Cedar Crest College Institutional Review Board Research Description Supplement

Title of Research: PROVIDE A BRIEF TITLE FOR YOUR PROJECT

1. **Objective(s) of Research**: The goal of this research is to **BRIEFLY DESCRIBE WHAT YOU ARE INVESTIGATING**.
2. **Researcher(s) Qualifications**: This research is being carried out by **LIST ALL INVESTIGATORS BY NAME, including your faculty advisor. Indicate qualifications for conducting research in the stated area (this can be a bulleted list). For students, list class standing, major and relevant course work and previous research experience preparing them for this project. For faculty, including your advisor, list degree/area of expertise, relevant classes taught and previous research experiences- be concise.**

Due to the ongoing existence of the COVID-19 virus, all research projects must follow the health and safety guidelines developed by Cedar Crest College. These guidelines are aligned with those of the CDC and state and local health authorities. If in-person research is conducted these health and safety guidelines must be followed to protect all human participants and all researchers.

[Health Services | COVID\_19 Information (cedarcrest.edu)](https://www.cedarcrest.edu/healthservices/covid.shtm)

1. **Methods to be Used**:
   * **Participants**: Participants\*\* will be Cedar Crest College students who agree to voluntarily participate in the research. The purpose of the research will be explained to the students and they will be asked to participate with the provision that they are free to withdraw at any time without penalty.

\*\*Be sure to adapt “Participants” statement for use with non-CCC students\*\*

* + **Procedures**: **EXPLAIN SPECIFICALLY HOW YOU PLAN TO COLLECT YOUR DATA (E.G., GOING DOOR-TO-DOOR IN DORMS, IN DINING HALL, ONLINE SURVEY, ETC.), WHAT WILL PARTICIPANTS BE ASKED TO DO (E.G., READ, VIEW, FILL-OUT, ETC.). You should not only describe any materials you will be using, but you must also include a copy of materials that will be used (e.g., text participants will be asked to read, surveys participants will be asked to complete, interview or observation protocols). The exception would be for established measures, such as personality inventories or intelligence assessments, where it would be sufficient to provide a citation for the instrument and a brief description under “Procedure.”**

o Online Surveys: For those studies involving electronic data collection, participants must be provided with a copy of an electronic consent form. Also, add the following statement to the directions provided on the survey instrument, as well as under Procedure on the Research Description Supplement you submit: “Completion and submission of this online survey is an indication of your consent to participate in this study.”

1. **Recruitment Procedures**: **State explicitly how participants will be recruited for the proposed study (e.g., use and location of sign-up sheets, phone calls, etc.). Indicate the nature of information that will be provided to potential participants.**
2. **Requirements for Participation**: **Indicate any requirements or restrictions to participation in the proposed study, (e.g., age limits, open only to certain academic majors, open to faculty as well as students, etc.).**
3. **Possible Risks and Benefits**: **Use one of the appropriate statements (DELETE THE OTHERS) regarding potential risks and benefits from participation in the proposed study. The first is for research that is presumed to cause no psychological discomfort to participants. The second is for research that involves procedures which may produce psychological discomfort (e.g., viewing violent or sensitive material, use of false feedback, etc.).**

Amend the statements to the specifics of the proposed study as appropriate and discard the unused statement. In addition, you must indicate whether there are anticipated to be any direct benefits to the participant such as personalized feedback, monetary reward, and/or extra credit. This information must also be provided on the consent form. If there are no such benefits anticipated, that is fine, but that must be indicated (e.g., “There are no direct benefits associated with participation in this study”). A sample statement is provided below regarding extra credit.

(Non-sensitive) It is anticipated that participants will be at no physical, psychological, or emotional risk at any time during the research. Nor is it anticipated that participation in the research will place the participants at any risk of criminal or civil liability, or damage the participants' financial standing or employability.

(Sensitive) Because of the sensitive nature of the study, it is anticipated that participants may experience some emotional discomfort. Participants will be informed of the nature of the study ahead of time, they will be told that they are free to participate or not participate, and that they can withdraw from the study at any time without penalty. No physical harm is anticipated. Nor is it anticipated that participation in the research will place the participants at any risk of criminal or civil liability, or damage the participants' financial standing or employability.

(Extra Credit Statement) You may receive extra credit for participating in this study, but only in certain classes where the instructor has made it clear that extra credit is available for research participation.

1. **Assurance of Anonymity and Confidentiality**: **The language in this section serves as a guideline. Each research project is unique and may have specific procedures which could jeopardize anonymity/confidentiality. It is your responsibility as the primary investigator to be sure that your human subjects are protected from any breaches in this area.** Participants will be informed of the voluntary and confidential nature of the research verbally and/or via instructions on the data collection instruments. Participants will also be instructed not to put their name or any identifying information on the submitted form. If using an identification number for coding purposes, the number associated with a participant will not be linked to the participant by name. When collecting physical data from participants, the researcher will immediately place the data in a large envelope, and will not examine any of the data until all data have been collected. Any collected electronic data will be placed on a password protected computer where the password is known only to the researcher and faculty sponsor. All copies of the raw electronic data will be encrypted with a similar password. Any audio or video media will be stored in a locked drawer under the control of either the researcher or the faculty sponsor when not in use. The raw data will only be accessible to **YOUR NAME & FACULTY SPONSOR**. In the event that any information provided by a participant should become known outside the research, it is unlikely that any harm would come to the participant.

\*\*Modifications will be necessary for all research requiring use of a code that is linked to a participant by name. For instance, in a longitudinal study, where you will need to match participants’ responses at different times, you must address how this will be done in a way that ensures confidentiality of data.

1. **Security of Data and Data Destruction**. All physical and non-electronic media data (e.g., video or audio tape) collected in this study will be stored in a secure location within the **INSERT NAME OF YOUR ACADEMIC DEPT** and all electronic data (e.g., MP4 files) will be stored in password protected computers and/or files where the passwords are known only to the researchers**.** Data are stored for a period of three years, and shall be shredded, erased or otherwise destroyed on or after **INSERT DESTRUCTION MONTH/YEAR**.