Research Requests   From time to time the College District receives requests for authorization to conduct research that is expected to involve human subjects and to utilize limited College District facilities, personnel, students, data, and/or other resources. This policy will govern the approval of the College District with respect to all research requests, including those that may require the use of college resources, to ensure that college resources are expended for the benefit of the college and the general public.

All research involving human subjects to be conducted at the College District must be reviewed and approved through the procedures of the Institutional Review Board (IRB) to protect the rights and safety of persons participating in research in accordance with Board policy. Any approval granted by the College District to support a research request with college resources is made conditionally upon approval by the IRB. Priority for the use of Collin College resources will generally be given to requests originating from students, faculty members, or staff members of Collin College.

This policy will apply to any request to conduct research at or through any campus, center, or facility of the College District that involves:

1.   Student participation;

2.   Faculty/Staff participation;

3.   Use of College District facilities; or

4.   The compiling or processing of data from College District sources or utilizing College District services.

Purpose of the Research Request Review Committee   The District President or designee will implement a Research Request Review Committee. The Research Request Review Committee is charged with evaluating research proposals according to the approval criteria defined in this policy with particular attention being paid to the impact such proposals may have upon the operations of the College District and to the potential benefit that may accrue to the College District by allocating College District resources to support the proposal.

Composition of the Research Proposal Review Committee   The composition of the Research Request Review Committee shall include two representatives from the Institutional Research Office, two administrators from Student and Enrollment Services, two faculty members, and one academic administrator.

Approval Criteria   Criteria used to make a determination of whether the College District will support a request will include, among other things:

1. The feasibility of the research in terms of the availability of data and other resources;

2. The appropriateness of the research;

3. Potential disruption to College District and/or college activities; and

4. The extent to which the College District will benefit from the research.

Notification Procedures

Notification of approval or disapproval of college support for a research request will be made to the individual proposing the project by the Vice President of Academic Affairs. Proposals approved for College District support will be directed to the IRB for its consideration along with written notification indicating that the proposal is approved to be supported with college resources.

Role of the Institutional Review Board (IRB)

Safeguarding the rights and welfare of human subjects in such research, development, and related activities is of prime concern to the College District and, therefore, it is the policy of this institution to review these research studies through the IRB. The purpose of the IRB is to minimize the risks of injury to human subjects and to ensure maximum protection for their rights and welfare. Operating guidelines of the IRB shall be consistent with the 2018 Requirements of the Revised Common Rule (Part 46 of Title 45 of the Code of Federal Regulations).

Research Security

The College District will promote the security of the College District's academic research so as to achieve the highest level of compliance with applicable ethical, legal, regulatory, contractual, and College District standards and requirements for securing and protecting the College District's research portfolios.

Research Security Officer

The College District's Vice President of Academic Affairs will serve as the research security officer (RSO) and will be responsible for administering the College District's research security program consistent with law, this policy, and associated administrative procedures. The RSO will maintain classified information, maintain controlled unclassified information, conduct foreign influence reporting, maintain the export control program, and coordinate the National Security Presidential Memorandum 33 (NSPM-33) requirements. The RSO will also be the point of contact for communication with federal and state agencies on research security matters.

The RSO will attend the annual academic security and counter exploitation program seminar offered by Texas A&M University.

Research Security Program

The RSO will develop, administer, and annually review and approve a research security program designed in accordance with

law and applicable standards to address the security of College District research against unauthorized disclosure or foreign interference. The program will include procedures for risk assessment and mitigation, research security awareness education for employees when hired and periodically thereafter, and advising College District employees and officials on research security practices.