



Peralta Community College District

333 East Eighth Street - Oakland, California 94606 www.peralta.edu

Application to Conduct Research in Peralta Community College District

Thank you for your interest in conducting research in Peralta Community College District (PCCD). All applications will be reviewed by the Office of Institutional Research and, if the proposed research involves interaction with students or campus personnel, review by the Chancellor and president(s) of the college(s) of interest is also required. The role of the review process is to ensure that proposed research is beneficial to the district and complies with the ethical codes of research in addition to state and federal laws.

In addition to this application, please submit the following documents:

- Full research proposal
- All stated instruments (surveys, questionnaires, etc.)
- IRB approval letter from home institution

PART 1. APPLICATION INFORMATION

Name of researcher who will serve as primary contact:

Name: _____ Date: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

NOTE: If any other researchers will be involved in this research, provide the above contact information as an attachment.

Are you a PCCD employee? Yes No

If YES, which college and department: _____

If NO, which company, college, university? _____

Is this request part of an existing data sharing agreement that you have with PCCD? Yes No

Is this study part of your master's thesis or doctoral dissertation? Yes No

If 'yes', provide contact information of your faculty advisor:

Faculty Advisor Name: _____	Advisor Phone #: _____
Advisor Email: _____	



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Title of Research Study:

1. Purpose of study. Summarize the background and rationale for your study. Describe why Peralta Community College District was selected to participate in this research study. Highlight your research questions.



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2. Study Procedures. Describe how the research will be conducted, providing information about all study procedures (e.g., interventions/interactions with participants, observations, sampling, and instruments).

3. Describe any potential benefits of your study to any, or all, of the Peralta Colleges.



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4. Describe any potential risks to the participants in your study.

5. What is your plan for sharing and disseminating the findings from your study?

6. Will any findings that are published from this research study be summative data in nature (i.e., not discreet data by college that would allow identification of any of the Peralta Colleges)?

7. Will the name(s) of the Peralta Colleges who participated in the research study be made public? How will you ensure anonymity of the colleges?

8. Study Sample: Identify the group of participants who will be directly involved in your study.



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10. Data needed from college or district, please indicate data variables required.

Projected start date:

Projected Completion Date:

Note: If project not completed by stated completion date, a renewal application must be submitted to continue research study.

10. Are specific colleges being requested? Yes No [All colleges at PCCD](#)

If YES, which college(s): _____

11. Have you already contacted the college administration regarding your project? Yes No

If YES, enter college administration you have contacted: _____

12. Date that a report of the research study will be provided to the PCCD:

The proposed research activities to be conducted within PCCD are in compliance with existing legal and ethical codes. The research will not differ significantly from the activities described within the proposal. All participation will be voluntary, and it is understood that approval of the proposal, if granted, will not obligate any person, school, or office in PCCD to participate. All student or staff data provided by the district will not be shared with other researchers or organizations. Any amendments to the original proposal must be submitted to and approved by the Office of Institutional Research and college review teams, as appropriate.

Please sign, scan and email this application to the Office of Institutional Research at researchrequest@peralta.edu

Signature of principal investigator/researcher

Date

Approval of Chancellor, President, or Designee

Date