

Bevill State Community College

Research Request Submission Form

Please provide the following information along with your letter of interest in conducting research at Bevill State Community College. *Provide as much information as possible not limited to the questions below. Be as specific as possible.* If the information is provided in an existing document (for example, a thesis or dissertation proposal), you may want to copy and paste only the pertinent information.

1. Contact information
 - a. Principle Investigator Information
 - b. Faculty Advisor Information
2. Background and purpose of study
 - a. Provide a brief description of the general purpose of the project.
 - b. List your objectives/aims, hypotheses, research questions, or study questions.
 - c. What do you hope to learn from the study?
3. Research methodology/Study procedures
 - a. What will the subjects do or what will be done to them in the study?
 - b. Describe all procedures in chronological order.
 - c. Name the approach and/or design of the study.
 - d. How long will each procedure take?
4. Risk assessment/Risk management
 - a. Do you see any chance that the subjects might be harmed in any way?
 - b. Do you deceive them in any way?
 - c. How will you control for the risks you've identified?
5. Population enrollment/Sample size/Sample description
 - a. How many subjects will be used?
 - b. Number of times researcher will interact with subjects?
 - c. Be sure to include all vulnerable subject populations and additional precautions being taken to ensure their protection. Bevill State enrolls minors (under age 18).
6. Recruitment/Informed consent process
 - a. How do you intend to obtain the subjects' informed consent?
 - b. Attach a copy of the consent form.
 - c. How will you address participation of minors?
7. Privacy and Confidentiality of research data
 - a. How will data be collected?
 - b. Who will have access to data?
 - c. Where will it be stored?
 - d. What identifiers will be collected?
 - e. Will the data be retained or destroyed (if destroyed, when and how)?
8. Incentives and Compensation
 - a. Describe any incentives offered to subjects to encourage their enrollment and persistence in the study.
9. Cost to subjects
 - a. Identify any costs to participants associated with the research.
10. Surveys/Questionnaires/Scripts/Debriefing
 - a. Provide copies.