

**NEW RIVER COMMUNITY COLLEGE**  
**Procedures for External Agencies Requesting and Evaluating Research Involving**  
**New River Community College Environs, Staff, Students, and Archival Data Sets**

New River Community College (NRCC) supports the conduct of research that benefits teaching and learning at the college, operations at the college, and improves our understanding of student behavior. However, at all times, the confidentiality and protection of NRCC, its students, and staff are primary.

All research involving NRCC, its environs, students, and staff requires NRCC approval. All proposed research must lead to worthwhile educational benefits for NRCC, its students and/or its personnel and must be compatible with NRCC's mission and goals.

The rights and welfare of research participants is of paramount importance to research activities that may be conducted at NRCC. As one step to protect the rights and welfare of research participants, all research involving NRCC, its environs, students, and staff requires Institutional Review Board (IRB) approval from an appropriately established IRB prior to the submission of a research request to NRCC. Approval from an appropriate IRB is a minimum requirement. NRCC reserves the right to deny any application for research at NRCC if in the judgement of the college the rights and welfare of research participants or nonparticipant members of the college are not adequately secured or the research is considered to be overly burdensome to the college.

All research requests involving the use of archival data such as student records must be forwarded to the Virginia Community College System (VCCS) offices in Richmond. Such requests will not be reviewed or granted from NRCC.

All research requests involving NRCC, its environs, students, and staff requires the following components:

- A formal request to conduct research involving NRCC that includes:
  - background on the nature, theoretical constructs and rationale for the research,
  - detailed research procedures outlining all research procedures
  - what is expected of NRCC, its students and staff in terms of their participation,
  - the expected benefits to NRCC, its students and staff, and
  - the manner in which the results of the study will be shared with NRCC,
- Documented approval from an appropriately established IRB (NRCC does not maintain an IRB),
- All materials submitted to the IRB reviewing committee and materials returned to the researcher from the IRB review committee.

All materials must be sent in writing (preferably in an email with appropriate attachments) to the NRCC Director of Institutional Effectiveness and Research (IE&R) at:

Fritz Streff, Ph.D.  
New River Community College  
Director of Institutional Effectiveness and Research  
5251 College Drive  
Dublin, VA 24084

[fstreff@nr.edu](mailto:fstreff@nr.edu)

Once the required materials have been presented, research requests will be first reviewed by the Director of Institutional Effectiveness and Research for their completeness, as well as the merits of the research and burdens the research puts on the college and participants. The IE&R director will develop a preliminary recommendation based on the provided materials. The IE&R director will then discuss the application with appropriate members of the college to determine if units affected by the research request concur or disagree with the director's initial assessment.