



ADMINISTRATION POLICY REQUESTS FOR RESEARCH PROJECTS

EFFECTIVE: February 1993
REVISED: September 2008
RELATED POLICIES:

POLICY

Northern Lights College will consider requests to conduct research projects. Participation is voluntary. It is the responsibility of the researcher to be aware of and adhere to all applicable privacy rules and guidelines.

PROCEDURE

When a request to conduct a research project is received, it is forwarded to the Vice President, Learning. The Vice President will provide the requester with guidelines to be followed in order to obtain formal permission to conduct a research project at Northern Lights College.

GUIDELINES

1. The requester must provide a letter from the university/institution to legitimize the research.
2. The requester must provide a complete research proposal outlining the following:
 - a) nature/objectives of the study
 - b) research questions
 - c) who/what will be researched
 - d) timelines
 - e) amount of resources/support needed
 - f) how confidentiality issues will be addressed
 - g) process
 - h) potential disruption
 - i) advantages to the College
3. The proposal is reviewed by an ad hoc committee comprised of appropriate students, staff and administrator.
4. The ad hoc committee's decision is passed on to the Administration Committee for its consideration.
5. A College contact person is named.
6. The Administration Committee's decision, and possible recommendations or conditions, are forwarded to the requester by the Vice President Learning.
7. A copy of the final research results will be provided to the Vice President Learning.