether the research request is approved and will communicate their decision to the Principal Investigator in an official approval letter from the college.
- **SUBMISSION OF AN APPLICATION TO NWCC DOES NOT EQUAL APPROVAL. YOU MAY NOT BEGIN THIS RESEARCH UNTIL YOU HAVE AN APPROVAL LETTER.**
- NWCC reserves the right to terminate any and all external research at the discretion of the President or the External Research Committee.
- All inquiries and proposals should be submitted in electronic form to research@northwestms.edu.

Please attach the following information for review by the External Research Committee:

- I. Principal Investigator (PI) Contact Information.** The PI for the purposes of this application is the individual who will personally conduct this research study. Under most circumstances, the PI will be the student researcher.

Name, Address, Phone number, Email, Institutional Affiliation

- II. Title.** Provide the title of the research study. This should be the same title as listed on the *Application to Conduct Statewide Research on MACJC Institutions* from the MCCB.

- III. Research Summary.** Provide a brief, non-technical description of the study. Typical summaries are less than 150 words. This summary should readily identify the following:

- a. *Purpose and Rationale.* State research questions and/or hypotheses and tell why the study is needed.
- b. *Participants.* Provide a brief summary of study participants.
- c. *Procedures and Methods.* Provide a brief summary of research methods and procedures.

- IV. Appropriateness of Study to NWCC.** Comment on the potential benefits and any negative aspects for the NWCC community.

- V. Participants.** Provide a brief, non-technical description of the human subjects of the study. This summary should readily identify the following:

- a. *Participants.* Specify number of participants and their gender, ethnicity, race, and age. Clearly state any inclusion/exclusion criteria as well as identify any select populations such as minors, pregnant women, non-English speaking, remedial, elderly, specific major, etc.
- b. *Recruitment.* Describe how potential subjects will be made aware of the study and outline any recruitment procedures (email, letters, class announcements, newspaper ads, etc.), including any compensation or incentives.
- c. *Informed Consent.* Identify the process of gaining participant consent. Attach a copy of any consent forms used in the study. It is especially important that the document indicate that subjects are free to participate or not. Provide any necessary explanation if informed consent is waived or not applicable.
- d. *Risks and Deception.* Describe any immediate or long-term risks to participants that may arise from participation in this study (physical, emotional, social, occupational, financial, legal, etc.). Indicate if these risks are greater than those faced in normal life, and provide justification for any deception of participants.

- VI. Data Collection.** Describe the data collection plans here. Researchers must make their own arrangements to collect data and it is up to the researcher to get faculty cooperation if they plan to use class time. NWCC does not provide faculty or student e-mail addresses.

- a. **Data Collection Format.** Check all that apply. All survey instruments and/or interview protocols should be included with this application as separate pdf documents.

Survey instruments

Interviews

Electronic Data (Please describe) _____

Other (please describe) _____

b. *Personal Identifiers.* Identify any of the following personal identifiers that the study will collect or receive:

No, the study will not use identifiers

Names

Birthdates

Other Dates (admission, graduation)

Social Security Numbers

Student ID Numbers (used by school)

Academic (GPA, major, classification)

Photos (full face or other image)

Internet Protocol (IP) Addresses

Any Account Number

Telephone Numbers

Fax Numbers

Other (Explain Below)

c. *Confidentiality and Anonymity.* Describe procedures for maintaining participant confidentiality and/or anonymity.

d. *Data Security.* Describe procedures for protecting the data from unauthorized use. This should include any security or encryption measures used for the collection, transmission, and storage of any electronic or print data. Researchers using databases should state how the data will be securely transmitted.

e. *Data Sharing.* Explain whether or not the collected data will be shared with other individuals. Specify if identifiable records (at the individual student level) will be shared with anyone other than the immediate researcher or research team. Include any confidentiality measures or data use agreements. External parties may include statisticians, consultants, sponsors, journals, etc.

VII. Intrusiveness of Study. Please give your best estimate as to the intrusiveness of the study, specifically with regard to classroom time, NWCC faculty/staff time, computer time/resources.

VIII. Desired Time Frame. Please indicate the desired time frame of the research. Please keep in mind that the actual time frame approved will be coordinated through the Office of Institutional Research and Effectiveness.

From _____ to _____

IX. Study Funding. Provide information about how the study cost will be supported.

Department funds (Will require letter of approval from department chair unless they are the principal investigator.)

External funding (specify)

Personal funds

No cost study

Other (Please specify)

Signatures:

Principal Investigator - I certify that the information in this application is complete and correct. As Principal Investigator, I have the ultimate responsibility for protecting the rights and welfare of human participants, secure conduct of the research, and the ethical performance of the project. I will comply with all applicable federal, state, and local laws regarding the protection of participants in human research.

Signature of Principal Investigator

Date

APPROVAL:

Director of Institutional Research - I acknowledge that this research has been reviewed by the External Research Committee and has subsequently received the following recommendation:

Approved

Tabled for Further Review

Not Approved

Approved with Stipulations:

Signature of Director of Institutional Research and Effectiveness
Chair of External Research Committee

Date

NWCC OFFICE USE ONLY:

Project Number:

Date Received:

NWCC Recommendation:

Approve

Not Approve

Approve with Stipulations

Table for Further Review (Review Date: _____)

Comments:

Checklist of forms provided:

Survey instruments

Interview protocols

Consent Forms

Funding Approval

IRB Approval

MACJC Approval

Electronic Data files requested: Date data files were provided _____ File name _____