COLLEGE OF EDUCATION & HUMAN SERVICES
MASTER OF SCIENCE IN ADMINISTRATION
CENTRAL MICHIGAN UNIVERSITY

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 IRBManager 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 project as research which requires IRB approval. Your MSA 699 instructor will let you know if you need the IRB process. You may contact Kim Gribben (989-774-2367) in the MSA Office for assistance with the IRB process.

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.   <u>You may type your name in lieu of inserting a digital signature.</u>

The application form is available on the MSA [capstone guides and research approval](#) page.

On the MSA Capstone Resources 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 permission letters.   In addition, you will find:
1. The Student Guide to the MSA Capstone Project, Part 1: The Research Proposal and the Research Project
2. Part 2: The Research Review Application Process, FAQs, MSA 699 Course Information, and Library Support. Part 2 contains sample consent documents and permission letters.

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.

Here are some general instructions (Be sure to provide sufficient detail on the application form. Remember surveys may not be distributed in person):

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

1. [Research Review Application](#)
2. Copy of survey
3. Consent form or survey cover letter/see templates found on the MSA [capstone guide and research approval](#) page.
4. Scanned copy of your permission letter (signed and on the organization's letterhead). 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](#)
2. Scanned copy of your permission letter (signed and on the organization's letterhead). 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 interviews are planned, submit the following forms to your instructor (Remember that face-to-face interviews may not be conducted. Interviews can take place by telephone, Skype, WebEx, or other video conferencing systems):

1. [Research Review Application](#)
2. Copy of interview questions
3. Adult consent form or informal interview consent form (use the adult consent form if the interview is formal, if the interview may be recorded, or you are interviewing individuals with whom you have a relationship). Templates can be found at the MSA [capstone guide and research approval](#) page.
4. Scanned copy of your permission letter (signed and on the organization's letterhead). 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>

Military students:

Students at military locations should be aware that there are DoD regulations regarding the use of other military personnel as human subjects. If you are at a location with a local IRB or exempt-

determination officer and plan to use other military personnel as human subjects and your project meets the definition of "research", you are required to gain approval there as well as at CMU. If your project does not meet the definition of "research", local permission from a commanding officer may be sufficient. As a rule of thumb (and not just for the military), avoid questions where the responses could jeopardize someone's career. Also, because of the potential for data-mining, DoD e-mail accounts should not be used if the student plans to use a commercial survey system, such as SurveyMonkey, to distribute surveys.

Hospital IRBs (Civilian and Military)
> **In addition, students who plan research in hospitals should be aware that the hospital may have an IRB requirement. Be sure to check if there is this requirement. This may apply to a civilian hospital or a military hospital. Students who are DDEAMC personnel (active duty Soldiers or civilians) and plan to conduct research on DDEAMC personal at an army medical facility should follow the guidelines found at** https://eisenhower.tricare.mil/Education/Clinical-Investigation **and supply the approval letter from the IRB review as part of your RRA package.**

Qualtrics survey tool
Qualtrics is a free survey tool available to all current CMU students. For more information, visit
https://cmich.teamdynamix.com/TDClient/KB/ArticleDet?ID=35779.
WebEx video conferencing
Every student has a personal WebEx room. The WebEx URL, which is browser based, can be accessed
https://cmich.webex.com/meet/ and after the / include the Global ID, such as
https://cmich.webex.com/meet/gribb1kd. (Here is a knowledge base article about WebEx rooms:
https://cmich.teamdynamix.com/TDClient/664/Portal/KB/ArticleDet?ID=36295