



POLICIES & PROCEDURES

Policy Title:	Research Policy
Policy Custodian:	Provost and/or Internal Review Board (IRB)
Policy Approval:	October, 2019
Revision Date:	May, 2019
Effective Date:	October, 2019

1. SCOPE

- 1.1 The purpose of this policy is to provide for a uniform system to oversee and coordinate research and evaluation efforts across Baker College, with the express intent to foster collaboration, increase communication, consistency of process, quality of survey and survey tools, and ensure access to results.
- 1.2 This policy covers all research and data collection activities throughout the Baker College system, and involves all Baker College employees and students, when that research requires:
 - 1.2.1 the employee to engage in some data collection, review or analysis that is beyond the normal scope of the duties and responsibilities assigned to the role, or
 - 1.2.2 when the research is being performed wholly or in part in conjunction with another institution or for secondary purposes such as the completion of course work or a degree, or
 - 1.2.3 when the research is intended to create generalizable knowledge that can be used to make broader decisions beyond Baker College, or
 - 1.2.4 when the intent of one or more persons involved in the research is to publicly disseminate the results or findings through means including but not limited to professional meetings, conferences, publications (online or in-print), or
 - 1.2.5 when the project receives any external or internal funding for completion or
- 1.3 The policy is intended to subsume all research projects which are so titled, as well as those deemed evaluation, pilot, feedback surveys, satisfaction surveys, or proof of concept projects.

2. POLICY

- 2.1 All research projects, as defined by policy, will be documented and submitted to either directly to the IRB Committee if the research is from a Baker College student and/or employee (who is a student) or to the Provost if the research is not related to a 'student' research project.
- 2.2 The IRB Committee Board will consider all survey and research requests received by the 15th of each month. Materials and requests received after will be considered and approved at the following meeting.
- 2.3 The Provost and/or designee will have the responsibility to ensure that all activities covered under this policy:
 - 2.3.1.1 have the endorsement and support of the campus presidents or departmental leader whose campuses or departments are impacted.
 - 2.3.1.2 are coordinated to the extent that activities that impact other ongoing projects or have the potential to impact other projects are discussed by those involved.
 - 2.3.1.3 are shared across campuses and functional units to ensure that information and results are widely shared to allow for efficient use of results
 - 2.3.1.4 are directed to the appropriate staff to be prioritized and responded to in a timely manner.
 - 2.3.1.5 are directed to the IRB or other campus groups as necessary to meet policy.
 - 2.3.1.6 meet appropriate professional standards for quality and integrity.
 - 2.3.1.7 are constructed in language and methodology to meet the stated research or data collection objectives.
- 2.4 The Provost will have responsibility for developing, modifying and maintaining a standard form to be used by all Baker College students and employees. This form will be used to create a historical archive of activities as well as providing documentation showing that policies related to the responsible conduct of research have been followed.

3. PROCEDURE: Internal Research or Internal Survey Requests

- 3.1 All research activities covered under this policy and conducted by internal stakeholders and/or external stakeholders conducting IRB approved research with Baker College constituents, will be documented on the standard Institutional Research Request Pre-IRB Form and submitted to the Provost.

3.1.1 Staff, faculty, and student researchers may also submit unique analysis requests to the Data Integrity and Reliability Team (DIRT) who will work to coordinate the submission of the aforementioned standard Institutional Research Request Pre-IRB Form.

3.2 The Provost or IRB committee will review all materials and address the following questions:

3.2.1 Does the research/ data collection require oversight by any Baker College administrative individual?

3.2.1.1 If the answer is no, then the campus or department designee will open a file to maintain documentation and inform the submitter that no further involvement by administrative official is needed

3.2.1.2 If the answer is yes, then the campus designee will open a file to maintain documentation and inform the submitter of any mandated future contacts and procedures for amending or closing the project.

3.2.2 Which campuses are involved and have the campus presidents or their designees provided approval?

3.2.2.1 If the answer is no, then the documentation will be returned to the submitter for additional approvals or be taken to the monthly Presidents' Cabinet meeting for approvals.

3.2.3 Does the research require IRB involvement?

3.2.3.1 If the answer is yes, then the committee will provide notice to the submitter that an IRB application must be completed.

3.2.4 Does the research require IT involvement?

3.2.4.1 If the answer is yes, then the application materials must be forwarded to the IT Reporting Team.

3.2.5 Will the project design provide the data to answer the questions asked?

3.2.5.1 If the answer is no, then the IRB committee will recommend changes be made to the plan and consultation with committee members will be provided as appropriate.