

Project Protocol Enrollment Management and Student Affairs Analytics & Assessment Office

External (Non-EMSA Departmental) Projects

At times, the EMSA Analytics & Assessment Office will assist University departments/staff from other divisions with projects involving NAU students and staff. EMSA does not provide assistance with external projects involving faculty, unless specifically asked by the Provost or Institutional Research and Analysis.

To obtain the assistance of the EMSA Analytics & Assessment Offices in conducting projects that involve students or staff, the following process must be successfully completed.

A written request must be submitted to the EMSA Analytics & Assessment Office detailing the purpose of the project, the desired population of study, the proposed project timeline, and the potential benefits to students and/or staff and to EMSA programs and services.

Requestors should review all of the following considerations and note if and how each applies to his/her project in the written request for assistance.

1. A project for a class project, thesis, or dissertation, and/or affiliated with a student club or organization should be thoroughly reviewed and approved by a faculty or club advisor who co-submits the request. EMSA Analytics & Assessment staff will not act as a principle investigator or sponsor for these projects.
2. Any project that constitutes human subject research must be reviewed and either approved or deemed exempt by the Institutional Review Board (IRB) in accordance with the University's policy regarding treatment of human research subjects (<http://www.research.nau.edu/compliance/irb/index.aspx>). Please note: because revising survey items that have been approved by the IRB requires an additional review by the IRB, requests for assistance are welcome to be submitted to EMSA Analytics & Assessment prior to IRB approval. However, projects requiring IRB approval will not be administered without formal written IRB approval.
3. Because the University including EMSA Analytics & Assessment gathers data on a variety of topics germane to providing quality education and support services, some requestors may be directed to existing data on the topic of interest, rather than assisted in gathering additional information. Access to such data may require IRB approval to use institutional data as part of a research project.
4. At any given time throughout the year, the EMSA Analytics & Assessment Office has multiple projects in process. A minimum of two weeks is needed to review requests. Proposed timelines should consider this as well as time needed to complete the IRB process if applicable.

The Analytics & Assessment Office will consider requests in the context of current workload of the office and in terms of the project's alignment with University and divisional priorities. Please submit requests to Margot.Saltonstall@nau.edu