



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 the staff, students, and college that all research conducted will promote quality education and that the integrity and confidentiality of individuals will be protected. Any individual requesting assistance in a research effort or using RSCCD staff or students as subjects of their research must obtain approval from the RSCCD Research Department and adhere to the policies below.

Policies for Individuals Conducting Research about RSCCD

1. The research effort must be consistent with the mission and goals of the college or for the purpose of promoting educational quality and student success.
2. After the research is completed, a written report of the findings and conclusions must be submitted to the RSCCD Research Department for approval prior to report dissemination.
3. Full disclosure of the purpose and use of the research and why RSCCD students and/or staff are needed as subjects must be submitted to the RSCCD Research Department.
4. Survey and testing instruments must be approved by the Research Department before use.
5. When information is to be sought directly from students or staff, such as in the cases of administering testing instruments or questionnaires, the subjects must be made aware of the following requirements:
 - a. Their participation/response is voluntary.
 - b. 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.
6. Respondents will receive feedback of the results of the research, whenever possible and when requested.
7. When instruments are disseminated, they must include the identification of the researcher and an indication that approval was obtained from the RSCCD Research Department.

PLEASE PROVIDE A DETAILED DESCRIPTION OF YOUR PROJECT BELOW

Research Question (hypothesis):

Reason you are doing this research:

Timelines of research:

Expected participants and estimated number to be used in the study:

College materials and resources required (e.g. tests, classroom/student time, printing) and estimated costs, if any:

Dissemination plan:

Researcher: _____ Date: _____

Contact information: address _____

phone number _____

e-mail address _____

Sponsoring university or agency: name _____

phone number/e-mail address _____

Approval Status

approved/not approved _____

signature/date
(RSCCD Research Department representative)

approved/not approved _____

signature/date
(Representative from RSCCD Dept. involved in proposed research)

REQUEST FOR RSCCD RESEARCH DEPARTMENT ASSISTANCE

Requested by:
Name _____
Address _____

Phone number _____
E-mail address _____

Requested Task	Timelines	RSCCD Research Approval
Research Design		
developing idea for research topic		
formulating specific research question(s)		
creating research design		
selection of sample or lists of students/staff		
Data Collection/Data Entry		
survey design		
distribution of surveys (number of mailings planned= _____)		
collection of surveys		
program design and request to Information Technology Services		
data entry/merge mainframe/survey data files		
Programming/Statistical Analysis		
determine statistical runs needed to answer research question		
write program for statistical analysis		
“run” statistics on pc		
additional statistical “runs”		
Interpretation/Writing		
interpret statistics		
analysis of findings		
other		
other		

ADDITIONAL COMMENTS:
