



OAKLAND COMMUNITY COLLEGE®

Research Review Board

Oakland Community College (OCC) will consider requests from individuals seeking to conduct primary or secondary research on its students, employees or operations based on the conditions, requirements and procedures outlined below.

Conditions and Requirements:

1. Individuals seeking to conduct research at the college must provide the OCC Research Review Board (RRB) with:
 - a. Letter of recommendation from their faculty sponsor on official university letterhead.
 - b. Complete Institutional Review Board (IRB) application and IRB letter of approval.
 - c. Signed OCC Acknowledgement and Approval Agreement.
 - d. Note: The OCC RRB may require additional information related to the proposed study.
2. Studies which involve primary data collection must result in a dataset that is not personally identifiable and protects the identity of all participants.
3. Individuals participating in the research do so voluntarily and may withdraw from the study at any time without reason or harm.
4. Personal contact information (home or e-mail address) of students or college staff will not be provided to the researcher unless prior approval is obtained from the student or staff member.
5. The study will not be disruptive to classroom instruction or normal college operations.
6. The College is not responsible for logistical or technological problems associated with conducting the study.
7. All costs associated with the study are the responsibility of the researcher and not the responsibility of the College.
8. The researcher will provide the college RRB with a copy of the study results prior to publication and/or public release.
9. The researcher is required to provide the OCC RRB with regular updates as to the progress of the study.
10. The College reserves the right to immediately suspend the study if at any time the IRB approved research protocol or college policies are violated, or if the researcher engages in unprofessional or unethical practices.
11. The decision of the College RRB is final and may not be appealed.

Procedures:

1. All required and requested documents must be submitted electronically to the OCC Research Review Board at OCCRRB@oaklandcc.edu.
2. The OCC RRB will evaluate the efficacy of the proposed study based on established college policies, institutional priorities, professional standards and the studies potential impact on college resources.
3. The OCC RRB reserves the right to reject a request based on any reason deemed detrimental to students, staff or the college.
4. The requester will be notified by the OCC RRB as to the disposition of their request within twenty-one days of submitting all required and requested documentation.

Members of the OCC RRB:

- Executive Director of Institutional Effectiveness (Chair)
- Vice-Chancellor of Academic Affairs
- Associate Vice Chancellor of Academic Affairs
- Director of Academic Effectiveness
- Director of Institutional Research
- Director of Employee Relations
- Faculty Representative



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Research Review Board Acknowledgement and Approval Agreement

I, _____, (researcher name) acknowledge and agree to:

1. I agree to take all necessary steps to protect the identity of study participants.
2. I acknowledge that individuals participating in the research do so voluntarily and may withdraw from the study at any time without reason or harm.
3. I acknowledge that the study will not be disruptive to classroom instruction or normal college operations.
4. I acknowledge that the college is not responsible for logistical or technological problems associated with conducting the study.
5. I acknowledge that all costs associated with the study are my responsibility and not the responsibility of the College.
6. I agree to provide the College RRB with a copy of the study results prior to publication and/or public release.
7. I acknowledge that the College may suspend the study at any time if the IRB approved research protocol or college policies are violated, or if I engage in unprofessional or unethical practices.
8. I agree to provide the OCC Executive Director of Institutional Effectiveness with bi-weekly updates as to the progress of the study by email at OCCRRB@oaklandcc.edu.
9. Decisions of the College RRB is final and may not be appealed.

I have read, understand and agree to all of the terms and conditions outlined above as they pertain to my research study at Oakland Community College.

Signature

Date