

Center for Research
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ELECTRONIC SUBMISSION REQUIRED

APPENDIX A
Agency Permission for Data Collection
For a Research or Student Project

_____ is granted permission to undertake a project entitled
(Investigator's Name)

at _____ over the period of _____ to _____
(Name of company/organization) (Mo/Yr) (Mo/Yr)

The study will involve: (Give details of study purpose, data collection procedures)

Permission is granted to the investigator for access to the necessary data/resources/employees to complete the study.

The study will involve appropriate academic rigor and will require approval of the methodology by the faculty advisor (when appropriate) and Madonna University Institutional Review Board. Management/supervisors will be kept informed by the investigator of the progress of the project.

Madonna University and faculty will not be responsible for uses of data or narrative outside of the academic environment. Madonna University and faculty are not responsible for errors or omissions.

A formal presentation of the project may be made by the investigator at Madonna University to a forum of students and faculty. Representatives of the company/organization may be invited. The student may present the results to the company/organization upon request.

Investigator's Signature _____ Date _____

Authorized Signature (Organization) _____ Date _____

PRINT NAME _____ Job Title _____

Organization Address _____ City, State, Zip _____

E-mail address _____

Faculty Advisor's Signature _____ Date _____

Procedures for Data Collection in Public Areas of Madonna University

Process for approval of student and faculty research projects that request student/faculty participation in public areas at Madonna University

Carefully follow these instructions to facilitate the review of your request:

1. Projects involving human participants must be approved through the Institutional Review Board (IRB) before data may be collected.
2. In the process of reviewing the proposal, the IRB (or instructor in case of an Umbrella Review) reviews the plans for data collection, survey questions, and informed consent script or form.
3. Projects that involve anonymous surveys with innocuous items are exempt from an expedited or full review according to NIH requirements; however, such projects must be submitted for exempt review by the IRB.
4. Once a project is approved, a letter of approval is issued by the Director/Chair of the IRB or the Research Instructor in the case of an approved 'Umbrella Application for Exemption' for a single-semester project.
5. Investigators submit a letter (email) of request (including specific dates for data collection), the IRB (or instructor's) approval letter, the HSRC Application, completed Appendix A and survey questions to the Office of the Vice President for Student Affairs and Mission Integration (OVPSAMI) for review. The investigator should allow five (5) work days for review.
6. The OVPSAMI will review the documents, check for conflicting events in the requested space, and sign the Appendix A form.
7. The investigator will submit a copy of Appendix A to the Center for Research (or instructor) prior to beginning data collection.