

**Dominican University**  
**Research Request Approval Process Policy**

**Purpose:**

The purpose of these guidelines is to clarify the approval process for any external party wanting to conduct research involving institutional data and/or members of the Dominican University community. It is not intended for research projects initiated by Dominican University faculty or staff.

**Process:**

An individual or group wishing to conduct research involving institutional data and/or members of the Dominican University must follow these procedures:

1. Contact the Office of Institutional Effectiveness at [OIE@dom.edu](mailto:OIE@dom.edu) with a detailed summary of the research project and the scope of the request. The group/individual will be asked to identify:
  - The purpose of the research project and who is managing it;
  - data to be collected and from what population;
  - sample size;
  - method of data collection, analysis and/or survey administration;
  - planned timelines;
  - how the results be used and if data will be presented that will individually identify Dominican University's results or if they will be aggregated;
  - a copy of their institution's IRB approval

The Office of Institutional Effectiveness (OIE) will review the project and decide if it should be considered for approval. The criteria for this decision include:

- Does this research conflict with timing and/or purpose of any internal research/survey projects?
- Does the intent of the research project align with Dominican University's mission, standards and policies?

If the outcome of this review reveals a conflict with either of these criteria, this request will be denied by OIE.

2. If OIE initially approves the project, it will then be shared with the Provost/VP for Academic Affairs for final approval. Additional questions and materials may be required by the requestor at that time. If determined necessary, the project may also need to be reviewed by the Dominican University IRB.
3. OIE will contact the requestor with the outcome of this decision process.

For all approved projects, requestor must complete the DU Data Share Agreement.

**Note:**

If a request goes to a member of the DU President's Cabinet, they will share the project request with OIE to ensure that the appropriate protocols are followed.