

## **CONDUCTING ASSESSMENTS/RESEARCH IN HOUSING FACILITIES**

### **Section:** Residence Halls

**Policy:** All requests for using housing staff or residents as subjects for research in University Housing must be submitted in writing to the assistant to the executive director of University Housing for approval. Additionally, department initiatives to assess programs or services should be brought to the attention of the doctoral intern for assessment and evaluation.

**Purpose:** The purpose of this policy is to describe departmental expectations around conducting research and assessments that incorporate the input or involvement of housing staff or students in University Housing or assess housing programs or services.

**Scope:** This policy applies to all persons wishing to conduct a research or assessment project within University Housing.

### **Procedure:**

- I. Housing staff wishing to assess a program or service as part of their position's scope of responsibilities in order to enhance or improve department initiatives should follow these procedures:
  - A. Staff should notify the doctoral intern for assessment and evaluation of the intended assessment, population to be studied and timeline for study. The doctoral intern will work with the staff member to ensure there are no overlaps among scheduled assessments.
  - B. Staff should refer to the UGA Human Subjects Office to see if Institutional Review Board (IRB) approval is required prior to conducting the research.
  - C. The doctoral intern will be available for consultation with regards to assessment methods, data analysis and the overall assessment process.
  - D. Once the assessment is complete, the researcher should email a final report to the doctoral intern. The doctoral intern will record the assessment information in the tracking database.
  - E. The doctoral intern will report assessment activities and results to the department on a regular basis.
- II. Non-housing individuals or groups wishing to conduct a research or assessment project should follow these procedures:
  - A. Persons requesting to conduct a research or assessment project in University Housing should submit a written proposal to the assistant to the executive director of University Housing.
    1. The proposal should include: the title of the project, the name and contact information of the primary researcher, the population wishing to study, intended collection methods, an estimated timeline for the study, the purpose of the study, the project's status of IRB approval and how the study would benefit or contribute to the work of University Housing.

2. Proposals should be received at least a month prior to the planned start date.
  3. The assistant to the executive director will work with the doctoral intern for assessment and evaluation to see if there are any overlaps between the proposed project and scheduled assessments/projects.
- B. The assistant to the executive director will consult with the executive director of University Housing and will bring the research proposal to the housing management team for discussion, when needed. Upon a decision, the assistant to the executive director will provide feedback to the researcher and notify the Housing Management team at the next scheduled meeting.
- C. If approved, the researcher should email a final report to the doctoral intern for assessment and the assistant to the executive director once the research has been completed. The doctoral intern will record the research information in the tracking database.

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