Frequently Asked Questions

1. **Who is authorized to conduct educational research at St. Petersburg College (SPC)?** Currently, only SPC faculty, staff, administrators and students are authorized to conduct research at the college. This is a result of SPC's moratorium on external research requests. Exceptions to the moratorium include:
    *   You only need an invitation to participate in your study distributed to students, faculty or staff.
    *   Your study will offer direct and immediate benefit to SPC or its students, faculty or staff. (The benefit must be explicit and tangible in contributing to knowledge in the field of study.)

2. **How do I apply to conduct research at SPC?** You apply by completing and submitting the *Application for Research Study* found at: http://go.spcollege.edu/central/ia/forms/AS_Forms/Print_Version/AS_550_App_for_Research_Study.pdf The Application includes details on other information that must be submitted as part of a complete application. These other materials include:
    *   Copy of the research proposal
    *   Copy of materials used to recruit human subjects, if applicable
    *   Copy of any assessment instruments (e.g., tests, surveys, questionnaires, or interview scripts)
    *   Copy of informed consent documents for human subjects (if applicable)
    *   Copy of the Institutional Research Board (IRB) application submitted to another institution (if applicable)
    *   Copy of the IRB approval letter (if applicable)

3. **Does my research require administrative approval?** Yes, your research requires assurance from a qualified reviewer (as defined in the application), your supervisor (if you are an employee) or sponsor (if a non-employee), and the administrative leader of the researcher's area (dean, program administrator or senior administrator).

4. **Where do I submit my application?** Please submit an electronic copy of your application to Research_Review@spcollege.edu.

5. **Does SPC have an Institutional Research Board (IRB)?** No, SPC does not have an IRB. Rather, an internal Research Review Committee (RRC) comprised of SPC faculty staff and administrator's reviews applications and renders decisions.

6. **How often does the RRC meet and when can I expect a decision on my application following submission?** The RRC meets generally on a monthly basis and reviews applications during its meetings. Provided your application is complete with all of the necessary information when submitted, the RRC can generally provide a decision within 30 days although this timeframe is not guaranteed. If your application is incomplete or if the RRC needs additional information to conduct its review, additional time may be required.

7. **How will I be notified once the RRC has decided on my application?** You will be notified by the RRC Chairperson or a designee. The notification will be provided in writing.

8. **How long do I have to complete my research?** You have 12 months to complete your research and submit to the RRC a *Research Study Update*. If your research has not been completed within the allotted 12 months, you may request additional time for completion. The RRC, in its sole discretion, may approve or disapprove the extension of time.

9. **What am I required to submit once my research is complete?** You are required to submit a *Research Study Update* and a complete, final version of the research report as well as copies of all publications and presentations for placement in SPC's central research files. This information must be submitted to SPC's Academic Effectiveness & Assessment Officer at crawford.sabrina@spcollege.edu

10. **Are student course assignments considered "research"?** Student course assignments are generally not considered "research" under the federal definition as these course assignments are not "systematic data collection" efforts intended to "develop or contribute to generalizable knowledge." Therefore, student course assignments generally do not require the Research Review Committee review, approval, and monitoring. However, when student course assignments are in fact systematic data collection efforts intended to "develop or contribute to generalizable knowledge", they are considered a research study and are subject to Research Review Committee review, approval, and monitoring. Please see the "Student Assignments" page for additional details.