View xForm - Human Subjects Review Protocol

Please use this Human Subjects Review Protocol form when submitting to the IUP IRB.

New protocol data entry
- Submitted 3/22/2018 12:54:21 PM ET by [redacted]

Project Information

Saving Instructions

Each time you click 'Next' or 'Previous' your work is saved. You may click 'Save for Later' to save where you are and leave the form. Finally, if you jump to another page, using the dropdown at the top of the form, your work on each page will be saved. You will not be able to 'Check and Submit' form until all required fields are entered.

Submitter

[redacted]

Email: [redacted]@iup.edu

Project Title

HOW AN INDIVIDUAL'S HIGH SCHOOL STEREOTYPE EFFECTS THEIR COLLEGE SELECTION

Project Type

Student Research

**ALL STUDENT PROJECTS MUST BE ACCOMPANIED BY A HUMAN SUBJECTS CITI TRAINING COMPLETION REPORT. PROTOCOLS FROM STUDENTS WILL NOT BE APPROVED UNTIL THIS ITEM IS RECEIVED*

Please enter the email address of the Principal Investigator.

[redacted]

Email: [redacted]@iup.edu

You must enter your official university email address (for example:jdoe@iup.edu or wxyz@iup.edu) Do NOT enter an alias email address (for example Jane.Doe@iup.edu)

Department

Mathematics

Please enter the email address of your faculty advisor.

[redacted]

Email: [redacted]@iup.edu

You must enter your faculty advisor's official university email address (for example:jdoe@iup.edu or wxyz@iup.edu) Do NOT enter an alias email address (for example Jane.Doe@iup.edu). If you receive a message that the contact is not found, please ask your faculty advisor to login to IRBManager at least once and that will resolve the issue.

Please add contact and then enter the email address for each Co-Investigator

[redacted]

Email: [redacted]@iup.edu

You must enter the co-investigator's official university email address (for example:jdoe@iup.edu or wxyz@iup.edu). Do NOT enter an alias email address (for example Jane.Doe@iup.edu) ***If the Co-investigator is not found and is a member of the IUP community****, please ask them to login into IRBManager at least once and that will allow you to complete this section. Otherwise click here to add non-IUP individuals to the system.*

Please click add contact and then enter the email address for each student research assistant

No answer provided.

If the student research assistant is not found and is a member of the IUP community*, please ask them to login into IRBManager at least once and that will allow you to complete this section. Otherwise click here to add non-IUP individuals to the system.*

Will students be added at a later date.

No

Estimated project start date

3/19/2018

The project cannot start before IRB approval

Estimated project end date

5/11/2018	*This date cannot be longer than a year from the start date. If you plan your project to go beyond one year you will need to submit a request for continuing review at the appropriate time.*

Funding Information

Project Funding Source

Non-funded research	*Please check all that apply*

Combined Funding Source

Non-funded research

Project Description

Purpose of the study

We want to find a correlation between a person's "high school stereotype" and their chosen college. For example we believe that most overachievers in high school will end up having chosen the college of natural sciences. There has been a small amount of research on personalities and the students college, but we would like to take that even one step further.	*In a few sentences, describe the purpose of the study. This section need not be elaborate, but does need to clearly indicate the purpose of the study in a way that is clear to persons not familiar with the project.*

Background of the study

Thinking back on high school years may be fonder for some than others. There are individuals who 'peaked' in high school, while others just skated by waiting for those years to be over. When entering senior year, the questions of the future began to form. Some students knew they wanted to go to college, but didn't know what for. Others knew they were not built for that type of schooling. These students either chose to leave their future up to fate or went on to vocational school or some branch of military. Then there was the group of individuals that had been dreaming about where they wanted to go and what they had wanted to do since kindergarten. Within this pool of students, it seemed that certain groups of students held the same idea for their future. The survey collects demographic information such as household location and income, race, gender, sexual orientation, as well as high school success and personal stereotype. Survey responses will be used to test our hypothesis regarding high school stereotypes and compare significance of correlations with other demographic variables.

