

- I. Any research conducted at Pellissippi State or using Pellissippi State employees or students must be approved by the Director of Institutional Effectiveness, Research and Planning.
- II. Research may be defined as any of the following:
 - A. dissertation
 - B. thesis
 - C. marketing study
 - D. a project or study (including class projects) whereby students are acting as agents of the College or using data obtained from Pellissippi State population
 - E. survey (either conducting a survey or collecting survey information)
- III. Pellissippi State faculty or staff must complete a “Request to Conduct Survey” form in addition to following the requirements of this policy. The form is available on the Institutional Research web site.
- IV. The researcher must submit the form “Request to Conduct Research at Pellissippi State” (see Form A) and transmit with a cover letter to the Director of Institutional Effectiveness, Research and Planning at the address on Form A.
- V. After receipt of the above information, the request will be reviewed by the President of the College, the Vice President of Learning, and the Director of Institutional Effectiveness, Research and Planning.
- VI. The Director of Institutional Effectiveness, Research and Planning will prepare one of the following (a) an approval letter, (b) a request for information or clarification, or (c) a request to schedule an interview with researcher.
- VII. To conduct research, a Pellissippi State facilitator (administrator or faculty) must be assigned to researcher.
- VIII. Approval is a two-phase process. After receipt of an initial approval letter from Pellissippi State, the researcher must follow the policies and procedures of the Pellissippi State Institutional Review Board (IRB) for human subjects research, if applicable. After receiving IRB approval (or certification from the chair of the IRB that the research is exempt from IRB approval), the researcher may contact the Pellissippi State facilitator and begin the study. If the Pellissippi State facilitator becomes unavailable, another Pellissippi State facilitator will be assigned and the request to conduct research will be reevaluated.

IX. Conditions of the Study

- A. Research participants will be notified that “participation in the study is voluntary and is not a requirement of Pellissippi State.”
- B. A copy of the results of the research must be forwarded to the Director of Institutional Effectiveness, Research and Planning.

Approved: President Allen G. Edwards, February 25, 2002

Editorial Changes, July 2008

Editorial Changes, April 30, 2009, July 1, 2009

Reviewed/Recommended: President’s Staff, September 13, 2010

Approved: President Allen G. Edwards, September 13, 2010

Form A

Request to Conduct Research at Pellissippi State Community College

Date: _____

1. Contact Information for Principal Researcher:

a. Name: _____

b. Address: _____

c. Telephone (day): _____

d. Email address: _____

2. Qualifications of Principal Researcher:

Position (undergraduate, graduate student, professor, other): _____

Institution: _____

Employment Status (specify job and location): _____

Other (occupation and affiliated institution, if any): _____

3. Exact Title of Proposed Project: _____

4. Type of Research Project:

Dissertation

Thesis

Marketing study

Independent class project

Survey

Other (describe): _____

5. Project Description: _____

6. Project Objective/Intent: _____

7. Project Time Frame: Beginning: _____ Ending: _____
8. Description of Participants (explain whether the population or a sample will be used): _____

9. Data Collection Method: _____
10. Project Researchers (other than Principal Investigator named above): _____

11. Project supervisor/chair/committee members: _____
12. Include single copies of survey/instrument/questions used by participants and cover letters, instructions, permission statements and consent forms. List the forms submitted below:
13. Provide a copy of Human Subjects form completed for submission to researcher's parent institution (required by Code of Federal Regulations, Part 46 (45 CFR 46)). Is a copy of this submission included? Yes____ No____ (If no, please explain):
14. Pellissippi State Institutional Review Board (IRB) policies and procedures must be followed for human subjects research and are available on the Institutional Research web site at http://www.pstcc.edu/departments/institutional_research/index.htm.
15. By signing this Request to Conduct Research, the researcher agrees to forward a copy of the results of the study to the Director of Institutional Effectiveness, Research and Planning.
16. Signed: _____ Date: _____

Note: Researcher must forward Form A with a cover letter or memo requesting permission to conduct a study to the following:

Director of Institutional Effectiveness, Research and Planning
Pellissippi State Community College
10915 Hardin Valley Road, Goins Building Room 256
P.O. Box 22990
Knoxville, TN 37933-0990
Telephone: 865/694-6526 Fax: 865/539-7045