|  |  |
| --- | --- |
| IRB Use Only:  CL# | Amanda Boone Date |

|  |  |
| --- | --- |
| **UTD_Logo_BW_med** | **Application for Class Projects**  **Office of Research Compliance** |

**Please note**:

* This form is only for Class Projects. If you are planning to use the data for a Thesis/Dissertation or any other purpose, please complete the Application for Minimal Review.
* This form must be typed.
* You are not allowed to begin any research until you have received approval.
* **Please be sure to copy your Faculty Sponsor on your submission email as this serves as his/her approval of your project.**

If you have questions about completing this form, please contact the Office of Research Compliance at extension 4595 or [marybeth.goodnight@utdallas.edu](mailto:marybeth.goodnight@utdallas.edu).

|  |  |
| --- | --- |
| **Title of Class Project:** Photo Bomb | |
|  | |
| **Principal Investigator (PI)** | |
| Name (Last Name, First Name, MI) | E-Mail Address |
| Lopez, Andres | andres\_roteiro@hotmail.com |
| Undergraduate  Graduate |  |

|  |  |
| --- | --- |
| **Faculty Sponsor** |  |
| Name (Last Name, First Name, MI) | E-Mail Address |
| Drew, Linda, M | Linda.Drew@utdallas.edu |
| Department |  |
| The School of Behavioral Brain Sciences |  |

|  |  |
| --- | --- |
| **Course Teaching Assistant (TA)** |  |
| Name (Last Name, First Name, MI) | E-Mail Address |
| Kmiecik, Matt | Matthew.Kmiecik@utdallas.edu |

|  |  |
| --- | --- |
| **Other Study Personnel:** | |
| Name (Last Name, First Name, MI) | Role in Study (Co-Investigator, etc.) |
| Vaughn, Andrew, M | Co-Investigator |
|  |  |
|  |  |

1. **State the purpose of this research:** To study whether participants will recall seeing an image that has only been described to them.
2. **Will your research project extend past the current semester?**  Yes  No
3. **Where will the research be conducted?**

On Campus  Off Campus (please describe):        Online

1. **Does your research protocol involve audio or video recording of participants?**

Audio Recording  Video Recording  No Audio/Video Recording

1. **Does your research protocol involve deception?**

Yes  No

If yes, please clarify: Participants will be told that we are studying how personal experience effects the way they process images and descriptions. This is done to ensure they do not focus on remembering only the images while ignoring the written descriptions.

1. **Will your research involve the analysis of existing data (data not collected by you / not collected for this project)?**

Yes  No

* 1. **Describe the type of existing data you will use (e.g., educational records, employment records, existing data set, etc.):**

1. **Method of Recruitment of Participants** (Mark all that apply)

Advertisement Telephone/Text Message

Verbal scripts for face-to-face meeting E-Mail

E-Mail via eLearning  Social Media (Facebook, Twitter, etc.):

Other, please list:

**If you plan to recruit via email, how will you obtain these email addresses?**

1. **Expected Age Range** (Please confirm subjects are at least 18 years old, checking all that apply)

18-64 65 and older

1. **Describe criteria for who will be included in the study and who will be excluded:** The study will involve young adults. Data from participants outside of the 18-29 year age range will not be used.
2. **Which of the following individuals will be recruited for this project?**

UTD Students UTD Staff/Faculty

Family/Friends Other (please describe):

1. **Do you plan to recruit your Coworkers?**

Yes  No

**If yes, what is the name of your workplace?**

The Office of Research Compliance will determine what type of permission (verbal or written) is needed to conduct research at this location.

1. **Total estimated number of participants (maximum):** 200
2. **Will participants receive payment or other type of incentive to participate in this study?**

Yes  No

If yes, please describe:

1. **How is the research to be conducted?** (Mark all that apply)

In Person, One on One  Paper and Pencil

Computer in Laboratory  Telephone

Small Group (2-5)  Moderate Size Group (6-15)

Large Group (>15)  Online [Please provide link: <https://utdallas.qualtrics.com/jfe/form/SV_6PWA5qdg2lj8N0h>]

Other:

1. **What is the research instrument? Mark one or more of the following that apply.**

Interviews Survey/questionnaire Behavioral observation

1. **Does your study involve the use of images?**

Yes  No

**If yes, are the images available for public use?** Yes, they are stock photos that are royalty free and do not require accreditation.

1. **Does your survey, interview, or questionnaire deal with sensitive and private aspects of behavior, such as sexual orientation, substance abuse, or illegal conduct?**

Yes  No

If yes, please describe:

1. **Describe the tasks that participants will be asked to perform, including the type of task (playing video games, completing online survey, etc.) and how long the task will take.**

Participants will view images and read written descriptions at the beginning of the survey. Then they will fill out a standardized questionnaire. At the end, they will rate images based on how confident they are that those images appeared earlier in the study.

1. **A consent form must be provided to all participants (unless your study involves only behavioral observation). How will participants provide their consent?**

Verbally - in person (Consent Information Sheet)

By selecting “I Agee” on the online survey (Web Survey Consent Form)

Behavioral Observation Only (Consent is not required)

1. **Will you obtain identifying information from participants (names, email addresses, etc.)?**

Yes  No

**If yes, what information could link the participants to this study**?

1. **Will you share identifiable data with anyone other than personnel listed in this application?**

Yes  No

1. **Where will the data be stored?**

Password protected electronic data

Data stored in locked filing cabinet/office, please provide location:

1. **How long will the data be stored?**

Data will be destroyed at the end of the semester  Other:

1. **With whom will the results of the project be shared?**

Professor/Classmates/Course TA  Other:      

**Please use this checklist to ensure you have prepared the required documents for review and approval:**

Human Subjects Training Certificates. All individuals involved with this class project must complete the required NIH human subjects training, and a copy of their completion certificate must be submitted with the application. The training can be found at <https://phrp.nihtraining.com/users/login.php>.

Recruitment Scripts – Verbal, Email, Social Media, etc.

Consent Form – The Consent Information Sheet should be used for in-person studies, and the Web Survey Consent Form should be used for online studies. For Class Projects, it is not necessary to obtain signed documentation of consent (signatures).

Research instruments - Surveys/Questionnaires, Interview Questions, PowerPoint Presentations, etc.

Debriefing Form – A debriefing form is needed if your study involves deception. Deception is described as not telling the participants the true purpose of the study and/or excluding information. A debriefing (verbal or written) should be provided at the end of the project to tell the participants the true purpose of the study.

Letter of Support/Approval – If you plan to conduct research (recruitment, testing, etc.) at your place of work or another location where permission should be obtained, a letter of support may be required to document that you have approval to conduct research at this location. The Office of Research Compliance will determine what type of permission (verbal or written) is needed to conduct research at this location.

Submit all study materials to Mary Beth Goodnight via email - [marybeth.goodnight@utdallas.edu](mailto:marybeth.goodnight@utdallas.edu).

By submitting the application and other study materials to the Office of Research Compliance via email (with the Faculty Sponsor copied on the email), I agree to comply fully with the ethical principles and regulations regarding the protection of human subjects in research.