



# Four Required Criteria for Research Review Consideration at OCC



## Overview

Please **review** your study closely and make sure it meets the criteria listed below and outlined in the application before submitting it to the Office of Institutional Effectiveness (IE). The Research Review Committee (RRC) will review a maximum of **two submissions** (initial submission, second submission with edits). If the feedback from RRC is not fully incorporated in your second submission, **the study will not be considered**. **Please note:** Due to the two-phase review (the RRC and administrative approval), approval can take an **estimated** 30 to 60 days. Provided below are four specific tips to help you with your application



### Tip 1: Review Your Informed Consent Form

One of the most overlooked areas is the consent form. Be clear about what your participants are consenting to. Break down what they need to know thoroughly and clearly (e.g., risks and benefits). Follow your university guidelines on how to develop consent forms.



### Tip 2: Clarity of Study

Discern why your study is important and how it will be executed. **Clearly state your research question (s)**. They should be tailored to the type of data you will be collecting and how it will be collected.



### Tip 3: Study Protocol and Risks

Make sure the study has a defined protocol outlining how you will conduct your study and any risks to participants, including mental health. **Carefully** word your questions as well, as some content may be triggering for participants. If your study **surveys/interviews OCC employees or students** and has risks related to mental health, it is **mandatory** to provide on-campus and external resources.



### Tip: 4 Chair/Principal Investigator Inclusion

The principal investigator and or department chair must be included on all emails related to the submission of your study. It is **imperative** that they are a part of this process.

To access the submission materials, please visit:  
<https://tinyurl.com/OCC-Research-Review>

