

TITLE: CONDUCT OF RESEARCH AT REYNOLDS**PROCEDURES FOR POLICY: 4-14****REVISED DATE: 12/01/2022****I. Purpose:**

To provide guidance to J. Sargeant Reynolds Community College (Reynolds) faculty and staff and external individuals or organizations requesting to conduct research at the college, use college students, faculty, staff, or data in research, or solicit research subjects on college grounds, on college hosted or sponsored social media or instructional sites, or at college-sponsored events. This policy does not apply to institutional research activities conducted by Reynolds. *The procedures for implementation of this policy are provided below.*

II. Procedure and/or Process Definitions:

External researcher: research conducted by external individuals or organizations that would utilize Reynolds students, faculty, staff, or data.

Institutional research: research and assessment activities conducted in support of the college's mission, Strategic Direction, Institutional Effectiveness Plan, and on-going analytical projects related to courses, programs, services, and units.

Internal researcher: research conducted by Reynolds faculty or staff for personal use, such as research for dissertations, publications, etc., and not for the purpose of institutional research or assessment.

Research assistant: a person who assists the investigator with various aspects of the research, including but not limited to the collection and/or processing of research data.

Subject: a person whose participation (i.e., behavior, attributes, response to stimuli, etc.) is studied as part of the research.

III. Procedures:

Any individual, group, or agency requesting to conduct research at the college must submit [JSRCC Form No. 50-0001](#), Request to Conduct Research at J. Sargeant Reynolds Community College, to the AVPIE, along with supporting documentation.

The AVPIE will review all proposals and may circulate proposals to other members of the Reynolds community for comment and/or endorsement. The AVPIE will return to the researcher a signed copy of JSRCC Form No. 50-0001, within a reasonable timeframe indicating acceptance or rejection of the proposal.

The AVPIE will maintain records on approved requests to include the proposal, signed JSRCC Form No. 50-0001, documentation of subjects' consent, and results of the study.

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IV. Other Information:

[JSRCC Form No. 50-0001](#), Request to Conduct Research at J. Sargeant Reynolds Community College.