

SONOMA STATE UNIVERSITY—INSTITUTIONAL REVIEW BOARD FOR THE RIGHTS OF HUMAN SUBJECTS

Application for Approval of Research Involving Human Subjects

This application is designed to fulfill the responsibilities of Sonoma State University relative to the Code of Federal Regulations, Title 45, Part 46, regarding research involving human subjects. Failure to comply with the policies and procedures referenced in this application (1) may cause individuals to incur personal liability for negligence and harm; (2) may cause the University to lose federal funding, prevent individuals from applying for or receiving federal research funds, and prevent the University from engaging in research; and (3) will be viewed by SSU as a violation of university policies and procedures and will result in appropriate administrative action.

All research involving the use of human subjects conducted by SSU faculty, staff, or students—or sponsored in part or whole by SSU— must be reviewed and approved by the University’s Institutional Review Board (IRB) for the Rights of Human Subjects prior to the start of the project and then must be conducted in full compliance with University policies and procedures. It is the responsibility of the principal investigator to refer to the IRB any project involving human subjects, even if the subjects are not considered to be “at risk.” This includes research conducted in conjunction with classroom assignments that will be published or shared, as well as student dissertation or thesis. It also includes all interviews, questionnaires, surveys, observations, educational tests, and secondary analyses of previously collected data that will be incorporated into published research or other public presentation. Such projects may be undertaken only after appropriate approval and may be continued only so long as that approval remains in effect. Changes in a project, or continuation of the project following adverse or untoward occurrences during the project, are also subject to review and approval. Research intended solely for classroom use (with no possibility of further disclosure or publication) and conference/workshop evaluation surveys do not require IRB review.

NOTE: Your complete application is due one month prior to the start of your research. It should include:

- Pages one and two of this application
• A descriptive protocol
• A copy of your written informed consent form OR a request for waiver of written informed consent with a copy of the oral text you intend to use to inform your subjects of the points listed on the Checklist of Informed Consent (page 3 of this application).

Responses should be typed or printed legibly in black ink.

Your signature below certifies that:
• You have read this 6-page packet and understand your responsibilities and liabilities as a principal investigator.
• You have reviewed the University’s policies and procedures on research involving human subjects and will ensure your research is conducted in full compliance. Copies of the policies and procedures are available from the Office of Research and Sponsored Programs (ORSP) in Nichols Hall, Room 146. The information is also posted on the ORSP website at http://www.sonoma.edu/aa/orsp/ .
• You have completed Module 2 (Investigator Responsibilities & Informed Consent) of the Human Subject Assurance Training provided online by the Office of Human Research Protections at: http://137.187.172.153/CBTs/Assurance/login.asp
• You, your spouse, or your dependent children have no financial interest in your project that will or may be reasonably expected to bias the design, conduct, or reporting of your research.
Signature of Principal Investigator: _____ Date: 3/18/06
Title of Project: SSU School of Social Sciences Alumni–Directed Critique

Name of principal investigator: Heather Smith Telephone: 664-2587
Home Address: 148 Paseo Way, Greenbrae, CA 94904 Email: Heather.Smith@sonoma.edu
Department: Psychology Title or Academic Status: Associate Professor
Co-Investigator(s): Please see attached list

For student investigators only:
Please print or type name of professor or faculty advisor:
Signature of professor or faculty advisor: Title or Academic Status:
Department clearance: Date:
Student investigators must obtain clearance from their department’s human subjects committee, if one exists. Psychology students are required to obtain the signature of the department chairperson.

Protocol Summary Sheet

If requesting Exemption or Expedited Review, specify category (see Appendix B): <u>2</u>		Title of Project: <u>SSU School of Social Sciences Alumni-Directed Critique</u>		
Brief description of purpose of project: The purpose of this mail survey is to learn more about how SSU graduates of the department of Social Sciences undergraduate programs to have them assess their experiences in and outside of the classroom, the overall performance of the faculty and their current social networks.				
<input checked="" type="checkbox"/> New project <input type="checkbox"/> Sub-study	<input type="checkbox"/> Modification <input type="checkbox"/> Previous study	Date Starting Interaction with Human Subjects: <u>asap</u>	End Date: <u>May, 2006</u>	Funding Source (if any): <u>partial funding from Dean of Social Sciences</u>

Subjects

Number: <u>470</u>	Population: <u>Graduates from the School of Social Sciences</u>
Source/How contacted: <u>We will mail the questionnaire to homes of the '00 and '01 alumni from the School of Social Sciences. We will print labels with the names provided by the alumni association and paste them on completed mail packages. There will be no identifying information on the returned questionnaire.</u>	

Instruments

Check all that apply: Tests Questionnaires Interview guides Other: _____
Attach one copy of each instrument used. If not yet developed, provide drafts, samples, and/or outlines

How administered:
 Telephone Mail or email In person Length and frequency of procedure: One 20-minute mail survey

Setting: In home

Data

Check all that apply. Data will be recorded by:
 written notes audio tape video tape photography film other: _____

Data will include:
 information which can identify the subject (e.g., name, social security number, other unique identifier) specify: _____
 codes linked to subjects name by separate code key
 codes not linked to subjects names

For items checked above, circle box of those related to data that will be reported

Data will be used for:
 publication evaluation needs assessment thesis other

Informed Consent

written (attach copy of consent form; see attached sample and checklist)
 oral (attach text of statement and request for waiver of written informed consent; see Appendix A)

THIS SPACE FOR IRB USE ONLY

This project: <input type="checkbox"/> is exempt under category A- _____ <input type="checkbox"/> is eligible for expedited review under category B- _____ <input type="checkbox"/> requires CRHS review	_____	_____
	Human Subjects Administrator	Date
	_____	_____
	Chair, IRB	Date

Comments:

If you have any questions, contact the Office of Research and Sponsored Programs at 664-2448.

Request for Human Subjects Protocol Exemption
SSU School of Social Sciences Alumni-Directed Critique

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 664-2587
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1. What are your research objectives?

The purpose of this mail survey is to learn more about the experiences of recent SSU graduates from the School of Social Sciences undergraduate programs. We will ask graduates from Fall 2000/Spring 2001 a variety of questions including what they currently are doing, how they evaluate their experiences in their major departments and whether they are engaging in community activities. We designed the project to meet two goals. First, we hope that the information that we gather will contribute to departments' program assessments. Therefore, we included questions designed to cover career development, personal fulfillment and civic engagement. Second, we think this survey is an opportunity to learn more about adult friendships and networks. In particular, we wonder whether graduates who report more diverse social networks or a close friendship with a person from a different cultural, religious or ethnic background will report greater interest in multiculturalism five years later.

2. Discuss the significance and scientific merit of the study.

We designed this survey to gather information that should be helpful to undergraduate programs in the SSU School of Social Sciences. We think that more systematic information about recent alumni's opinions and experiences can inform departments' strategic plans. We also hope that the information that we gather might contribute to larger conversations among psychologists and experts on higher education about what college students learn and don't learn during their college career.

3. In what manner and to what extent will human subjects be involved?

SSU Social Science undergraduate alumni will be sent a short questionnaire by mail. The invitation letter (see Appendix) will make it clear that their choice to participate is voluntary, and any information they provide will remain confidential and anonymous. A return postmarked envelope for the questionnaire will be provided.

4. What procedures, instruments, etc. will be employed?

A draft of the mail questionnaire is enclosed with this protocol.

5. What existing data, if any, will be used?

No existing data will be used for this project.

6. What will the participants be told about their involvement in the study?

The participants will receive a letter enclosed with the mail survey (see Appendix) that will explain that the purpose of this survey is to learn more about the experiences and opinions of SSU Social Science undergraduate alumni. They will be told that the survey takes approximately 30 minutes to complete.

7. Describe the procedures for obtaining and recording the informed consent of participants.

An introduction letter (see Appendix) will describe the purpose of the project but a written informed consent form should not be necessary for this project.

8. Describe any potential risks to the subjects, including psychological stress and physical hazards.

Completing the questionnaire will take some time, and it does include questions about current career, salary, evaluations of the Social Science programs, faculty and social and professional networks. We make it clear to the participants that completing the questionnaire is completely voluntary and that they may choose not to

answer any questions with which they don't feel comfortable. We also will inform them that their participation is completely confidential and anonymous.

8. Describe any interventions or manipulation of participants or their environment.

There will be no manipulations or interventions.

9. What measures will be taken to safeguard the welfare of participants, their right to privacy and the confidentiality of information?

There will be no names or identifying information associated with any of the questionnaires. Any comments or answers from the participants will remain completely anonymous and confidential.

10. Are school-age children or other minors to be involved?

No.

11. Are psychological tests to be used?

No.

12. Describe the debriefing of participants.

Debriefing will not be necessary, but the questionnaire does include a web page address on which we will post a summary of our findings. The questionnaire and letters also include contact information in case participants have any questions or comments.

13. What procedures will be taken to insure prompt reporting to the CRHS of proposed changes in the research project?

CRHS will be informed immediately of any problems or changes.

14. What, if any, type or remuneration will be offered to participants for their participation in this research?

None.