

Policy Name: Requests for Conducting Academic Research/ Projects

Policy Number: ACA 1.07

Title of Policy Owner: Dean of Academic Affairs

Approved by: Policy Committee/Administrative Cabinet

Effective Date: 8/1/2019

Version: 1.0

Policy Status: Approved

I. Policy – Request for Conducting Academic Research/Projects

II. Purpose

BSMCON supports graduate students, faculty and professionals who wish to conduct research and other academic projects to advance their learning and to add to the bodies of knowledge and evidence-based practices for the disciplines of nursing and education. In order to adequately support research and other projects, the following policy and procedures are followed:

III. Scope

IV. Definitions

V. Policy Details

It is the policy of BSMCON that research and other academic projects are presented to and vetted by the appropriate stakeholders from the College to assure that the study meets the following criteria:

- Is appropriate for this College scope and setting
- Aligns with the College and Bon Secours values
- Can be conducted within the timeframe and resources available
- Is not disruptive to College operations or student learning
- Protects the rights and privacy of participants, data, and College employees

Procedure:

The Administrative Cabinet reviews all research and project proposals that meet the above criteria.

After the appropriate Dean/Director reviews the request, and if it is deemed to meet the criteria above, it is presented at the next scheduled Administrative Cabinet meeting.

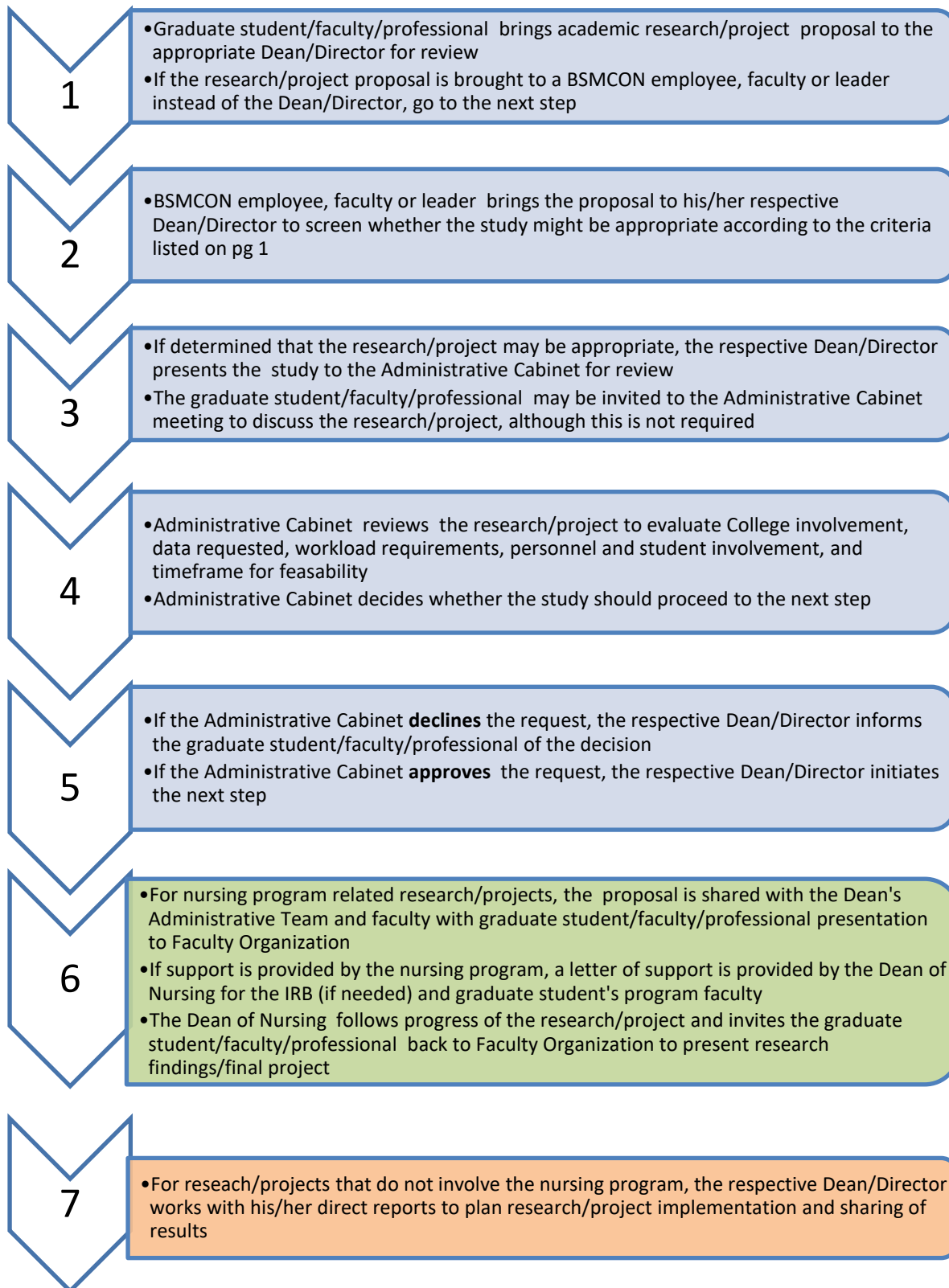
A flowchart is provided on page 2 that outlines the steps for presenting and vetting the proposal.

A process tracking form is provided on page 3 that includes the steps, responsible party and dates.

Note:

For research studies, the College provides a letter of support to the Bon Secours IRB to indicate approval and support for the College to participate in the research after IRB approval is granted. It is imperative that the research proposal be reviewed and approved by the Bon Secours IRB whose primary purpose is to protect rights of participants/subjects prior to any data collection.

BSMCON Request for Academic Research/Projects Approval Flowchart



BSMCON Request for Academic Research/Projects Approval

PROCESS TRACKING FORM

STEP	Signature	Date
Dean/Director reviews the research/project proposal to screen whether the study might be appropriate according to criteria on pg. 1 of policy		
If appropriate, the Dean/Director presents the research/project to the Administrative Cabinet for review		
If denied , the process stops here and the graduate student/faculty/professional who proposed the research/project is informed by the Dean/Director		
If approved , the Dean/Director works with his/her teams to plan the research/project implementation		
For Nursing Program Related Studies		
Dean of Nursing presents to the DAT for support		
Dean of Nursing arranges for the graduate student/faculty/ professional to present the research/project to Faculty Organization		
If support is provided by the nursing program, a letter of support is provided		

by the Dean of Nursing to the graduate student/faculty/ professional's program faculty and IRB if needed.		
Dean of Nursing follows progress of research/project and invites the graduate student/faculty/ professional back to Faculty Organization to present findings/final project.		

VI. Attachments

VII. Related Policies

VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	7/23/2020	Moved to new template	P Roberson