NOTE: Research is defined as, a systematic investigation (i.e. gathering and analysis of information) designed to develop or contribute to generalizable knowledge. If your project does not fit into this definition, it is not considered research and does not need to be reviewed.

Does your project involve human subjects? For example:
- Surveys, questionnaires, focus groups, interviews
- Studies examining effectiveness of educational tools or curricula
- Use of instruments or devices, to collect data or monitor or influence behavior
- Passive observation of public behavior (in physical or online environments, including social media)
- Studies examining individuals’ responses to manipulation of their physical or online environment
- Another activity that involves observation of, or interaction with, individuals to gather information for research

Research involves biological or biomedical procedures (e.g. imaging, scanning, and blood collection).

NO. Research will use only existing data.

The project exceeds the RAC’s scope. Please submit the proposal to an external IRB for review.

Submit the Exempt Proposal Application; the RAC will determine exempt status or make another recommendation

The project’s findings may be used beyond the course (e.g. publication, thesis, or dissertation)

Consult with IR

Refer to NOTE above

Submit the Exempt Proposal Application; the RAC will determine exempt status or make another recommendation

The project’s findings may be used beyond the course (e.g. publication, thesis, or dissertation)

Will outcomes be generalized for other organizations, programs or services?

YES

NO

Project is research with human subjects. Submit a Research Proposal Form and receive notice of approval prior to starting project and or before pilot testing.

Does information being collected about individuals?

YES

NO

The project focuses on people or their opinions, perceptions, decisions regarding themselves or how methods, policies, etc. affect them or their environment (e.g. surveying students about SCC).

Is this a class project only for use in a course you teach at SCC?

YES

NO

Does this a non-SCC class project? (i.e. excluding dissertation or thesis).

YES

NO

Does the research involve protected categories of human subjects? For example, children under 18 years of age, pregnant women, prisoners, etc.

YES

NO

Is this a quality assurance, quality improvement or organizational effectiveness study? (i.e. to improve or develop programs, functions, services for an organization.)

YES

NO

Adapted with permission from Cornell University and Hobart and William Smith Colleges 5/7/17