Guidelines for External Researchers
Seeking to Conduct Research at Georgia Perimeter College

Georgia Perimeter College (GPC) is a teaching institution. Most research is conducted by individual faculty members or the Office of Institutional Research and Planning (OIRP). The diversity of our student population, and the geographic distribution of its campuses, makes GPC an attractive environment for conducting research that uses college students, faculty, or staff as subjects. OIRP receives several requests each year from external researchers who wish to use GPC in their studies. The following policy guidelines are designed to ensure that requests are evaluated fairly and consistently.

1. All proposed research studies to be conducted at GPC must be under the auspices of a higher education institution, government agency, or 501c3 not-for-profit organization. If the research is being conducted in fulfillment of requirements to earn a graduate degree, the researcher must be supervised by a qualified faculty member.

2. If the proposed research study will use GPC students, faculty or staff as subjects, it must be approved by the sponsoring institution’s human subjects review committee, or equivalent review body.

3. The external researcher is responsible for selecting his or her sample from the relevant GPC population. OIRP cannot provide assistance in sample selection.

4. The external researcher is also responsible for making contact with the GPC faculty member(s) or administrator(s) whose cooperation will be needed for access to the desired sample population.

5. No GPC faculty member or administrator is obligated to cooperate with an external researcher, if he or she does not perceive a benefit to participation in the study.

6. Any GPC student, faculty or staff member selected as a potential research subject has the right to decline participation, with no obligation to provide an explanation to the researcher.

7. When the research has been completed, the external researcher will provide a copy of all findings relevant to the GPC sample to both the cooperating department and OIRP.
Requests to conduct external research at GPC should be made in writing, and include the following:

1. Documentary evidence of approval by the appropriate review body of the sponsoring institution.

2. A copy of the proposed research instrument, i.e. questionnaire, test, or interview protocol.

3. A copy of any informed consent documents required by the sponsoring institution.

4. Proposed timeline for completion of the study, including target date by which results will be provided to GPC.

5. Confirmation of intent to participate by the appropriate GPC faculty member or administrator.

Requests should be sent to:

Dr. Patricia L. Gregg
Associate Director, Planning and Assessment
Office of Institutional Research and Planning
Georgia Perimeter College
1975 Lakeside Parkway, Suite 350
Tucker, GA 30084

OR

NLK-IRP via GPC campus mail