

Ocean County College Research Application Form (Form IR-1000)

As outlined in OCC Policy #2335, all OCC employees and students, and individuals external to OCC, who wish to conduct research must adhere to this policy prior to commencing research. Please complete this form and return to the Office of Institutional Research prior to starting any research project.

Date:

Name:

Email:

Phone:

1. Title of Research Project:

2. Time Frames Involved:

3. Purpose of Project:

4. Research Plan and Design

- a. Survey instruments or data collection methodology: Are you using a questionnaire, conducting an interview or focus group? Is it online, face-to-face, or being sent via mail? Please provide a copy of each instrument.**
Copy Attached Yes No
- b. Population (OCC students, staff, faculty, other). If the research involves a sensitive population, explain the rationale for using this population and detail how the problem(s) unique to this population may surface and how it will be dealt with.**
- c. Sample size:**
- d. What information will be collected?**
- e. What data, other than sample responses, will be sought (eg. Via access to OCC records)?**
- f. Please provide a copy of the informed consent statement**
Copy Attached Yes No
- g. Safeguarding personal information: how will the confidentiality and privacy of the human subjects be recorded and stored?**