



Rancho Santiago Community College District

Research Protocol

The RSCCD Research Department welcomes the opportunity to assist faculty, staff, students, and the community in their research activities and to coordinate college-related research efforts; these are recognized functions of the department. The purpose of the following policies is to ensure that all research conducted at RSCCD's colleges (Santa Ana College and Santiago Canyon College) adheres to all applicable federal regulations, protects the rights, privacy, and well-being of participants, and fosters an environment that encourages responsible and ethical scholarly inquiry.

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 the Research, Planning & Institutional Effectiveness 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, Planning & Institutional Effectiveness Department.

Individuals requesting assistance with a research study or using RSCCD staff or students as subjects of their research (staff conducting research outside their own discipline OR non-RSCCD individuals) must obtain approval from the RSCCD Research, Planning & Institutional Effectiveness Department and adhere to the policies below.

Policies for Individuals Conducting Research about RSCCD:

The research study 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, Planning & Institutional Effectiveness 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, Planning & Institutional Effectiveness 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) Informed consent will be provided prior to participation in the study. The consent form must document potential risks, if any, how the individuals conducting the study will ensure that risks are minimized, potential benefits are clearly identified, and information/data related to the participant will be kept confidential. 2) Their participation is voluntary and they may withdraw from the study at any time with no negative consequences for non-participation. 3) 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 on 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.

Upon reading, understanding and agreeing to these policies, please complete the **Request for Approval** and submit (along with any supporting documents) to Nga Pham at Pham_nga@rsccd.edu.



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

Researcher Information

Name: _____
Address: _____
Phone #: _____
Email: _____

Sponsoring Agency/University

Name: _____
Phone #: _____
Email: _____

Introduction and purpose

Research question(s) (hypothesis)

Reason(s) you are conducting this research

Procedure(s)

Potential risk(s)

Confidentiality (how will data be stored securely and confidentiality be ensured, e.g., will data be stored on a password-protected PC/laptop and a locked filing cabinet for paper records/files?)

Timeline(s) of research

Expected source/number of participants for this study

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

APPROVAL STATUS

Approved/not Approved_____

If you are unable to submit your research request through our system, please save it as a PDF. You may submit the request, along with your institution's IRB approval and any supporting documents (such as survey instruments, interview questions, or other relevant materials), to Pham_nga@rscdd.edu to expedite the review process. We will respond to you promptly.