



**OFFICE OF INSTITUTIONAL RESEARCH & EFFECTIVENESS  
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**

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## **APPLICATION FOR INTERNAL RESEARCH**

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This policy applies to all research requests to use Northwest Mississippi Community College (NWCC) students, faculty, staff, or data, and is not conducted directly by NWCC for the primary purpose of institutional research. Research conducted at NWCC requires prior authorization from the Office of Institutional Research and Effectiveness. Any individual (NWCC personnel or an external researcher) must request authorization to conduct research, including research that involves surveys or questionnaires administered to any group of employees and/or students, focus groups or other interviews, or information from electronic data files.

### **Guidelines:**

All internal research will be conducted to the highest ethical standards. NWCC students, faculty, and staff participating in research must be fully informed as to the purpose of the research, risks and benefits, and what participation will entail; give their consent to participate; and be free to withdraw from the research at any time.

NWCC, its students, faculty, and staff involved in external research will not be identified when findings are presented or published.

The researcher agrees to inform the Office of Institutional Research and Effectiveness when the research is complete, and to provide Office of Institutional Research and Effectiveness a copy of the results of the study.

### **Approval of Process:**

All internal proposals should first be approved by the supervising Vice-President. This approval can take the form of any written communication, including emails, where such approval is clearly stated.

This application should be completed by the Principal Investigator and sent to the Director for Institutional Research, along with a copy of the Vice-President's approval.

The Director of Institutional Research will review all proposals, and may circulate proposals to other members of the NWCC community for comment. A letter will be issued to the researcher indicating acceptance or rejection of the proposal. If approved, the letter will contain specific instructions for the use of NWCC facilities, including specific date and time limits.

**SUBMISSION OF AN APPLICATION TO NWCC DOES NOT EQUAL APPROVAL. YOU MAY NOT BEGIN THIS RESEARCH UNTIL YOU HAVE AN APPROVAL LETTER.**

NWCC reserves the right to terminate any and all external research at the discretion of the Director of Institutional Research, in coordination with the supervising Vice-President.

All inquiries and proposals should be submitted in electronic form to [research@northwestms.edu](mailto:research@northwestms.edu).

**PRINCIPLE INVESTIGATOR (PI) CONTACT INFORMATION:** The PI for the purposes of this application is the individual who will personally conduct this research study.

NAME:

EMAIL:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE NUMBER:

**TITLE:** Provide the title of the research study.

**RESEARCH SUMMARY.** Provide a brief, non-technical description of the study. Typical summaries are less than 150 words. This summary should readily identify the following:

(a) *Purpose and Rationale.* State research questions and/or hypotheses and tell why the study is needed.

(b) *Participants.* Provide a brief summary of study participants.

(c) *Procedures and Methods.* Provide a brief summary of research methods and procedures.

**Appropriateness of Study to NWCC.** Comment on the potential benefits and any negative aspects for the NWCC community.

**PARTICIPANTS.** Provide a brief, non-technical description of the human subjects of the study. This summary should readily identify the following:

(a) *Participants.* Specify number of participants and their gender, ethnicity, race, and age. Clearly state any inclusion/exclusion criteria as well as identify any select populations such as minors, pregnant women, non-English speaking, remedial, elderly, specific major, etc.

(b) *Recruitment.* Describe how potential subjects will be made aware of the study and outline any recruitment procedures (email, letters, class announcements, newspaper ads, etc.), including any compensation or incentives.

(c) *Informed Consent.* Identify the process of gaining participant consent. Attach a copy of any consent forms used in the study. It is especially important that the document indicate that subjects are free to participate or not. Provide any necessary explanation if informed consent is waived or not applicable.

(d) *Risks and Deception.* Describe any immediate or long-term risks to participants that may arise from participation in this study (physical, emotional, social, occupational, financial, legal, etc.). Indicate if these risks are greater than those faced in normal life, and provide justification for any deception of participants.

**DATA COLLECTION:** Describe the data collection plans here. Researchers must make their own arrangements to collect data and it is up to the researcher to get faculty cooperation if they plan to use class time.

(a) *Data Collection Format.* Check all that apply. All survey instruments and/or interview protocols should be included with this application as separate PDF documents.

Survey Instruments

Interviews

Electronic Data

Other

(b) *Personal Identifiers.* Identify any of the following personal identifiers that the study will collect or receive:

No, the study will not use identifiers

Names

Birthdates

Other Dates (admission, graduation)

Social Security Numbers

Student ID Numbers (used by school)

Academic (GPA, major, classification)

Photos (full face or other image)

Internet Protocol (IP) Addresses

Any Account number

Telephone Numbers

Fax Numbers

Other



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**SIGNATURES:**

**PRINCIPAL INVESTIGATOR** - I certify that the information in this application is complete and correct. As Principal Investigator, I have the ultimate responsibility for protecting the rights and welfare of human participants, secure conduct of the research, and the ethical performance of the project. I will comply with all applicable federal, state, and local laws regarding the protection of participants in human research.

**SIGNATURE OF PRINCIPLE INVESTIGATOR:**

**DATE:**

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**APPROVAL:**

**DIRECTOR OF INSTITUTIONAL RESEARCH** - I acknowledge that this research has been reviewed and has subsequently received the following recommendation:

Approved                                      Tabled for Further Review                                      Not Approved  
Approved with Stipulations

**SIGNATURE OF DIRECTOR OF INSTITUTIONAL RESEARCH & EFFECTIVENESS:**

**DATE:**

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**NWCC OFFICE USE ONLY:**

**PROJECT NUMBER:**

**DATE RECEIVED:**

**NWCC RECOMMENDATION:**

Approve

Not Approve

Approval with Stipulations

Table for Further Review . Review Date:

**COMMENTS:**

**CHECKLIST OF FORMS PROVIDED:**

VP Approval

NWCC Application

Survey Instruments

Interview Protocols

Consent Forms

Funding Approval

**ELECTRONIC DATA FILES REQUESTED:**

**DATE DATA FILES WERE PROVIDED:**

**FILE NAME:**

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