



## Rancho Santiago Community College District

### Research Protocol

The RSCCD Research Department welcomes the opportunity to assist others in their research activities and to coordinate college-related research efforts; these are recognized functions of the department. The purpose of these policies is to ensure that all research conducted at RSCCD colleges (Santa Ana College and Santiago Canyon College) will promote quality education and that the integrity and confidentiality of both staff and students will be protected.

**RSCCD faculty and staff wishing to conduct research activities that directly relate to their assigned department/discipline are NOT required to submit a request for approval.** However, those individuals are encouraged to contact Research Department staff directly for guidance with research projects they would like to conduct internally or to submit requests for research projects they would like to be conducted entirely by the RSCCD Research Department.

**Individuals requesting assistance in a research effort or using RSCCD staff or students as subjects of their research (staff conducting research outside their own discipline AND non-RSCCD individuals)** must obtain approval from the RSCCD Research Department and adhere to the policies below.

#### **Policies for Individuals Conducting Research about RSCCD:**

The research effort must be consistent with the mission and goals of the college(s) for the purpose of promoting educational quality and student success.

- Full disclosure of the purpose and use of the research and why SAC/SCC students and/or staff are needed as subjects must be submitted to the RSCCD Research Department.
- All materials (including tests, survey instruments, letters of introduction/invitation, focus group/interview questions, etc) must be submitted in full to the RSCCD Research Department for approval prior to dissemination.
- When information is to be sought directly from students or staff, such as in the case of administering questionnaires or conducting interviews, the subjects must be made aware of the following requirements: 1) their participation is voluntary, and 2) they **cannot** be required to submit a response with their name or any other identifier included. An identifier may be requested but not required. If a researcher must use an identifier, individual confidentiality of respondents must be maintained.
- When instruments are disseminated, they must include the identification of the researcher and an indication that approval was obtained from the RSCCD Research Department.
- Respondents will receive feedback of the results of the research whenever possible and when requested.
- After the research has been completed, a written report of the findings and conclusions **MUST** be submitted to the RSCCD Research Department for approval prior to report dissemination.

Understanding and agreeing to these policies, please complete the **Request for Approval** and submit (along with all accompanying materials) to the RSCCD Research Department. Questions may be directed to Research staff at (714)480-7468.



**Request for Approval to Conduct Research at RSCCD Colleges  
(Santa Ana College and Santiago Canyon College)**

**Researcher Information**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Sponsoring Agency/University**

**Name:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Research Question (hypothesis)**

**Reason you are conducting this research**

**Timelines of research**

**Expected source/number of participants for this study**

**College resources required (e.g. student data, dissemination of online materials, class time)**

**APPROVAL STATUS**

**Approved/not Approved** \_\_\_\_\_

(RSCCD Research Department coordinator/date)