This section should provide the reader with the administrative and/or scholarly context from which the project emerges. The section should contain enough information to provide Board members with no expertise in your discipline an understanding of how/why the use of human participants is warranted. This can often (but not always) be accomplished in one single spaced typed page or less. It is important to provide relevant citations and complete references so that the Board can conduct any necessary review of these foundations.

What method(s) or design feature(s) do you plan to use in this study? Please choose all that apply

Survey

This information is used only for internal record keeping and quick identification. Simply mark those methods/design features you currently plan to use.

Subject Population

Age Range

The anitcipated age range will be of the age 18 and above. We will assume that not all students at IUP are between the ages 18-22.

State the anticipated age range. If it is your intention to exclude minors (those 17 and under), please say so explicitly.

Gender

All

Inclusion Criteria

The study will include undergraduates of the age 18 and over.

Exclusion Criteria

The study will not include anyone under the age of 18, graduate students, and faculty members.

Protected population and sensitive subjects: Indicate if any Human Subjects from the following list will be involved in the proposed activity:

No answer provided.

Vulnerable Subjects

This study will not include any vulnerable subjects.

If it is your intention to use vulnerable subjects, justify the importance of their use. Here and throughout the protocol discuss how their vulnerability will be matched with appropriate safeguards. The IRB web page discusses vulnerable subjects in more detail.]

Methods and Procedures

Methods and Procedures

This is arguably the most important section of the protocol. You should complete this section in such a way that all of the research procedures are clear. Do not assume that any parts of the procedure can be inferred, and compose this section as though you were writing instructions that someone else could follow to conduct the project.

Method of Subject Selection

Our method of selection includes only 2,000 students. We will contact the ARL for 2,000 randomly selected student e-mail addresses and utilize Qualtrics to send the e-mail message inviting the students to take the survey. While it is difficult to predict the number of students that will choose to participate, we anticipate getting 300-400 participants. Due to the research being anonymous the researchers involved in the study will be unable to identify the people who had participated. Participation or non-Participation will not affect the students relationship with IUP in anyway.

Once data is received we will be using EViews to perform regression analysis.

Provide complete information about how research subjects will be identified, recruited, invited to participate, etc. Indicate approximately how many research subjects you will contact and how many you will actually use in your research. Your description of recruitment and selection must include any letters, announcements, advertisements, or other related materials. Any materials used in any selection/recruitment context should be included in the "Attachments" section below. Please see the IRB website for more information regarding how to protect the privacy, dignity, and welfare of potential subjects.

Study Site

The study will be done using and online survey, Qualtrics. A URL will be created and will be included in the e-mail asking for participation. The participants will be made aware through the invitation that participation is completely voluntary. If the participant completes or does not complete the survey, neither the researcher, nor the faculty member will be aware due to the survey being anonymous.

Indicate where the study will be conducted. For sites other than IUP (and sometimes for various offices on the IUP campus), investigators must provide a site approval letter from the outside site. The site approval letter needs to come on the site's own letterhead (i.e., not a plain piece of paper or IUP letterhead for outside sites), contain language that indicates the site understands the nature of the research in question and what their involvement will entail, and be signed by a person from the site with the authority to provide such approval. If the site approval letter is included with the protocol, note this fact in this section, indicate it as one of the "Attachments" (later in this document), and append it to the protocol. If the site approval will arrive under separate cover, state that here.

Methods and Procedures Applied to Human Subjects

The students will click on the link emailed to them, and answer the questions on the survey.

Describe exactly will happen with the subjects from the time of their first contact until the time of their last contact. What will participants actually do while participating in the project?

Risks/Benefits

Potential Risks

There will be minimal risk while participating in this study. It is not required to answer any questions.

Describe the level of risk of the study to the participants, investigators, and any other group that might be impacted. You should compare the level of risk in your study and the federal definition of "minimal risk". "Minimal risk" is defined in 45 CFR46.1029(i) as "the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests." Visit the IRB website for more detail on this topic.

