Office of Institutional Research

Procedures for Requests to Conduct Original Research

This document sets forth Santa Monica College’s process to approve research involving original data collection on human subjects who are students, faculty, or staff. The approval process consists of requests being submitted to the Office of Institutional Research, where they are reviewed and recommended for approval, and then forwarded to the Superintendent/President’s designee for approval. The decision to approve original research shall be guided by whether approval would be in the best educational interests of Santa Monica College.

Generally speaking, the approval process is for research that would ordinarily not be exempt from Institutional Review Board (IRB) review and approval. If research would ordinarily be exempt from IRB review, then the Office of Institutional Research would most likely not need to review and/or approve the request to conduct research on campus; however, a copy of the investigator’s IRB application and exemption should be submitted to and on file with the Office of Institutional Research prior to conducting any research.

For those applicants who are not exempt from review, initiating a request to conduct original research requires that the following be received by the Office of Institutional Research:

1. Current letter or document indicating that an IRB application has been approved, e.g. IRB approval, which contains the IRB# and contact information for the applicant’s IRB.
2. Project narrative, including data collection methods and the method(s) by which subjects will be contacted to participate.
3. Copy of a written informed consent form to be used with human subjects at Santa Monica College (if applicable).
4. Copy of a written interview protocol to be used with human subjects at Santa Monica College (if applicable).
5. Copy of the invitation to participate in research (if applicable).
6. Copy of survey instrument (if applicable).
7. Document responding to the following questions:
   a. How much SMC staff time and/or what kind of institutional resources will be needed or used to facilitate the data collection effort (e.g. mailing labels, mail room, information technology, etc)?
   b. How will SMC benefit from and use the results of the research to improve its programs and services?
   c. What type of report and/or paper will you submit to SMC and by what date will that be submitted?
   d. How will you be using the data you collect at SMC? Will you be making any presentations with the data? If so, to whom do you plan to present the research (i.e. at what conferences or meetings or audiences)? Do you have plans to develop a manuscript for publication? If so, to what publications do you plan to submit your work?

In general, the request process takes between four to six weeks to be completed, depending on the currently calendared projects in the Office of Institutional Research and the specific circumstances of the request.

If you have any questions please e-mail Dr. Caroline Sheldon at sheldon_caroline@smc.edu.

To submit the required documentation to initiate the approval process please e-mail Dr. Caroline Sheldon at sheldon_caroline@smc.edu.

Approval to conduct original research at SMC does not imply endorsement of the research by the Office of Institutional Research or Santa Monica College. For those approved, no material resources or support will be provided by the Office of Institutional Research. Requests for resources from other SMC departments will be evaluated on a case-by-case basis and are subject to previously calendared priorities and the specific circumstances of the request.