



# POLICY

Category	Approval		
Series 1200: Education Agency Relations	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
			2026

## **REQUEST TO CONDUCT RESEARCH**

**MTC 1221**

Any person wishing to conduct research which involves students and/or staff members of Mitchell Technical College must receive prior approval by the Vice President for Academic Affairs. All requests to conduct research must be submitted to the Office of the Vice President for Academic Affairs on the "Request to Conduct Research" form.

**MITCHELL TECHNICAL COLLEGE**  
**Mitchell, South Dakota**

Request to Conduct Research

Name \_\_\_\_\_ Date \_\_\_\_\_

Institution Represented \_\_\_\_\_ Faculty Advisor \_\_\_\_\_

1. Statement of the purpose of the survey. (A copy of the research proposal may be submitted.)
  
2. How many students and staff members will be involved in the survey?
  
3. What is the timeline for participant involvement?
  - (a) Starting date?
  - (b) Ending date?
  - (c) How much time will each participant need to devote to the survey?
  
4. Who will receive the results of the survey? How will the results be used?
  
5. Will the results of the project be beneficial to Mitchell Technical College? In what ways?

If a questionnaire is to be used, please attach a copy of the questionnaire.

Vice President's Approval

\_\_\_\_\_ Request Approved  
\_\_\_\_\_ Request Denied

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date