Protection Against Risks

There will be no names involved, the study is anonymous.

Discuss in detail how the investigators will provide safeguards against the identified risks.

Potential Benefits

Other than self-reflection about their college choice, there will not be any benefits to the human subjects in this research.

Discuss any potential benefits to the human subjects in the research.

Compensation for Participation

There will not be any compensation for participation.

Discuss any and all forms of compensation for participation. This includes payment, extra credit, chances at winning a gift card, etc. Discuss also how the research subject will receive this compensation.

Alternatives Participation

There is no opportunity for students to participate in the study, other than through the survey. Participants are also able to stop participating in the study if they choose by not submitting the online survey.

Information Withheld

No deception will take place. Information will not be intentionally withheld.

If information will be intentionally withheld from research subjects, discuss this here along with the rationale for doing so.

Debriefing

There will be no debriefing to subjects, participants will be given contact information for campus services on completion of the study if the questionnaire causes any distress.

If any debriefing will be provided to the research subjects, please discuss it here.

Privacy/Consent/Nature of Risk

Privacy/Confidentiality

The survey is anonymous. Once the survey is completed, our research will begin. The information gathered from our research will be stored on Katelyn Hendricks' computer for three years. Her computer is locked with a case-sensitive password. The consent documents will be stored along with all the data and gathered information.

Define the level of privacy that will be afforded the research subjects (i.e., anonymity, confidentiality, or no expectation of privacy). Indicate how the level of privacy that is defined by the researcher is consistent with the study procedures and how their privacy will be protected within that framework. Federal regulations require researchers to maintain data and consent documents for three years. Please indicate you will do that and where the data will be stored.

The Consent Process

All participants will read a consent form before starting the survey. In this form, information regarding the purpose, benefits, and risks of the study will be discussed. Also, the participants will read that their participation is voluntary and they may stop at any point during the survey. They will be told responses are anonymous and contact information of the lead investigator and faculty sponsor will be included in the form. If participants do not agree with the consent form, the study will not occur. While upon receiving the survey they have the choice to complete it, partially complete it, or no completion. The consent form is attached with this IRB application.

Every process has some sort of Consent process, whether or not there is a written consent document. This section should describe the Consent Process in detail including, how Consent will be presented to the subjects, how subjects will indicate their Consent. Any relevant documents should be attached in the "Attachments" section of this form. Hard copy consent forms must be printed or copied onto IUP letterhead. If the consent document is provided electronically (e.g., Qualtrics survey), it must be sent from a valid IUP email address. NOTE: The IRB website discusses Informed Consent in detail.

Nature of Risk

No

In your judgment, does your research involve more than minimal risk? Refer back to the definition of minimal risk provided above.

Exemption Qualification

Exemption Instructions

In your judgment, does your research fall under one of the six exempt categories? If you believe it does, indicate the category under which you are claiming an exemption by choosing yes next to the relevant category.

Will the research be conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods?

No

Will the research be involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

Yes

Will the research be involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under (2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

No

Will the research be involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

No

Are these research and/or demonstration projects being conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs?

No

Will your research involve taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture?

No

Expedited Review Qualification

Expedited Instructions

In your judgment, does your project fall under one of the nine (9) categories eligible for expedited review (listed below)? If you believe it does, indicate the category of which your claiming expedited review by choosing yes next to the relevant category.

Clinical studies of drugs and medical devices only when condition (a) or (b) is met. a. Research on drugs for which an investigational new drug application (21 CFR Part 312) is not required. (Note: Research on marketed drugs that significantly increases the risks or decreases the acceptability of the risks associated with the use of the product is not eligible for expedited review.) b. Research on medical devices for which (i) an investigational device exemption application (21 CFR Part 812) is not required; or (ii) the medical device is cleared/approved for marketing and the medical device is being used in accordance with its cleared/approved labeling.

