

BLUE MOUNTAIN COLLEGE

PROCEDURES

POLICY 2.27 RESEARCH BY FACULTY AND STUDENTS

Researcher must submit the Research Proposal form the semester in advance of the proposed research project.

The Research Committee will convene during the semester in which the proposal is presented to review the proposed project and notify the applicant of the status of approval. If additional relevant information or documents are needed, the Committee will notify the applicant of the needed material.

Research Proposal Form

Project Summary

- Title of research project
- Projected beginning and ending dates for the project
- Brief review of related literature
- Concise statement of purpose of the research
- Brief description of methodology
- Expected/and or possible outcomes
- List of key personnel involved in the research project and their specific roles and responsibilities
- Location where data collection will take place
- Brief description of how the results of the project will be used and with whom the results will be shared

Section I

- **Participants** - Identify the participant population, the number of participants needed for analysis, how participants will be recruited for the project, and compensation, if any, participants will receive for their participation.

Section II

- **Project Design and Methodology** - Briefly describe the scientific/experimental design, list all instruments used in data collection (include a copy of all data collection instruments), describe any potential risks or discomforts participants may experience as a result of their involvement in this study and how those risks or discomforts will be minimized.

Section III

- **Data Collection** - Briefly respond to the following- Will data be collected as anonymous and/or confidential; if data is confidential, how will participant data be coded or linked to identifying information; where and how will the data be stored; who will have access to data.

Section IV

- **Relevant Forms** - Submit examples all required forms such as Informed Consent form and others pertinent to the project.

SOURCE: BOARD OF TRUSTEES approved Policy 2.27: October 02, 2009