NOCCCD Research Review Process

August 2023

I. What requires review?

A. Research Requiring Review

Research activities involving human participants will be reviewed by the North Orange County Community College District (NOCCCD) Research Review Committee (RRC) when one or more of the following apply.

The research:

1. is sponsored by North Orange County Community College District.
2. is conducted by or under the direction of any employee or agent of North Orange County Community College District in connection with his or her institutional responsibilities.
3. is conducted by or under the direction of any employee or agent of North Orange County Community College using any property or facility of this institution.
4. involves the use of North Orange County Community College District records.
5. uses non-public information to identify or contact human research participants or prospective participants.
6. will be conducted on the grounds of North Orange County Community College District.
7. uses as subjects North Orange County Community College District students, faculty, or staff in their respective roles.
8. **collects data which will result in an article, master's thesis, doctoral dissertation, poster session, abstract, or any other publication, presentation, or any dissemination of the collected data whether in aggregate form or otherwise**.

B. No Review Required

In general data which will not be used beyond the classroom, is for internal institutional usage only, and/or is collected for the purpose of reporting to state or federal stakeholders do not require a review by the RRC. All other research activities require some level of review by the RRC. Examples of research efforts not requiring any RRC action include:

1. Data collection which **will not** result in an article, master's thesis, doctoral dissertation, poster session, abstract, or any other publication, presentation, or other dissemination of the collected data.
2. Simulations of human experimentation.
3. Data collection for educational purposes in which no data will be reported outside of the classroom and all data are properly destroyed by the end of the academic term (reporting and discussion of data within the class during a single term is acceptable).
4. Data collection for the purpose of reporting to state or national accrediting bodies or other agencies to which North Orange County Community College District is required to generate and submit reports as part of its regular operations.

II. Non-affiliated Personnel and Approval to Conduct Research

Non-affiliated personnel are defined as individuals not recognized as having a direct relationship to North Orange County Community College District (e.g., not a faculty member, staff member, or student of the colleges). **For non-affiliated personnel, only research that is tightly aligned with the District's strategic directions will be considered for approval.** If accepted, non-affiliated personnel must follow all of the same procedures as affiliated personnel (i.e., IRB approval processes), and in addition, **non-affiliated personnel are required to obtain approval to conduct research at NOCCCD**. Approval for conducting research at NOCCCD is granted by the Vice Chancellor of Educational Services and Technology.

III. How to obtain approval to do research

Step 1: Submit a letter of intent which includes estimated submission date of completed proposal, proposed project start date, title of project, your contact information (address, phone number, e- mail), and type of request (research, data, or both) to the office of Educational Services and Technology.

Step 2: Submit the completed proposal to the District Director of Research, Planning, and Data Management: Dr. Gabrielle Stanco, gstanco@nocccd.edu

Proposals must include:

1. Cover letter. One completed cover sheet.
2. Abstract. Include the purpose and brief description; and the number and kinds of schools, students, and faculty needed.
3. Data description. Describe the kinds of data to be collected or obtained.
4. Timelines.
5. Letters of approval. Submit a letter of approval for the study on official letterhead from a university advisor or the supporting agency. In addition, please submit an official approval letter from the Institutional Review Board (IRB) when made available. *Please note: Research projects cannot be implemented until final IRB approval has been obtained from the institute or supporting agency.*
6. Statement of Confidentiality. Explain how you will ensure the confidentiality of subjects from data collection through data analysis. How and to whom will this information be disseminated? What will happen to the data once the study is over?
7. Alignment. Indicate how your study aligns with the North Orange County Community College Strategic Directions.
8. Consent and Assent. Include copies of all informed consent and assent forms.
9. Examples of Instrumentation. Include one copy of all surveys, tests, interviews, and other data collection instruments.

Proposals will be reviewed by a multi-disciplinary committee. You will be notified about the status of the study and your next steps by email within three weeks after the committee meeting (approximately 30 days from submission). Please be advised that the timeline can change at any time; therefore, you are encouraged to submit your completed proposal well in advance of your project's anticipated start date.

Only completed proposals will be reviewed.

IV. Informed Consent

Individuals wishing to perform research on human subjects are required to obtain consent from those participants by means of an informed consent document. One of the main ethical responsibilities of a Principal Investigator is to ensure that potential participants have been provided with all the information they might reasonably need to know about the research project before they begin participating.

Regardless of how innocuous the nature of the project may seem, potential participants have the right to:

1. **Disclosure** of all relevant information about the research,
2. their **comprehension** of the information, and
3. their **voluntary** agreement, free of coercion and undue influence

V. Requesting Data

If the research involves data from the District or any other entity in the District, a *Request for Data* form must be filed (see Appendix D). All data requests must be made to the Office of Educational Services and Technology. **Data requests which require the creation of new data sets will not be considered**. Data requests which require the compilation of currently existing data set(s) for the purpose of research which is in line with the strategic directions of NOCCCD will be considered for approval. For Non-affiliated personnel, consideration of a data request must be accompanied by a document indicating that approval to conduct research at NOCCCD has been confirmed (see II. above).

