Welcome to MSA 699.

This document contains important information about the Research Review Application process.

All MSA students are required to complete either the research review application (RRA) process or the Institutional Review Board (IRB) process. Failure to do so may delay your graduation.

The majority of MSA 699 students will use the RRA process and you should continue reading through this document for a summary of the process. However, if you plan to use human subjects in your project **and** have plans to publish your findings or present your findings outside of your organization, you must complete CITI training and use IRBNet for the IRB process. Research is defined by the IRB as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. We are using the intent to publish or present as a screening criteria. However, the intent to contribute to generalizable knowledge defines the research as research which requires IRB approval. Your MSA 699 instructor will let you know if you need the IRB process and you may contact Kim Gribben (1-800-950-1144, ext. *2367) in the MSA Office for assistance.

The RRA process is straightforward. You will complete the Research Review Application form and submit the form along with appropriate attachments to your instructor. Your instructor will review your application and any attachments and provide feedback. When the application is complete, the instructor will sign off on the application form and forward the application form and any attachments to the MSA office. Within 72 hours, you will receive either an approval e-mail or feedback on needed revisions and clarifications.

The application form is available in a fillable PDF version or a fillable WORD version. With either version, you need to complete the form, insert your signature, and do a "save as" with a unique name. Attach the form and any other supporting documents to an e-mail and e-mail all documents to your instructor.   You may type your name in lieu of inserting a digital signature. Make sure that the PDF indicates that data can be saved.

The application form is available at https://www.cmich.edu/colleges/cgs/MSA/Pages/Capstone-Resources.aspx or at http://global.cmich.edu/student/forms/.

On the MSA web page you will find the application form, instructions on creating a digital signature, a flowchart of the process, templates for cover letters/consent forms, and samples.   In addition, you will find The Student Guide to the MSA Capstone Project, Part 1: The Research Proposal and the Research Project as well as Part 2: The Research Review Application Process, FAQs, MSA 699 Course Information, and Library Support.

Approval notifications will be sent by e-mail and data collection may only begin when that approval has been received.   E-mail approvals will be sent by either Christina Prout or Kim Gribben.

<u>Here are some general instructions (Be sure to provide sufficient detail on the application form):</u>

If surveys are planned, submit the following forms to your instructor:

1. Research Review Application found at https://www.cmich.edu/colleges/cgs/MSA/Pages/Capstone-Resources.aspx
2. Copy of survey
3. Consent form or cover letter/see templates found at https://www.cmich.edu/colleges/cgs/MSA/Pages/Capstone-Resources.aspx
4. Permission letter (signed and on the organization's letterhead) (If you do not have access to a scanner, please fax the letter to 989-774-2575). A permission letter template is available on the research review web page. Samples are available in the Student Guide.

Send all information to your instructor by e-mail. In the subject line put Research Review Application/<insert your name>

For a project which involves non-human subjects data (for example, financial data, government policies, etc.) or data that is already summarized and de-identified, submit the following forms to your instructor:

1. Research Review Application found at https://www.cmich.edu/colleges/cgs/MSA/Pages/Capstone-Resources.aspx
   A signed permission letter on letterhead if the data is not available to the general public (If you do not have access to a scanner, please fax the letter to 989-774-2575). A permission letter template is available on the research review web page. Samples are available in the Student Guide.

Send all information to your instructor by e-mail. In the subject line put Research Review Application/<insert your name>

If face to face interviews are planned, submit the following forms to your instructor:

1. Research Review Application found at https://www.cmich.edu/colleges/cgs/MSA/Pages/Capstone-Resources.aspx
2. Copy of interview questions
3. Adult consent form or informal interview consent form (use the adult consent form if the interview is formal or you are interviewing individuals with whom you have a relationship/see templates found at https://www.cmich.edu/colleges/cgs/MSA/Pages/Capstone-Resources.aspx
4. Permission letter (signed and on the organization's letterhead) (If you do not have access to a scanner, please fax the letter to 989-774-2575). A permission letter template is available on the research review web page. Samples are available in the Student Guide.

Send all information to your instructor by e-mail. In the subject line put Research Review Application/<insert your name>

Samples in the Student Guide to the MSA Capstone Project (part 2)
Sample survey cover letter, page 11   **Sample survey consent form, page 12**
Sample permission letter, page 16   **Sample text for large text box, page 17**
Suggested text for permission letters, page 20

Military students:
        Students at military locations should be aware that there are DoD regulations regarding the use of other military personnel as human subjects.

Hospital IRBs (Civilian and Military):
        In addition, students who plan research in hospitals should be aware that the hospital may have an IRB requirement.