



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: CONSIDERATION OF RESEARCH ACTIVITIES CONDUCTED BY INDIVIDUALS OUTSIDE OF MATC	Code: EE0109
Policy Reference: Policy E0102	

Definition of Research Activities

Research means a systematic investigation, including research development, data collection, testing and evaluation, designed to develop or contribute to generalizable knowledge.

Research activities may include but not limited to the following:

- Recruiting research participants through posters, flyers, emails, phone-calls, in-person
- Conducting surveys/questionnaires to be sent to students or employees via email, phone-calls or in-person
- Conducting interviews via phone-calls or in-person
- Conducting studies on instructional strategies, pedagogies, technologies, curricula, or classroom management methods.
- Conducting educational tests (cognitive, diagnostic, aptitude, achievement) on students or employees
- Collecting or studying existing data, documents, and records
- Creating or generating new data, documents, and records

Individuals outside of MATC seeking to conduct research activities that involve MATC students, employees and/or college resources shall follow the following procedures:

Approval Procedure

A request for approval (see Appendix) to conduct research activities at MATC needs to be submitted to Office of Institutional Research before such activities can occur. The Office of Institutional Research will contact the vice president for the areas that the study will impact to seek approval. MATC has the discretion to determine if and when it will be able to fulfill the request, and whether a fee will be charged in consultation with relevant parties, based on the following criteria:

1. Benefit to MATC and relevancy to MATC vision, mission and core values.
2. Costs accrued by the project, including but not limited to personnel and resources.
3. Current workload within the schools, divisions, or departments that will be involved in the study.

Approval to conduct research activities does not satisfy or eliminate Institutional Review Board (IRB) requirements and must be obtained prior to request IRB review.

Office of Responsibility: Office of the Provost