

**Foothill-De Anza Office of Institutional Research and Planning**  
**External Research Review Policy**  
September 24, 2012

Individuals and organizations seeking to conduct research involving Foothill or De Anza College students, faculty or staff should first seek approval through the Office of Institutional Research and Planning (IRP). IRP will review the proposal and seek permission from a college administrator. The College may support research where the data is made available to the college and can lead to improvements in student success. The College does not support research methodologies where students may perceive that grades will suffer if they do not participate in the study.

**Process**

- I. Individuals and organizations should submit the following documents to the campus research office where research will be conducted. (De Anza College: Mallory Newell, [newellmallory@deanza.edu](mailto:newellmallory@deanza.edu), Foothill College: Elaine Kuo, [kuoelaine@fhda.edu](mailto:kuoelaine@fhda.edu)):
  - A. Research proposal including the research methodology
  - B. letters of support, if available
  - C. IRB approval from the campus where the researcher/organization is located, if available.
- II. The institutional researcher will review the documents provided and submit additional questions to the researcher/organization as necessary.
- III. The documents will then be presented to the appropriate vice president or president for approval.
- IV. The researcher/organization will be notified of the campus' decision.
- V. The researcher/organization may be asked to enter into a Memorandum of Understanding.
- VI. The researcher/organization may be asked to share the results with the college in document format or as an on-campus presentation.

**Questions Considered in the Review**

- a) Are there benefits to Foothill-De Anza students – can the results be used to improve student success?
- b) Are participants asked to reflect upon experiences or memories that may be unpleasant?
- c) What level of involvement is required of FHDA employees?
- d) Will FHDA be given access to the raw data?
- e) Does the research involve rewards that might suggest the College is supporting or sponsoring the work?