No

Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows: a. from healthy, nonpregnant adults who weigh at least 110 pounds. For these subjects, the amounts drawn may not exceed 550 ml in an 8 week period and collection may not occur more frequently than 2 times per week; or b.from other adults and children2, considering the age, weight, and health of the subjects, the collection procedure, the amount of blood to be collected, and the frequency with which it will be collected. For these subjects, the amount drawn may not exceed the lesser of 50 ml or 3 ml per kg in an 8 week period and collection may not occur more frequently than 2 times per week.

No

Prospective collection of biological specimens for research purposes by noninvasive means. Examples: (a) hair and nail clippings in a nondisfiguring manner; (b) deciduous teeth at time of exfoliation or if routine patient care indicates a need for extraction; (c) permanent teeth if routine patient care indicates a need for extraction; (d) excreta and external secretions (including sweat); (e) uncannulated saliva collected either in an unstimulated fashion or stimulated by chewing gumbase or wax or by applying a dilute citric solution to the tongue; (f) placenta removed at delivery; (g) amniotic fluid obtained at the time of rupture of the membrane prior to or during labor; (h) supra- and subgingival dental plaque and calculus, provided the collection procedure is not more invasive than routine prophylactic scaling of the teeth and the process is accomplished in accordance with accepted prophylactic techniques; (i) mucosal and skin cells collected by buccal scraping or swab, skin swab, or mouth washings; (j) sputum collected after saline mist nebulization

No

Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. Where medical devices are employed, they must be cleared/approved for marketing. (Studies intended to evaluate the safety and effectiveness of the medical device are not generally eligible for expedited review, including studies of cleared medical devices for new indications.) Examples: (a) physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the subject or an invasion of the subjects privacy; (b) weighing or testing sensory acuity; (c) magnetic resonance imaging; (d) electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, electroretinography, ultrasound, diagnostic infrared imaging, doppler blood flow, and echocardiography; (e) moderate exercise, muscular strength testing, body composition assessment, and flexibility testing where appropriate given the age, weight, and health of the individual.

No

Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for nonresearch purposes (such as medical treatment or diagnosis).

No

Collection of data from voice, video, digital, or image recordings made for research purposes.

No

Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies.

Yes

Continuing review of research previously approved by the convened IRB as follows: a. where (i) the research is permanently closed to the enrollment of new subjects; (ii) all subjects have completed all research-related interventions; and (iii) the research remains active only for long-term follow-up of subjects; or b. where no subjects have been enrolled and no additional risks have been identified; or c. where the remaining research activities are limited to data analysis.

No

Continuing review of research, not conducted under an investigational new drug application or investigational device exemption where categories two (2) through eight (8) do not apply but the IRB has determined and documented at a convened meeting that the research involves no greater than minimal risk and no additional risks have been identified.

No

Attachments

Please attach all Informed Consent Documents if applicable

Consent Form.docx	Consent Form	*A sample consent form can be found by clicking this link Sample Consent Form*
Email to Students.docx	Consent Form	

Please attach any site approval letters

No answer provided.		*The site approval letter **must** be on the official letterhead of the site and endorsed by the person responsible for the site.*

Please attach CITI Training Completion Certificates.

citiCompletionReport5749501.pdf	CITI training certificate	*All students submitting a protocol are required to attach their CITI Training Completion Certificate. Student protocols will not be approved without the certificate attached.*
citiCompletionReport7035560.pdf	CITI training certificate	

Please click 'Add Attachment' and add all relevant attachments (Questionnaire, Survey, Syllabi, Interview Guide, Focus Group Questions, Debriefing forms, Recruitment Materials)

Qualtrics Survey Software.pdf	Survey

Consent Form

Will be placed two pages prior to survey:

The survey being presented is part of a project in Mathematics. The study is based on the theory that there are differences in people's upbringing that will lead them to a certain college at IUP. Our focus is a college student's previous high school stereotype and how it affects their choice of college.

