

NIRSA Database Research Policy

The NIRSA membership database can be a helpful tool for researchers conducting studies in the field of campus recreation. Target audiences can generally be filtered by:

- Professional and/or student membership types
- NIRSA region
- Functional job title/organizational level
- Job responsibilities

The NIRSA database does not provide direct access to students who participate in specific campus recreation programs or services. Instead, we recommend you target professionals in specific roles (Sport Club Director, Aquatics Director, Fitness Directors, etc.) who can be asked to forward the survey to a specific student population. (This may or may not be allowed on each individual campus.)

Below are the specific requirements for utilizing the NIRSA database.

Internet-based Surveys Using Email Invitations and Reminders Sent from the NIRSA Headquarters

Researchers seeking permission to use NIRSA Member address lists (mailing or email addresses) must submit written requests to the NIRSA Research and Assessment Committee. Requests must include the following:

1. Approved research request must be on file at the NIRSA Headquarters (NIRSA HQ).
2. Evidence of Institutional Review Board (IRB) approval must be received by the NIRSA HQ a minimum of 10 working days before the survey launch date.
3. The researcher must confirm the sample description with the NIRSA HQ a minimum of 10 working days before the survey launch date.

4. Internet-based version of data collection instrument must be finalized, including testing of the link to the instrument's URL, a minimum of 5 working days before the survey launch date.
5. Final text for email invitation and reminders with links to data collection instrument must be received by the NIRSA HQ a minimum of 5 working days before the survey launch date.
6. The research must be conducted in strict accordance with the timeline and methodology described in the research proposal.
7. The NIRSA HQ will count "bounces" from incorrect addresses, auto-replies, and other unsuccessful attempts to contact potential subjects and provide the total count to the researcher.
8. An abstract describing the research project must be submitted to the NIRSA HQ within one calendar year of the date of IRB approval.
9. A manuscript describing the research project must be submitted for publication to the *Recreational Sports Journal* within two calendar years of the date of IRB approval.
10. The support of NIRSA in conducting the research must be noted in all presentations and publications of the results.

Mail Surveys Using NIRSA Member Address Labels

1. Approved research request must be on file at the NIRSA Headquarters (NIRSA HQ).
2. Evidence of Institutional Review Board (IRB) approval must be received by the NIRSA HQ a minimum of 10 working days before the researcher wishes to receive the mailing labels.
3. The researcher must confirm the sample description with the NIRSA HQ a minimum of 10 working days before he or she wishes to receive the mailing labels.
4. Address labels must be used only for the NIRSA-approved research project.
5. The research must be conducted in strict accordance with the timeline and methodology described in the research proposal.
6. An abstract describing the research project must be submitted to the NIRSA HQ within one calendar year of the date of IRB approval.

7. A manuscript describing the research project must be submitted for publication to the Recreational Sports Journal within two calendar years of the date of IRB approval.
8. The support of NIRSA in conducting the research must be noted in all presentations and publications of the results.