

Community College of Aurora Procedures for Individuals Conducting Research at CCA

If you are member of the CCA faculty or staff: Any research you conduct on CCA students, faculty or staff that will provide professional benefit to you (e.g., scholarly article, dissertation research) must be approved by the Office of Institutional Research to ensure proper protection of research subjects and to avoid potential conflicts of interest. If your research is for your own personal teaching or learning improvement and will not be published or presented at a conference, the research does not require approval.

If you are an outside researcher with no Colorado Community College System affiliation: You are *not* permitted to conduct research on the CCA population without a member of the CCA faculty or staff as a Co-Principal Investigator.

Proposed research, including those classified as “Exempt” by IRB, conducted on CCA students, faculty and staff (e.g., surveys, focus groups, interviews, etc.) must be submitted to the Director of Institutional Research (Dr. Hyekyung Lee, Hyekyung.Lee@ccaaurora.edu) with the following information:

1. A description of the proposed research project - The full research protocol submitted and approved by the IRB at the researcher’s home institution or CCCS IRB must be submitted to the CCA IR Director. In addition, the following information and/or statements must be included:
 - The contact information for the principal investigator and co-principal investigator; contact information for PI or Co-PI’s superiors (e.g. academic advisor for dissertation research, department chair); where applicable, the dean or director of the staff member’s unit;
 - Statements showing how the research subjects would be protected from physical, social, or psychological risk and or justifications there would be no or a minimal harm;
 - Statements demonstrating how the research would benefit CCA employees and/or students, or its educational policy and practices;
 - Plans for the storage of physical research documents (e.g. room or office), medium of electronic data storage (e.g. flash drive, portable drive, computer), data security procedures, duration of data retention and methods for destroying the raw data.
2. A copy of the Institutional Review Board (IRB) review and approval - Research generated by CCA students, faculty or staff must undergo a CCCS IRB review; research generated by a researcher outside CCA must undergo the researcher’s home institution IRB review.

The Director of Institutional Research (IR) will review the information for completeness and appropriateness (particularly protection of CCA student data). If necessary, the request and completed documents will be submitted to CCCS IRB. After obtaining an approval letter from CCCS IRB, the IR office will forward the request to the CCA Cabinet with a recommendation for approval or non-approval and inform both the CCA cabinet leadership and the researcher(s) of the decision to approve or deny the project within a reasonable timeframe of 2 weeks. If the project is denied permission, the IR office will work with the researcher to identify the changes necessary. These changes will need to be submitted as an amendment to the researcher's home IRB.

NOTE: 1) The information regarding benefits to CCA and data logistics *must* be part of the research proposal submitted to CCA, even in the case of an IRB exemption for research on normal educational practices; and, 2) Approval of a request *does not* guarantee any additional assistance from CCA IR staff, faculty or staff outside of IR in locating participants or in gathering data. 2) Supplementary documents such as full review form, expedited review form, exempted protocol form, sample consent form, and continuing review questionnaire for the researcher who would like extending a period of the approved study will be provided as needed.

If you have any questions about the research process, please contact the IR Director, Dr. Hyekyung Lee (Hyekyung.Lee@ccaurora.edu) or the Assistant Director, Dr. Adam Blanford (adam.blanford@ccaurora.edu).

Approved by Cabinet 10/23/06
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