Research Policy at Johnson & Wales University—Process and Guidelines

Process: The following is the process that should be followed when seeking approval for a research project that targets JWU populations:

- As a first step, it is recommended that prospective project managers contact the Office of Institutional Research to determine whether the proposed project is subject to the “research policy.”
- If the project is subject to the “research policy,” the project manager must complete a “Research Project Request” form (separate forms exist for JWU project managers and non-JWU project managers) available on the Office of Institutional Research web site. All internal research projects must have a “sponsor” who represents a senior officer (Vice President or above) at the University. External project managers must also have a sponsor; the type of sponsor depends on the project. For example, a student conducting a survey should have a faculty member as a sponsor. The name, title, and signature of the sponsor must appear on the research project form.
- The “Research Project” form must be submitted to the Office of Institutional Research for review. Projects will be placed into one of the following three categories depending on how complex they are:
  - Minimal Review: Only requires review by the Office of Institutional Research.
  - Moderate Review: Requires review by Office of Institutional Research and one or more members of the research committee.
  - Full Review: Requires review by the entire Research Policy committee.
- “Research Project Request” forms and other supporting documents must be submitted at least one week prior to the monthly research committee meetings. The schedule of meetings is posted on the Office of Institutional Research web site.

Note: Research proposals are approved as originally submitted. If changes are made to the original proposal, including but not limited to the data collection tool, the target population, or the process by which target population is contacted, a new proposal must be submitted for approval.

Criteria Used in Determining Whether to Approve a Project:

Internal Projects for Institutional Purposes

1. The project manager must demonstrate that the project is designed to yield results that are useful to JWU’s mission, strategic plan, or operations or to those of a unit therein.
2. The project must be unique and not duplicate work that is already being done at the University. Whenever possible, units should collaborate to develop a single project rather than multiple ones when their goals/interests are similar.
3. The project must be well-developed, adhering to the standards of good research design. Review from the research policy group’s consultants might be necessary to assure the quality of the project.
4. The project manager must develop a plan for administering the data collection tool of the research project as efficiently and effectively as possible to maximize response rates and the validity/reliability of the data collected. Distributing a survey at an event where the
target population is a “captive audience” is an example of an efficient and effective administration strategy. *Note that anyone wishing to administer a data collection tool to a large group through JWU’s e-mail system must obtain approval from the campus administrator charged with granting e-mail permissions.*

5. The project must not place an undue burden on the target population. Oversurveying a particular population, giving an overly time-consuming survey, or administering a project under unusually demanding circumstances are examples of “undue” burdens.

6. The project manager must ensure that the project and its administration adhere to University policies regarding the use of student and/or employee information.

7. The project manager must communicate how all information sought from the target population will be used and must inform the target population when data collection tools are coded in such a way that students can be identified or additional information can be obtained on them from another source, such as Banner. Statements regarding the use of the information must appear on materials sent to the target population.

8. If the project poses any physical, social, or psychological risks to the populations it targets, the project manager must develop a plan for mitigating those risks.

9. The institutional costs associated with the project must be documented and included in an approved University budget.

10. The project manager must clearly articulate how the results of the project will be used.

*External Projects for Non-JWU Purposes*

1. There must be no conflict of interest between the individual and/or organization wishing to conduct the study and JWU.

2. The risks to the University of participating in the study must be minimal.

3. The individual or organization wishing to conduct the study must follow the same guidelines as JWU constituencies with respect to protecting the privacy of the target JWU population, minimizing the burden on them, and informing them of how all information gathered will be used.

4. Expenditures of JWU human and financial resources must be kept to a minimum.

5. The project will receive stronger consideration if it has some benefit to JWU.

**Parties Responsible for Implementing Policy:** The Office of Institutional Research leads the implementation of JWU’s Research Policy, with the assistance of a “Research Policy Committee” that is frequently called upon to review research proposals. The “Research Policy Committee” consists of the Director of Institutional Research, who serves as the chair; the Provost; the Associate Provost; and a member of the Legal Counsel. The Senior Vice President of Regional Campuses serves as an ad hoc member. Two spaces will be reserved for additional ad hoc members to serve on the committee as needed. The individuals serving in these roles will have some expertise in research methodology and/or a content area related to the subject of the proposed research study.