

## EDU 738 Research Across the Curriculum

### Assignment #3 IRB Exemption Application (Group)

*Due March 9<sup>th</sup> (online submission)*

**(Late submissions may result in an incomplete for the course due to the time that may be needed for the IRB Review Process!!!)**

The purpose of this assignment is twofold: (1) to learn about the procedures that are used by the IRB to minimize risks to participants in research studies. (2) to obtain approval to conduct your research for this course. The IRB application is based on content you will be including in your research plan, however there are very specific requirements for the IRB that are listed below. The IRB application is submitted as an online application through Navigator. An explanatory video is available on the EDU738 website. Once one of your group members has entered the application on line and we will receive confirmatory email from the IRB, we will review the application online and if it is OK, give our approval for the IRB Administrator to make the final review. If we see problems, the principal investigator will receive an email to her/his SSU email account that describes the problem. (Note, applications will not be processed by the IRB Administrator without faculty approval.) It is also possible that the IRB administrator will see problems and send the principal investigator an email to address the problem. In past semesters, most IRB applications go through at least one or two revisions before it receives approval. Thus it is very important that your group's application gets submitted on time.

If you have any questions, please contact us.

#### **STEP #1 – This must be completed before the IRB Application can be submitted online!!!!**

Each member of your group must complete CITI training. When you have successfully completed the training, you can download a certificate of completion. The “Principal Investigator” (see below) needs a copy of **each** group member's certificate to include along with the other parts of the IRB Application. This should be done no later than **March 8<sup>th</sup>**.

Please see the [CITI Training section of the EDU738](#) website for detailed information regarding CITI training.

The IRB has set a Canvas course that contains extensive information about the IRB process and resources for completing the IRB application. Here is the link to the Canvas course:

<https://elearning.salemstate.edu/courses/1110675>

TO SUBMIT THE IRB APPLICATION, ONE MEMBER OF YOUR GROUP ASSUMES THE ROLE OF PRINCIPAL INVESTIGATOR AND CREATES AN ONLINE APPLICATION THROUGH HER/HIS NAVIGATOR ACCOUNT. INFORMATION ABOUT HOW TO DO THIS IS CONTAINED IN AN ONLINE TUTORIAL. [CLICK HERE TO VIEW THE TUTORIAL](#). For “faculty sponsor” put the name of the instructor who graded your group's Assignment #2. That person, either Greg or Rocky, will be the faculty member who reviews the application you submit online.

[Click here a sample of a completed online IRB application](#)

The IRB application for student-initiated research consists of multiple components. The major questions are listed below.

1. CITI Certificate – Upload a copy of your CITI completion certificate. Certificates are saved to the applicant’s profile and only need to be uploaded once. Completions are good for three years.
2. Student Researcher/Principal Investigator Name, SSU Email address, Phone Number and Department
3. Faculty Principal Investigator CITI Certificate, Name, SSU Email Address, Phone Number and Department (for student applicants)
4. Additional Researchers Name, SSU Email Address and CITI Certificate
5. Is this research funded? Y/N
6. Project Start/End Date – At least two weeks prior to the start of the research to allow for application review.
7. Expected Number of Participants
8. Participant Information (Y/N):
  - a. Are any participants children or minors under the age of 18?
  - b. Are any participants prisoners which are confined in a correctional or detention facility?
  - c. Are any participants cognitively/mentally disabled and/or presumed to not be legally competent?
  - d. Are any participants non-English speakers?
  - e. Are any participants economically or educationally disadvantaged?
  - f. Are any participants vulnerable to coercion or undue influence?
9. Research Project Information (Y/N):
  - a. Will your research involve the use of educational tests?
  - b. Will your research involve the use of survey procedures?
  - c. Will your research involve internet data collection?
  - d. Will your research involve the use of transcriptions?
    - i. Focus Groups
    - ii. Interviews
    - iii. In person?
    - iv. Other, please explain?
  - e. Will your research involve observation of public behavior in such a manner that human subjects cannot be identified (anonymous)?
  - f. Will your research be conducted in established or commonly accepted educational settings such as regular or special education practices or research on effectiveness of or comparison among instructional techniques, curricula, or classroom methods?
  - g. Will your research involve the collection or study of existing data or documents?
    - i. Existing data – publicly available?
    - ii. Existing data – not publicly available?
    - iii. Will the data be identifiable?
  - h. Will your research involve the collection or study of secondary analysis recorded to that subjects cannot be identified directly (anonymous)?
  - i. Will participants be recorded on audio or video?
  - j. Will the participants be photographed?
  - k. Will the research provide incentives to participants? Please explain.

- l. Will the participants be deceived and debriefed?
    - i. Upload debriefing statement
  - m. Will your research collaborate with or be conducted at a secondary organization such as a school or social agency?
    - i. Upload a letter of agreement, on official letterhead, from the partner organization. The letter must include the research details including any provisions in which the secondary organization will provide resources, support, intervention, or interaction with participants.
    - ii. Describe how the collaborator will be involved in the research. Include details such as whether they will serve as the study site, provide support, or engage in the research activity by intervening or interacting with participants.
10. Project Abstract
- a. Summarize the goals, purpose, and methodology of your research and the hypothesis to be tested.
  - b. State the procedures for participants (i.e., what they will be asked to do including any survey or data collection procedures).
  - c. Upload copies of research protocols and/or data collection instruments.  
(For a GoogleForm, you can select “print” and save it as a pdf.)
  - d. Describe how research participants will be recruited.
    - (i) Upload recruitment materials.
  - e. Provide information on research participants including how participants are chosen and the criteria for selection or exclusion.
  - f. Will you be collecting any information that identifies participants?
    - i. How will it be collected?
      - 1. Online
      - 2. Paper
      - 3. Transcription (interview/focus groups)
    - ii. Describe how the information will be collected and stored to ensure confidentiality.
  - g. Confidentiality, Data Security, and Anonymity
    - i. Provide information on how confidentiality and/or anonymity of research participants and their data will be ensured.
  - h. State nature and amount of potential risk involved in participation and how risk will be minimized if necessary.
  - i. Describe the potential benefit to the research participant and/or society of the proposed research, and how this outweighs risks.
  - j. Explain the consent process and how it will take place.
  - k. Upload a copy of the informed consent form or disclosure statement.  
[\(Here is a link to a template developed by the IRB – adjust it as necessary\)](#)  
[\(For a low- risk online survey you can adjust this template as needed\)](#)
  - l. Researcher Assurance and Electronic Signature

### **Grading Procedures:**

The IRB application will not be graded per se ***but if it is not turned in on time you may not be***

**able to collect data this semester and you will receive an incomplete for the course.**