Procedure 6.0401

Research Review Procedure

The Office of Institutional Effectiveness (IE) 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 Dean of Institutional Effectiveness 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 IE for consideration. IE 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. University research requests require the requestor to provide approval from the university institutional review board (IRB) for both the researcher and project prior to BCCC Senior Staff and President consideration.

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

References

Legal References: *Enter legal references here*

Cross References: Research and Review Policy

History

Leadership Council Review/Approval Dates: *10/18/2024*

Senior Staff Review/Approval Dates: *03/27/2017; 4/24/2024*

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

Implementation Dates: *Enter date(s) here*