To be permitted to take this survey, you must be: (a) an IUP undergraduate; and (b)18 years or older. Participation in the survey is anonymous, thus no answers or personal information will be released.

The survey is composed of 11 questions where the questions should be answered truthfully. The maximum time spent on the survey should only be 10 minutes.

Participation in this survey is completely voluntary. If you choose, you can quit the survey at any time. Once the survey is submitted you cannot withdraw your submission. If you decide to not participate at all, or choose to exit the survey at any time, your relationship with IUP will not be affected.

There are no intended risks you will take while completing this survey. There will be no personal benefits except a possibility of personal reflection.

If you have any questions concerning your rights as a subject or the research you are participating in, please contact [redacted] at [redacted]@iup.edu, [redacted] [redacted]@iup.edu, or [redacted], the faculty advisor, at [redacted]@iup.edu.

This project has been approved by the Indiana University of Pennsylvania Institutional Review Board for the Protection of Human Subjects (PHONE 724.357.7730).

Will be placed page prior to survey:

By continuing and submitting the survey, you have read and understood the terms and conditions of the page prior, and you consent to be a study of this research. You are aware your responses are completely voluntary and confidential.

E-mail to IUP students

Two mathematics students are working to determine a relationship between student's upbringing and choice of college. To do this, they are utilizing a survey randomly distributed to IUP undergraduate students. The survey is anonymous and consists of 11 questions, which should take a maximum of ten minutes for completion. The questions should be answered to the best of your knowledge at the time of the survey, should you choose to take it. This survey is not required, and it will not affect any grades at IUP. Below is a link to the survey, and below my signature will be further information.

[Survey Link] [Signature]

Further Information:

The following survey is part of a senior project in mathematics, and we be used it determining a relationship between a student's upbringing and their choice of college. The goal of this research is to

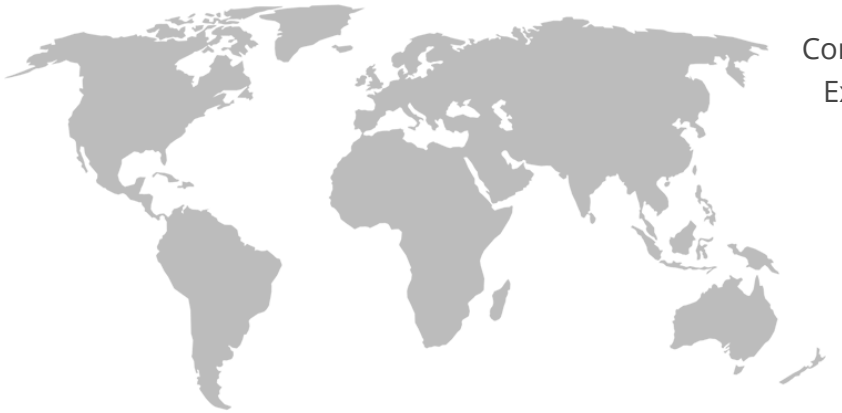
In order to participate in this survey, you must be an IUP undergraduate student and 18 years or older. All responses are anonymous; no personal information will be disclosed in your answers on the survey. The survey should take a maximum of ten minutes to complete, and the questions should be answered to the best of your knowledge at the time of the survey.

Participation in this study is completely voluntary, and you may choose to stop participation in the survey at any time. In order to withdraw from the survey, exit the survey before submitting your responses; your responses will not be recorded. If you choose to not participate, your courses and relationship with IUP will not be affected. However, once the responses are submitted, you will be unable to request to withdraw from the study.

There are no foreseeable risks you will incur in taking this survey. As for benefits, you may learn about how your personal upbringing has affected your college decision.

If you have questions concerning the research or your rights as a subject, please contact [redacted] at [redacted]@iup.edu, [redacted]@iup.edu, or the faculty advisor, [redacted] at [redacted]@iup.edu. The Indiana University of Pennsylvania Institutional Review Board has approved this project for the Protection of Human Subjects (Phone: (724) 357-7730).

