

Procedure 6.0401

Research Review Procedure

The Office of Research and Institutional Effectiveness (ORIE) is responsible for reviewing, and, when appropriate, approving research conducted by other departments and/or third parties. For the purposes of this procedure, and the governing [policy](#), research is defined to be any activity to gather and analyze data that is relevant to the operations of the College for the purpose of influencing policy, procedure, operational practices, or unique projects. Research does not include activities that are part of day-to-day operations for departments or units.

The vice president of RIE will consider the following issues in reviewing proposed research conducted by other departments and/or third parties:

- Benefit to the departments, units, or the College
- Risk to human subjects
- Risk to systems and/or infrastructure
- Alignment with policies, procedures, mission, vision, and strategic directions of the College
- Capacity of the department or third party to independently conduct the research

All research proposed by third parties should be forwarded to RIE for consideration. RIE will gather the appropriate information and conduct a risk/benefit analysis for the College. This analysis will be presented to Senior Staff for discussion. All research proposed by third parties is subject to the approval of Senior Staff and the president. At the discretion of the president, the Board of Trustees will be informed of third party research.

If approved, the vice president of RIE will communicate a plan for implementation to the third party. The vice president of RIE will brief Senior Staff and/or the president on completion of the research project.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Research and Review Policy](#)

History

Senior Staff Review/Approval Dates: *03/27/2017*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*