

External Research Review Process

The Grossmont-Cuyamaca Community College District (GCCCCD) has both a legal and ethical responsibility to help safeguard the rights and welfare of its students, staff, faculty, and administrators involved in research projects. This includes research projects conducted:

- Under the direction of an employee or agent in connection with his or her College/District responsibilities
- By an outside agency
- By a person enrolled in a graduate program

GCCCCD receives requests from outside agencies, graduate students, and faculty to have access to data, students, and/or personnel for research projects. The following procedures must be followed in order for such requests to receive approval:

- Requestors contact the Associate Vice Chancellor of Research, Planning & Technology (RPT) to begin the approval process
- Requestors are informed they must submit the following documents:
 - Formal Research proposal
 - IRB approval/exemption document from the campus where they are enrolled/employed (if outside GCCCCD)
 - Survey instrument, interview questions, and/or focus group questions if the research project involves any of these methodologies
 - Request for Approval to Conduct Research at GCCCCD Form
- The Associate Vice Chancellor (RPT) forwards the request and documentation to the appropriate college(s) vice president(s) and president(s).
- The college(s) use their internal criteria to determine whether to approve/disapprove the request.
- The college vice president(s) and president(s) indicate their approval/disapproval on the Request for Approval to Conduct Research at GCCCCD Form and return the form to the Associate Vice Chancellor (RPT).
- The Associate Vice Chancellor (RPT) contacts the requestor and informs the requestor the status of the research request and who the contact will be at the college(s) to proceed with their research.

Approval Criteria*

For approval of a research protocol, the following federal requirements must be satisfied (45 CFR 46.111):

- Risks to subjects are minimized by using procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risk.
- Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result.
- Selection of subjects is equitable.
- Informed consent will be sought from each prospective subject or the subject's legally authorized representative.

*If there is an IRB approval from another institution attached, review to ensure it meets requirements for approval of a research protocol. If it is not appropriate for there to be an IRB approval from another institution, follow the approval criteria listed in this document.

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- The research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects.
- There are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.
- When some or all of the subjects are likely to be vulnerable to coercion or undue influence (such as children, prisoners, pregnant women, the cognitively impaired, or economically or educationally disadvantaged) additional safeguards are necessary to protect the rights and welfare of these subjects.

If the research involves the use of human subjects, there must be a consent document. The consent statement for research usually contains the following information:

- Identify who is conducting the study including institutional affiliation or graduate school attended and academic status.
- Describe why the study is being conducted.
- State who is being recruited and why they have been chosen.
- Explain what each participant will be asked to do and estimate how long it will take to complete the task.
- Emphasize that participation is voluntary.
- Clarify whether participant's information will be anonymous (no identifiers) or confidential. If confidential, indicate whether any information linked to the individual's identity will be used.
- Describe incentives/compensation offered or costs that may be incurred.
- Provide a department number and point of contact for telephone inquiries. Include the IRB telephone number for questions related to their rights as a participant in research.