VI. Data Delivery

If a data request is approved, all data will be provided in flat-table "raw" format. Aggregation of data files or any level of statistical modification of the data is solely the responsibility of the researcher(s). Requests to provide identifiers including but not limited to name, date of birth, address, or email require additional written justification for each identifying variable. The timeline for delivery of the data will vary greatly depending upon the magnitude of the data request and the current District staff workload. Primary Investigators should plan on a minimum of 6 weeks for delivery of data and up to 6 months from the time that the project is fully approved.

Appendix A: Basic Procedures

1) Obtain approval to conduct research at NOCCCD (**non-affiliated personnel only)**
   a) Research involving NOCCCD students is granted by the Vice President of Student Services or equivalent at each campus/site
   b) Research involving academic records and/or interaction with faculty is approved by the Vice President of Instruction or equivalent at each campus/site
   c) Research involving NOCCCD staff is approved by the Vice Chancellor of Educational Services and Technology
   d) Approval from each administrator is required if the project involves interaction with more than one of these specific populations / data types.
2) Complete the NOCCCD Research Review form (Appendix B)
3) Complete the Consent form (Appendix C)
4) *Complete the Request of Data form* (**only if you are requesting data from the District)**
5) Submit the NOCCCD Research Review form, the Consent form, *the Request for Data form (if applicable)*

   AND

   a copy of all instruments being used (e.g., actual survey(s), list of interview questions, list of standardized tests, etc.) to the Office of Educational Services and Technology. Additionally, individuals conducting research for the completion of graduate school requirements must submit an approved IRB notification from their degree granting institution.

6) Review process
   a) **Exempt reviews** are reviewed by the Chair of the RRC and typically notification of the proposal's status can be expected within 5 business days of receipt of the proposal.
   b) **Expedited reviews** are reviewed by a subset of RRC committee members and typically notification of the proposal's status can be expected within 30 days of receipt of the proposal.
   c) **Full reviews** are done at RRC meetings. The final proposal must be submitted at least 10 working days prior to the scheduled meeting date. Notification of the status of the proposal will be given within 5 business days after the meeting at which the proposal was considered.

Appendix B: Research Review Form

Principal Investigator:	
PI email:	
PI Campus Phone:	
Project Title:	

1. Source of Funding (if any):
2. Dates of proposed project (cannot be retroactive):
   Begin Date:_____ End Date: _____
3. Describe the Scientific Purpose of the Investigation:
4. Describe the research methodology in non-technical language (the RRC needs to know what will be done with or to all research participants):
5. What are the potential benefits of this research (either directly to the participants, or to the body of knowledge being researched):
6. What are the anticipated risks (risks include, physical, psychological, or economic harm)? What steps will be taken to protect participants from these risks?
7. Describe how participants will be recruited (must include total number and age range of all participants to be recruited and any compensation participants will be provided including extra credit in courses):
8. Is it necessary that the Primary Investigator(s) or other researchers know the identity of the participants? If so provide a detailed description of why:
9. Describe how data collected for this project will be securely stored and how and when it will be destroyed:
10. Describe the process you will use to obtain informed consent and complete the highlighted portions of the Consent Form Template found in Appendix C below**.**

Appendix C: Consent Form

[Project Title]

***Introduction and Purpose**

[Briefly describe the study]

***Procedures**

[What will the participant be required to do?]

Potential Risk or Discomfort

[Describe any potential risks or discomfort – if there are none this section can be left off of the consent form]

***Confidentiality Information**

[How will data be stored securely and confidentiality insured]

***Voluntary Participation**

Participation in this research is voluntary. Declining to participate will in no way impact your relationship with [Primary Investigator], the [XXX Department], or North Orange County Community College District. If you decide to be in the study, you have the right to drop out at any time.

***Consent Statement (either statement A or B below is required):**

A	I understand the procedures described above. My questions have been answered to my satisfaction, I have been given a copy of this consent, and I agree to participate in this study. _____ _____ Print Name: Date _____ Participant's Signature
B	I understand the procedures described above and all questions have been answered to my satisfaction. By returning this [questionnaire] I am agreeing to participate in this study.

**This project complies with the requirements for research involving human subjects by the NOCCCD Office of Educational Services and Technology. If you have any questions or concerns about being a participant in this project feel free to contact the Primary Investigator [Investigator Smith] by phone [999-999-9999] or by email [XXX@NOCCCD.edu]*

** required items of consent form*

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Cypress College Fullerton College NOCE NORTH ORANGE CONTINUING EDUCATION

Appendix D: Request for Data Form

1. Date Submitted:
2. Project Title:
3. List of variables requested:
4. Dates / Semester range for data:
5. List any criteria (e.g., males only, Health Sciences majors only, etc.):
6. Requested date for delivery of data:

EST USE ONLY

Request Received: _____ Date Completed: _____

☐ Approved By: _____ Date: _____

☐ Not Approved By: _____ Date: _____

Reason: _____