



**POLICY 08:02:01
CONDUCTING RESEARCH AT
PELLISSIPPI STATE**

- I. The researcher must submit a written response to the following:
 - A. Request for permission to conduct a study (letter/memo)
 - B. Name and address of the researcher
 - C. Telephone number (daytime) of the researcher
 - D. Position(s) of principal researcher (undergraduate, graduate, professor, specify institution)
 - E. Employment status: (specify job and location)
 - F. Other: (specify occupation and affiliated institution, if any)
 - G. Exact title of the proposed study
 - H. Project description
 - I. Project intent
 - J. Project time frame (beginning and ending)
 - K. Participants/population/sample
 - L. Data collection method
 - M. Project researcher(s)
 - N. Project supervisor/chair/committee members
 - O. Single copies of survey/instrument/questions used by participants and cover letters, copies of instructions, permission statements
 - P. Copy of Human Subjects form completed for submission to researcher's parent institution (required by Code of Federal Regulations, Part 46 (45 CFR 46))
- II. The researcher must forward the request with the above items to:

Director Institutional Effectiveness, Research, and Planning
Pellissippi State Community College
10915 Hardin Valley Road, Goins Building Room 256
Knoxville, TN 37933-0990
Telephone: 865/694-6526 Fax: 865/694-6435
- III. 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.
- IV. The Director of Institutional Effectiveness, Research and Planning will prepare one of the following (a) an approval letter (b) request for information or clarification, or (c) a request to schedule an interview with researcher.
- V. To conduct research, a Pellissippi State facilitator (administrator or faculty) must be assigned to researcher.

- VI. After receipt of an approval letter from Pellissippi State, 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.
- VII. 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.
 - C. Research may be defined as any of the following:
 - 1. dissertation
 - 2. thesis
 - 3. marketing studies
 - 4. independent class project using data obtained from Pellissippi State population
 - 5. conduct or collect survey information
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Approved: President Allen G. Edwards, February 25, 2002
Editorial Changes, July 2008
Editorial Changes, April 30, 2009, July 1, 2009