



Approved By: Cabinet
Effective Date: December, 2008

Category: Academic Affairs
Contact: Institutional Research Director
(585) 245-5553

PROFILE

SUNY Geneseo has an interest in supporting collaborative research activity that involves faculty colleagues or data collection at other institutions. In the interest of supporting this activity, a policy that describes a standard method for external researchers to petition the College for access to alumni, students, faculty and staff as research participants is proposed.

Policy Purpose

- To provide a standard method for deciding if external research proposals should be conducted with SUNY Geneseo faculty, staff, students or alumni as research participants
- To balance external research requests against the survey priorities of the College
- To limit faculty, staff, students and alumni's exposure to unnecessary or irrelevant surveys through Geneseo resources, e.g. e-mail

POLICY

It is the policy of SUNY Geneseo that external researchers must request permission from the Provost or her/his designee to conduct research involving human participants at the College. The decision to approve the request will be balanced against the potential benefit of the study, the College's own ongoing research needs and activities, and the quality of research. For all research activities, permission to conduct the research at Geneseo will be granted contingent on the external researcher identifying a Geneseo employee who can serve as the local sponsor for the duration of the research project. The external researcher shall coordinate submission of a proposal to Geneseo's Institutional Review Board (IRB) for review and approval through her/his Geneseo sponsor.

For research activities that qualify as exempt from IRB review, evidence must be provided from the home institution that exempt status has been granted. For such activities, the chair of the Geneseo IRB shall review the appropriateness of the exempt status prior to approval to conduct the research at Geneseo. For research activities that require expedited or full IRB review, evidence must be provided from the home institution that IRB approval to conduct the research has been granted. In addition, IRB review at Geneseo is required. The Geneseo sponsor will submit a proposal to the IRB using information provided by the external researcher.

The Geneseo sponsor must be a full time, regular status employee with relevant expertise; the sponsor should be able to answer questions about the project, serve as the campus contact for questions or concerns about the research, and be responsible for submitting a proposal to the IRB. Students, alumni and visiting faculty are not eligible to serve as sponsors. Due to potential conflicts of interest, the Provost, Director of Institutional Research, Director of Sponsored Research, and IRB Chair are not eligible to serve as sponsors. Potential sponsors must receive permission from their supervisors before agreeing to serve.

The College will not routinely grant requests to survey the entire population of any of its constituents. External researchers are expected to develop a sampling plan that will not conflict with any ongoing projects of the College. Exceptions will need to show a demonstrable benefit to the College.

TIMEFRAME FOR POLICY IMPLEMENTATION

Immediately upon approval and dissemination of the policy

PROCEDURE

Requests for **an individual's** participation in a survey should be handled by the individual who receives the request. Requests to survey a sample of any college population, i.e. students, faculty, staff, alumni, should follow this policy's procedure. For example, a request distributed in professional list service for members' participation in a study on social support and workplace stress should be handled by the individual who receives the request. It is their own decision whether or not to participate. A request on a professional list service for assistance in collecting data by distributing a URL for a survey on social support and workplace stress **to all employees** would fall under this policy as it asks for distribution to Geneseo's constituents.

The external researcher will contact the Director of Institutional Research (the Provost designee) to gain approval for her/his project. The researcher will provide a copy of the survey instrument, research proposal, including how the researcher plans to recruit Geneseo constituents and the target sample size, and a copy of IRB approval from the home institution. The Director will weigh the request against internal priorities, quality of research, and general fit with Geneseo. The sampling plan will be developed at this point, if applicable. The Director may make suggestions to improve the research design, e.g. change wording on questions or sampling plan be modified.

The external researcher must submit a proposal to Geneseo's IRB for review or exemption. The external researcher must find a Geneseo sponsor. The sponsor cannot be a student or alumni. The sponsor must be a full time, regular status Geneseo employee with relevant expertise to advocate for and support the research project. The sponsor will serve as the campus contact and will be responsible for the appropriate research protocols being followed. Potential sponsors must receive permission from their supervisors before agreeing to serve.

The IRB currently has a web based proposal system that can be used by faculty, staff and students with a current Geneseo username and password. Modifications have been made to the system to allow the sponsor to upload documents into the system. The external researcher must provide the sponsor with accurate information for the IRB system. Attachment A, IRB System Questions.pdf, lists the information requested on each screen of the IRB system.

The external researcher is responsible for addressing any concerns the IRB has about the proposal. If the IRB approves the proposal, the external researcher is free to conduct the research project at this point. The College would strive to complete the approval process in three months or less. If the external researcher is delayed in providing information or answering questions in a timely fashion, the approval process could extend beyond the three month period.