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**CIR Application**

**Request to Conduct Research on USU Constituents**

Per Policy 211: Research on USU Constituents, investigators interested in conducting research using USU data and/or USU constituents (students, alumni, faculty, or staff) must submit an application to the Office of Institutional Research and Assessment (OIRA) to be reviewed by the Committee on Internal Research (CIR).

The Office of Institutional Research and Assessment is committed to conducting research that provides insight into USU's overall mission and vision. OIRA is responsible for ensuring that USU students, faculty, or staff are not oversampled, that research efforts are not duplicated, that there is a rationale for selecting USU as a sampling site, and that the benefits of the research are clear.

Thus, research that proposes to target USU constituents (either through novel data collection or by analyzing archival data) must be approved by the Committee on Internal Research (CIR) under the following conditions:

* The investigator intends to present results in a publication, presentation, or other academic venue (e.g., thesis, dissertation, course project), or
* The investigator is faculty or staff affiliated with USU and the data collected or analyzed extends beyond their college or department (e.g. a faculty in the College of Business wishes to survey to all USU students enrolled in a certificate program), or
* The research is conducted by an investigator not affiliated with USU.

While data collected or analyzed within a college or department as standard operating procedure for the purpose of understanding or improving processes does not require CIR approval, investigator(s) in this situation may utilize the CIR application to request support from OIRA who can assist with survey development, data collection, and/or analysis.

Reviews are completed within 14 business days of submission.

Complete this application and upload here: <https://forms.gle/qX5oKDpJMVKebTQEA>

1. Your name: Click or tap here to enter text.
2. Your email (if you are affiliated with USU, please use your USU email): Click or tap here to enter text.
3. Which category best describes you (check the box and then use the dropdown menu or add additional text, as appropriate):

USU Student– What is your college affiliation? Choose an item.

USU Faculty- What is your college affiliation? Choose an item.

USU Staff– What is your department affiliation?Click or tap here to enter text.

Supervisor Name: Click or tap here to enter text.

Supervisor USU email: Click or tap here to enter text.

Has your supervisor reviewed and approved this application? Choose an item.

External – if you are not affiliated with USU, what is your affiliation: [Click or tap here to enter text. ]

1. Is this application in relation to research that will be conducted for a dissertation or doctoral project?Choose an item.

If yes: Chair name: Click or tap here to enter text.

Chair email: Click or tap here to enter text.

Has your chair reviewed and approved this application? Choose an item.

5. Is the purpose of the data you propose to collect specifically to understand or improve the processes of a specific USU department or college? Choose an item.

6. What is the title of your proposed project/study? Click or tap here to enter text.

7. Please provide a brief abstract (150 words max): Click or tap here to enter text.

8. In 1-3 sentences, describe the problem you plan to investigate with this project/study: Click or tap here to enter text.

9. List your primary research questions: Click or tap here to enter text.

10. Specifically, how will the USU community benefit from this research? Click or tap here to enter text.

11. Tell us about the access you are requesting (check the box and then provide additional details).

I wish to access existing/archival data (e.g., test scores for a specific USU class during a specific time period) – describe in detail here: Click or tap here to enter text.

I wish to recruit a sample from a USU population (e.g., students in a specific course) – describe here, including inclusionary and exclusionary criteria: Click or tap here to enter text.

If you wish to survey USU constituents:

* + - 1. Describe the types of questions you will ask and be sure to include your interview questions and/or survey instrument as an attachment to your email. Click or tap here to enter text.
      2. Estimate your required sample size: Click or tap here to enter text.
      3. Describe how you propose to recruit your sample: Click or tap here to enter text.
      4. Describe how you will interact with the sample (e.g., online survey, zoom video call, etc.): Click or tap here to enter text.

12. What is your timeline for conducting this research? Click or tap here to enter text.

13. If you are requesting support from the OIRA, what type of assistance would you like? Click or tap here to enter text.

Once you have completed your application, please submit it using this link: <https://forms.gle/qX5oKDpJMVKebTQEA>

If you have questions, send them to: OIRA@usuniverity.edu