CITI PROGRAM



Completion Date 04-Mar-2018
Expiration Date N/A
Record ID 20644365

This is to certify that:

[redacted]

Has completed the following CITI Program course:

Human Subjects Research (Curriculum Group)
Researchers working with data or laboratory specimens ONLY (Course Learner Group)
1 - Basic Course (Stage)

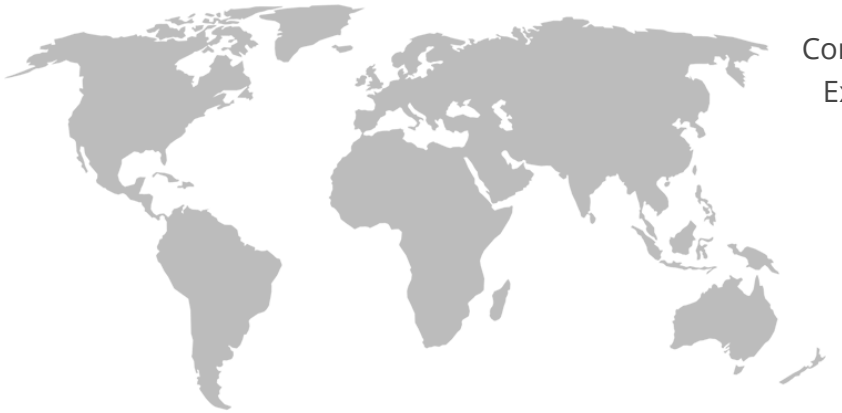
Under requirements set by:

Indiana University of Pennsylvania

CITI
Collaborative Institutional Training Initiative

Verify at www.citiprogram.org/verify/?w6967ec6e-bc84-499b-a587-cea86204306d-20644365

CITI PROGRAM



Completion Date 05-Mar-2018
Expiration Date N/A
Record ID 26373000

This is to certify that:

[redacted]

Has completed the following CITI Program course:

Human Subjects Research (Curriculum Group)
Researchers working with data or laboratory specimens ONLY (Course Learner Group)
1 - Basic Course (Stage)

Under requirements set by:

Indiana University of Pennsylvania

CITI
Collaborative Institutional Training Initiative

Verify at www.citiprogram.org/verify/?w919cdbd8-0cb7-44d5-80b1-c1a0cd20836b-26373000

Default Question Block

Are you 18 years or older?

- ○ Yes
- ○ No

What was your area of upbringing?

- ○ Urban
- ○ Rural
- ○ Suburb
- ○ Other

Choose one or more races that you consider yourself to be:

- ☐ White
- ☐ Black or African American
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Native Hawaiian or Pacific Islander
- ☐ Other

What is your sex?

- ○ Male
- ○ Female
- ○ Other

What is your religious affiliation?

- ○ Non-Religious
- ○ Christianity
- ○ Islam
- ○ Hinduism
- ○ Buddism
- ○ Folk Religions
- ○ Other

What is your annual household income?

- ○ Less than $50,000
- ○ $50,000-$75,000
- ○ $75,000-$100,000
- ○ Greater than $100,000

Which of the following best describes your sexual orientation?

- ○ Heterosexual (straight)
- ○ Homosexual (gay)
- ○ Bisexual
- ○ Other

What is the marital status of your parent(s)?

- ○ Married
- ○ Widowed
- ○ Divorced
- ○ Separated
- ○ Never Married

Which best describes your high school success?

- ○ Mostly A's
- ○ Mostly B's
- ○ Mostly C's and Below

Choose one or more options closest to your personal high school stereotype:

- ☐ Popular Girl
- ☐ Overachiever
- ☐ Jock
- ☐ Social Outcast
- ☐ Class Clown
- ☐ Floater

Currently Enrolled in the College of...

- ○ Natural Science and Mathematics
- ○ Humanities and Social Sciences
- ○ Health and Human Services
- ○ Fine Arts
- ○ Education and Communications
- ○ Business and Information Technology