

**Policy Name:** Requests for Conducting Academic Research/ Projects - BSMCON  
**Policy Number:** ACA 4.01  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs - BSMCON  
**Policy Type:** ☒RHEI/Shared Services ☒BSMCON ☐SCHS ☐SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2025  
**Version:** 2.2  
**Policy Status:** Approved

**I. Policy**

Requests for Conducting Academic Research/Projects

**II. Purpose**

BSMCON supports students, faculty, staff, 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 professional disciplines within healthcare and higher education.

**III. Scope**

This policy includes students, faculty, staff, and professionals from BSMCON and other institutions of higher education (IHE) who wish to conduct research projects at BSMCON.

**IV. Definitions**

**Researcher:** Students, faculty, staff, and professionals from BSMCON and other IHEs who wish to conduct research projects at BSMCON.

**V. Policy Details**

It is the policy of BSMCON that research and other academic projects meet the following criteria:

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

**Internal Research Requests**

Research proposals require the approval of the Scholarship Committee, and approval from the Bon Secours Mercy Health IRB. The process for submitting

requests for research/projects is available in the Scholarship chapter of the Associate Handbook.

### **External Research Requests**

External entities/individuals that wish to solicit BSMCON students, faculty, or staff as research participants must provide the following:

- Purpose of research study
- Overview of proposed BSMCON involvement
- Participant consent document
- Participant recruitment letter/email
- Study survey or tools disseminated to BSMCON study participants
- IRB approval or exemption letter
- Any other documents as requested

Requests will be reviewed by the Scholarship Committee. BSMCON will distribute the recruitment invitation to the appropriate potential participants in a study if approved.

### **VI. Attachments**

Scholarship Chapter of the Associate Handbook

### **VII. Related Policies**

None

### **VIII. Disclaimers**

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	10/19/2015	Original Policy	Dean of Academic Affairs
1.1	7/223/2020	New Template	P. Roberson
2.0	2/24/2021	Approved by AC	Dean of Academic Affairs
2.1	4/17/2024	Revisions	CDDAA

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2.2	5/15/2025	Policy numbering update + Revision	CDDAA