

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## II – ADMINISTRATIVE (GENERAL) POLICIES

### II – 70.4 RESEARCH POLICY

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<b>Policy #:</b>	<b>II – 70.4</b>
<b>Effective:</b>	<b>May 11, 2009</b>
<b>Revised:</b>	
<b>Responsible Dept.:</b>	<b>IRPIE</b>

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#### **Conduct of External Research at PVCC**

This policy applies to all research that would utilize Piedmont Virginia Community College (PVCC) students, faculty, staff, or data, and is not conducted directly by PVCC for the primary purpose of internal decision-making.

#### **Requests to Conduct Research**

Any individual, group or agency desiring to conduct research at PVCC, use College students, faculty, staff, or data in research, or solicit research participants on PVCC grounds or at PVCC-sponsored events must submit a written proposal to the Director of Institutional Research, Planning, and Institutional Effectiveness (IRPIE) at PVCC. The proposal must detail the purpose of the study, methodology to be used, and expected outcomes/benefits of the study. Proposals must also include documentation of IRB approval from the researcher's sponsoring institution, if available.

#### **Conditions of Approval**

PVCC will not provide facilities for external research.

Class time will not be used for any external research activities, unless participation in the research is both educationally valuable and a natural part of the course content. If use of class time is approved by IRPIE, the researcher must also secure the approval of the appropriate faculty member(s) before proceeding.

All external research will be conducted to the highest ethical standards. PVCC students, faculty, and staff participating in research must be fully informed as to the purpose of the research, risks and benefits, and what participation will entail; give their consent to participate; and be free to withdraw from the research at any time.

PVCC, its students, faculty, and staff involved in external research will not be identified when findings are presented or published.

The researcher agrees to inform PVCC when the research is complete, and to provide PVCC a copy of the results of the study.

#### **Approval of Proposals**

The Director of IRPIE will review all proposals, and may circulate proposals to other members of the PVCC community for comment. IRPIE will issue a letter to the researcher indicating acceptance or rejection of the proposal.

All inquiries and proposals should be submitted to:

Tara Atkins-Brady  
Director of Institutional Research, Planning, and Institutional Effectiveness  
Piedmont Virginia Community College  
501 College Drive  
Charlottesville, VA 22902  
[tatkins-brady@pvcc.edu](mailto:tatkins-brady@pvcc.edu)  
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