

**ADMINISTRATIVE OPERATING PROCEDURE**

|  |
| --- |
| **Institutional Research Procedure**  |
| **Procedure ID:** | #x-xxx OP |
| **Approved by SMT:** | *Original*: xxx*Revisions: xxx; xxx; xxx* |
| **Effective Date:** |  |
| **Next Review Date:** | *Scheduled for xxx* (max. 3 years from approval date) |
| **Monitoring Responsibility:** | Institutional Research Office  |
| **Linked to a College Policy:** | X Yes # x-xxx *policy title* □ No |
| **Name of SMT Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Request to be cc’d to SMT Leader (the IRO assumes approval from SMT Leader)** |

**Policy Statement**

Apart from academic research, Fleming participates in a number of research projects such as surveys and Focus Groups used to gather data from and about Fleming applicants, students, graduates, former students, alumni, faculty, staff, and community. Research needs to be well designed and administered in an efficient manner. This includes ensuring that research is timed appropriately to avoid survey fatigue by not overburdening a target population. This also requires that Fleming ensures an Action Plan is in place to address the results of the research

The term ‘research’ in this document refers to Institutional Research only and does not include academic research.

**Definitions/Acronyms**

Research: is a careful and detailed study into a specific problem, concern, or issue using established research methodologies.

Research Instrument: It is a tool used to collect, measure, and analyze data related to a subject matter. These tools, as an example, can be tests, surveys, questionnaires, checklists or focus groups.

Survey: A tool that collects information from any broad sampling or census of a population to systematically collect, analyse, and summarize data.

Focus Group: A focus group is a gathering of selected people who participate in a planned discussion that is intended to elicit perceptions about a particular topic or area of interest in an environment that is non-threatening and receptive.

**Operating Procedure**

An individual or group wishing to conduct research will consult with Institutional Research Office (IRO) prior to completing the IRO Institutional Research (Survey) Request Form to consider:

* If there is other data available that would address the purpose of the research;
* Whether the data collection could be combined with other planned research;
* Any approvals required by the Fleming Research Ethics Board
* Any considerations under First Nations Principles of OCAP;
* Any FIPPA, Academic Affairs Policy, #2-216, Ethical Conduct for Research Involving Humans policy issues; and
* The optimal timing of the research to avoid interference with other research and to minimize survey fatigue.

**Institutional Research (Survey) Request Form**

If the individual or group and Institutional Research Office determine a research proposal is required, a written proposal form will be made to IRO at least two (2) months prior to the requested survey/focus group release date.

The proposal will identify:

* The name of the group conducting or managing the research;
* How the research aligns with the College’s Strategic Plan and priorities;
* The purpose of the research (topic, objectives, issues to be addressed, etc.);
* The target population and intended sample size;
* What data will be collected;
* How the research tool will be administered and the approach to be used;
* How research participants will be approached (e.g. direct request, online notice);
* Planned timelines;
* Frequency of the research (will it be a one-time survey or administered on a cycle?);
* The personal information to be collected and how this information will be used, disclosed, and protected; and
* Ensuring that there is an ‘Action Plan’ to address the results of the research that discusses how the data will be used, how the results will be communicated, and how the data will be retained.

In addition to the proposal in the prescribed form, the individual or group must submit a proposed research instrument.

The Institutional Research Office may consult with proposers(s) regarding possible changes to the proposed instrument to ensure it meets the requirements and intent of this policy. Any agreed upon changes will be submitted with the proposal to the IRO for approval.

**Decision**

The IRO will assess proposals to conduct research based on the following criteria:

* Relevance to the College’s Strategic Plan and priorities;
* Adherence and alignment with FIPPA, Research Ethics Board approvals (if needed), First Nations Principles of OCAP (if needed), and College policies related to confidentiality;
* IRO workload, if they are to be involved in instrument administration or analysis
* Extent to which other surveys supply (or could supply) the required data;
* Existing survey burden on target group(s) within the College;
* Design of the research instrument and administration plan including timing, scope, and mode of delivery; and
* Government and institutional reporting requirements.
* A well thought-out Action Plan and Communication Plan to address the results of the research and dissemination of the information and actions taken.

The IRO may add conditions to an approval related to the timing of the research, additional approvals required, the size of sample, or the personal information to be collected.

The groups conducting or managing the research will be notified of the decision within two (2) weeks from the proposal date. Where a proposal is denied, applicants will receive written feedback outlining the reason(s) for this decision.

Approval of research under this policy does not replace any requirements under any other policy of Fleming College or any policy or regulation of any organization (e.g. Tri-Council granting agency or First Nations Principles of OCAP) or level of government related to the survey.

**Coordination with Research Ethics Board**

Where research requires approval from the Fleming Research Ethics Board (REB), this should be obtained first.

Once approval has been given by the REB, if needed, the individual or group conducting the research will submit a proposal with a final copy of the instrument.

**Reproposal**

An individual or group whose proposal to conduct research is denied, may not reapply to conduct the same research unless the new proposal is substantively different from the denied proposal. This includes addressing any reasons for denial included in the original decision.

**Non-Compliance**

A group that conducts research covered by the policy without obtaining appropriate approval from the IRO will be required to cease all data collection and analysis and submit a proposal. Any data collected prior to ceasing data collection and analysis cannot be used by the group. If the proposal is approved, the group may be required to wait based on overall research scheduling consideration(s) before resuming data collection and analysis.

**Related Documents**

* Institutional Research Policy, XXX
* Academic Affairs Policy, #2-216, Ethical Conduct for Research Involving Humans
* First Nations Principles of OCAP, <http://fnigc.ca/ocapr.html>

**Appendices**

* Appendix A – Institutional Research (Survey) Request Form <https://forms.office.com/r/vHqQ1Lgg48>

**History of Amendments/Reviews:**

|  |  |  |
| --- | --- | --- |
| **Section(s)** | **Date**  | **Comments** |
| New Procedure  | June 2018 | • Board approval of policy(Resolution BoG xxx) *completed by Board Office* |
|  |  |  |
| e.g. Procedure reviewed and revised | Month year | • SMT approval of operating procedure(date of meeting) |