

MANUAL OF PROCEDURES

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PROCEDURE NUMBER: 1321
PROCEDURE TITLE: Authorization to Conduct Research
STATUTORY REFERENCE: FLORIDA STATUTES 1001.64, 1001.61 AND 1012.855
BASED ON POLICY: I-1 Administration and Organization of Miami Dade College
Policy Manual Approval
EFFECTIVE DATE: September 15, 1969
LAST REVISION DATE: July 23, 2009
LAST REVIEW DATE: 07/23/09, 07/12/05

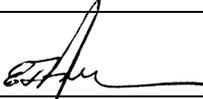
I. PURPOSE

To establish procedures at Miami Dade College (MDC) for the authorization to conduct research that involves surveys or questionnaires administered to any group of employees and/or students, focus groups or other interviews, or information from electronic data files.

II. PROCEDURE

In order for an individual (MDC personnel or an external researcher) or non-governmental agency to conduct research at the College, prior authorization from the District administration is required. A proposal should be sent to the Director of Institutional Research. The proposal should include the following: a brief description of the project; a statement of the purpose and benefits of the research, including any benefits it may have for MDC; a copy of prior approvals; a copy of the instrument to be used; a statement describing the arrangements the investigator is making for collecting data; a copy of the consent form that the research subjects would be signing (if applicable); and a description of how confidentiality of the data will be addressed. In addition, the proposal should address the estimated intrusiveness of the study as it relates to classroom time, MDC faculty/staff time, and computer time/resources.

When complete and with all supporting documentation, proposals that require further review will be submitted to the MDC Internal Review Board for review and approval. The CASSC Research and Testing Committee is responsible for the formation of the MDC IRB and will have representatives serving on the IRB. The CASSC Research and Testing Committee representatives reserve the right to consult with Campus Presidents if research is intended for specific campuses and/or with the College President if College mission, policies or procedures are part of the proposed research. Researchers will receive notification of approval or disapproval to conduct their research at MDC. The decision of the MDC IRB is final and may not be appealed.

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|  | 7/23/09 |
| PRESIDENT | DATE |