

Research and Evaluation Bureau
Services for EHHS Faculty and Graduate Students
Frequently Asked Questions (FAQs)

Q. Are graduate students in EHHS entitled to college-supported services from the Bureau?

A. Yes, if the graduate student is an EHHS doctoral student registered for dissertation hours or a master's student working on a thesis. It is strongly recommended that graduate students have successfully defended their proposal (either thesis or dissertation) before soliciting the Bureau's services. If a graduate student needs assistance prior to proposal defense, the student's advisor needs to be present for consultation.

Q. Do I have to pay for services from the Bureau?

A. For Faculty - If your research project is not funded, you do not have to pay for Bureau services. The College of EHHS provides support to EHHS faculty for unfunded research projects. Within the scope of services offered, EHHS faculty are entitled to an unlimited number of hours of service from the Bureau.

A. For Faculty – If your research project is funded, the Bureau provides services at cost.

A. For Graduate Students - Graduate students in EHHS are entitled to a total of 40 free hours of consultation services from the Bureau and an additional 40 free hours of data lab services. These hours may not be interchanged.

Q. What if I use up my allotted college-supported services but I still need additional transcription services?

A. You may purchase additional transcription services from the Bureau at \$10 per hour.

Q. How will I know when I have “used up” my allotted hours of service?

A. You will be notified by e-mail when you are approaching 40 hours of data lab service and/or 40 hours of consultation services. Typically, 40 hours of each service covers the needs of most graduate students.

Q. What if my project is funded, such as through a grant?

A. The Bureau is happy to assist you with whatever your research and/or evaluation needs are for your funded project. The Bureau is compensated for work rendered on funded projects and can provide work and cost estimates prior to beginning work on any funded project. Often, this is accomplished by including the Bureau on your grant as the evaluator. In most cases, the Bureau is considered to be an external evaluator, even for grants awarded to Kent State.

Q. Can I get Bureau services on grant proposals *before* the grant is funded?

A. Usually. At its discretion, the Bureau will assist faculty pursuing external funding in developing and writing evaluation and/or research plans for grant proposals, with the agreement that should funding be awarded, the Bureau will be hired to provide the project's evaluation services.

Q. What Bureau services am I entitled to for my dissertation or thesis research?

A. You are entitled to a wide range of college-supported services from the Bureau. Consultation services include, research and/or statistical design, survey development, electronic survey data collection, quantitative database development, quantitative data analysis, and quantitative data interpretation. In addition, we provide assistance with survey layout (including hard-copy and electronic) and quantitative and qualitative data entry. Lastly, the Bureau offers college-supported transcription services for qualifying graduate students with digital files.

Q. Do my tapes/files need to be in a particular format in order to be transcribed?

A. We accept digital files in mp3, wma, or mp4 formats. We do not accept tapes, DVDs, etc. The files are transferred via Accellion or flash drive. We do not accept digital files via email.

Q. Do you convert files into a different format?

A. We do not convert files. Please have them ready in one of the following formats: mp3, wma, or mp4.

Q. Does the Bureau transcribe video tapes?

A. No. We do not have the proper equipment to transcribe video tapes.

Q. Does the Bureau lend equipment, such as tapes or recorders?

A. No. The IRC on the 2nd floor of White Hall has equipment available for checkout by EHHS students and faculty.

Q. Can I get services involving qualitative analyses?

A. **For Faculty** – Qualitative analyses are available for grant-funded research where the Bureau serves as the external evaluator.

A. **For Graduate Students** – Qualitative support is limited to transcription services.

Q. Do I need to have IRB approval to receive Bureau services?

A. If you are only receiving survey development services or consultation on research design, then no. If your project involves data collection, including but not limited to transcription, the answer is yes. You would need to provide us with a copy of the official approval letter/e-mail for the IRB before we can process any data.

*If you receive an exemption from the IRB stating you do not need an IRB approval for your project, then verification of that exemption is sufficient.

Q. How do I go about getting services from the Bureau?

A. If you need Bureau services outside of transcription, please contact Anthony Shreffler, Director of College Client Services at 330-672-7918 or at ashreffl@kent.edu. He will schedule an initial appointment and determine how best to proceed.

If you are in need of transcription services, you may contact the data lab coordinator via email at reb.bureau.ksu@gmail.com or bring your files to the Bureau during normal business hours (8am-5pm) where you can meet with lab staff or Debbie Roeder, special assistant. No appointment is necessary for transcription requests.

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