

RESEARCH

Those faculty members whose primary responsibility is for junior/senior level course work may be encouraged to engage in research and/or produce a scholarly record in their discipline. The nature of the research and/or scholarly record will be determined in consultation with the school dean or department chair. For other faculty, research activities and/or a scholarly record can be an integral part of a faculty member's "professional development." Research at Dalton State College follows several principles:

1. Any research that is associated with the institution in any identifiable way is subject to policies found here and in the University System Board of Regents' [Policy Manual](#), Section 8.2.18.2.1. This means that if there is an identifiable link to the institution, including such things as the utilization of DSC equipment or classified personnel in research activities, recruitment of subjects involving the use of DSC affiliation, publication of research results with DSC affiliations included, DSC email addresses associated with research, publicity concerning the research that includes DSC affiliation, etc., the research is subject to institutional and USG policies (Section 6.3.3.4 of the [Board of Regents' Policy Manual](#)). Only research that is completely independent of institutional affiliation is not subject to such policies.
2. Research that results in intellectual property is subject to institutional and University System of Georgia intellectual property policies (see "[Dalton State College Intellectual Properties Policy](#)").
3. Research involving human subjects as part of a systematic investigation designed to contribute to generalizable knowledge and associated in any way with Dalton State College must be reviewed by the college's Human Subjects Institutional Review Board (IRB) regardless of the nature or location of the research. The purpose of the review is to ensure researchers have taken the necessary precautions to protect the rights and welfare of participants in their research.

Federal Guidelines (referred to as the "Common Rule") allow institutions to exempt some research from ongoing committee review during the period of interaction with the human subjects. Research activities posing more than a minimal risk to the subjects require ongoing review by the IRB; research activities posing only a minimal risk to the subjects do not require ongoing review. However, only the IRB can designate a project as exempt under these guidelines. Therefore, all research activities involving human subjects must be presented to the IRB for consideration. For more information on exemption categories, see the [Common Rule Exemptions Information](#) posted to the Academic Affairs website.

Prior to completing any application, researchers must complete a training course on protecting human subject participants. Dalton State employees can find more information about the training requirements through GeorgiaVIEW in the Annual Mandatory Training for All Employees course. Researchers should save a copy of their training certification to upload with their application(s).

Only after completing the required training and determining whether their proposed investigation might fall within one of the exemption categories should researchers complete one of the following applications for human subject research listed below

- a. Application for Approval of Research with Human Subject Participants
 - b. Application for Approval of Exempt Research with Human Subject Participants
 - c. Application for Approval of Institutional Effectiveness Research
 - d. Application to Amend a Human Subject Research Project
4. When faculty members ask students to design their own research projects involving human subjects, the research is subject to IRB policies. When faculty members design research projects for their students to complete as part of normal classroom activities (e.g. interviews of family or community

members for a history class; surveys or interviews of community members for a business class), the research is not subject to IRB policies since it does not meet the federal definition of research as defined in Section 3.

Students who design their own projects, must complete human subjects training and submit either a Student Application for Approval of Research with Human Subject Participants or Student Application for Approval of Exempt Research with Human Subject Participants depending on whether or not their research meets the criteria for exemption outlined in the Common Rule.

Faculty who design research projects for their students are responsible for ensuring the rights and welfare of all subjects which students completing the project interact with. As such, the faculty member must fully explain to students about the rights of research subjects and how to protect those rights and students must respect the rights of research subjects. The faculty member must also complete the Class Application for Approval of Research with Human Subjects Participants.

To be exempt from IRB review, classroom projects must involve the following:

NO MINORS: The project cannot include minors or any other vulnerable populations including pregnant women, prisoners, those who lack the capacity to consent, etc. Exception: Projects conducted in established or commonly accepted educational settings, involving normal educational practices, such as: work on regular and special education instructional strategies, or work on the effectiveness of, or the comparison among instructional techniques, curricula, or classroom management methods.

NO MORE THAN MINIMAL RISK: “Minimal risk” is the probability and magnitude of harm that is normally encountered in the daily lives of healthy individuals. This also precludes the study of any illegal activities or the collection of private information that could put the participants at risk through a breach of confidentiality.

NO DECEPTION: The class project cannot include any deception. Individuals must be fully informed and given the opportunity to voluntarily consent to participation.

NO PUBLICATION: Data from class projects approved under this exemption cannot be used for publication, to present at public/professional conferences, or for thesis/dissertation research.

NO VIDEO RECORDING: Audio recording is allowed only if the recording is erased upon transcription or no later than the end of the semester.