CAPELLA UNIVERSITY

Office of Research & Scholarship

Requests to Use Capella University as a Research Site

Capella University
225 South Sixth Street, Ninth Floor
Minneapolis, MN 55402

Capella University's Site Permission Process

Research and scholarly activities conducted at institutions and organizations such as universities, schools, hospitals, clinics, businesses, non-profit organizations, and military organizations require researchers to request permission to obtain data and or participant contact information. Documentation of this approval is a required element of the IRB application. This process is referred to as seeking "site permission."

Depending on their research topic and design, researchers may wish to recruit Capella faculty, learners, staff, or alumni as participants for, and/or use Capella University data as part of their research. As such, researchers must request permission to use Capella University as the "site" of their research. **Capella University has a formal site permission process that involves multiple layers of review.**

All researchers, regardless whether learners at, employees of, or third parties to Capella University must first obtain site permission before performing research with Capella participants or data—just as they would at any other organization. Any researcher, internal or external to the University, who seeks to use Capella participants or data as part of their study, must adhere to the information and process outlined in this document.

Researchers should be aware of the following requirements for site permission at Capella University:

- The topic of the research and target population must be specific to Capella University. In other words, Capella University may not be used as a site of convenience. Researchers are required to provide a rationale for the appropriateness of using Capella University as a research site in their site permission requests.

- Researchers must obtain written confirmation of support/sponsorship, including coverage of any costs associated with the research, from the academic or business owners of all areas involved in their proposed research.

- The proposed research must not pose significant risk to participants and/or Capella.

Additionally, researchers should note the following:

- The Capella University site permission process is separate from the IRB process. The IRB does not grant approval to use Capella University as a research site.

- Capella learners who wish to use Capella University as a research site should explore feasibility with their mentoring faculty as early as possible when developing their research proposals.

- If the researcher is external to Capella University, the study must be approved by the Capella IRB or an appropriate external IRB of record. Documentation of approval from the external IRB of record must be filed with the Capella IRB.

When is Site Permission Required?

Site permission is required for any individual or company seeking to perform research using Capella faculty, learners, staff, alumni (if contacted through Capella), or data. This applies to researchers who are

Capella learners, faculty, and staff as well as individuals or companies not affiliated with Capella University.

Institutional assessments (e.g., by Academic Quality & Effectiveness) and analyses of existing data made for internal decision-making or external reporting requirements and not designed to contribute to generalizable knowledge do not require approval through this process.

Initiating A Site Permission Review

To initiate the site permission process, a researcher or representative contact within Capella University should contact the University's IRB at irb@capella.edu. Although the IRB does not grant approval to use Capella University as a research site, a member of the IRB office will provide detailed information regarding the process and coordinate review of a site permission request.

Documents Required for the Review Process

Researchers should be prepared to submit all documents listed below. In addition, researchers may be asked to submit other materials or required to make changes and re-submit materials for additional review.

- Collaborative Institutional Training Initiative (CITI) completion certificate for the Primary Investigator
- Consent form
- Recruitment materials
- Research protocol (and/or IRB application)
- List of data being requested
- Data collection instruments, surveys, and/or interview questions
- Nondisclosure or confidentiality agreements, if applicable
- Explanation of intentions to publish or present findings; explanation of site de-identification protocol

The Site Permission Review Process

Research ethics and compliance review is conducted to ensure the site permission request and associated materials submitted by the researcher align with University Policy 3.03.01, federal regulations, and ethical practices for protection of human participants and their data.

Following completion of the Research Ethics and Compliance review, representatives from the Office of the General Counsel and the Office of Public Relations will also review the site permission request materials for legal, compliance, and confidentiality concerns.

Depending on the nature of the research, potential participants, where the data reside, and other critical decisions, additional reviews of a site permission request may be necessary.

A final review of all submitted materials and acknowledgements from other stakeholders will be conducted by the Dean of Research & Scholarship. Upon approval by the Dean and all other reviewers, site permission will be issued to the researcher on behalf of Capella University.

Relevant University Policies

3.03.01 Human Research Protections
3.03.02 Publication of Dissertations
3.03.03 Use of Confidential Information
3.03.04 Intellectual Property, Curriculum
3.03.05 Conflict of Interest in Research
3.03.06 Research Misconduct
4.01.01 FERPA and Learner Directory Information