

APPLICATION FORM TO REQUEST $\underline{\textbf{EXPEDITED}}$ REVIEW OF A RESEARCH PROTOCOL INVOLVING HUMAN SUBJECTS

FOR IRB USE ONLY: IRB #:				
Received:	Reviewed:			
Approved;	Approved with Provisions;	Denied.		
This form should be prepared by the Principal Investigator (P.I.) and attached to any project proposal involving human experimental subjects, including all grant applications and Released Time for Research and UFRI applications.				
All applicants must submit the following items to Townsend 130 by the deadline date: • A signed hard copy of the application • NIH certificate • Consent Form • Debriefing Form • Any additional information that cannot be scanned and attached to web application				
	nd all necessary documentation urned to the investigator(s) with	n submitted. Handwritten and/or nout review.		
IRB REVIEW TYPE REQUE	STEDExpedited revi	ew - specify category(s):_EXP7		
Please refer to the categories categories.	es of IRB review in the policy gu	uidelines for an explanation of the		
IF PROJECT WAS INITIALLY DENIED APPROVAL AND THIS IS A RESUBMISSION, PLEASE CHECK HERE				
IF PROJECT WAS INITIALL RESUBMISSION, PLEASE	Y APPROVED WITH PROVIS	SIONS AND THIS IS A		
PROJECT TITLE: Explaining of Planned Behavior	ng ESL Chinese students' in-	-class participation with the Theory		

Anticipated Start Date: 03/01/2016 Project End Date: 07/01/2016

PRINCIPAL INVESTIGATOR		
Name: Davide Girardelli, Ph.D.		
Department: (DO NOT ABBREVIATE): School of Communication, Media, & Journalism		
E-mail: dgirarde@kean.edu Home phone: +86 159671738		
Home mailing address: Wenzhou Kean University (China)		
Position or Title: X_Faculty;Graduate Student;Undergraduate Student;Staff.		
Date of successful completion of the Human Subjects Certification Program: _5/1/2014_ I will not begin this study until receipt of a Notice of Approval, or Exemption, from the IRB. Once approved or exempted, I will conduct this study according to the recommendations of the Kean University Institutional Review Board. I will report any serious adverse events or emergent problems to the IRB, will obtain IRB approval before implementing modifications of protocol, and will request continuing review/approval required beyond the study end date.		
Date: _2/2/2016		
CO-PI(s)		
Nome: Vicego 7heu		
Name: Xiaogao Zhou		
Department: (DO NOT ABBREVIATE): Department of English		
E-mail: zhoux@kean.edu Home phone: ===		
Home mailing address: Wenzhou-Kean University (China)		
Position or Title:Faculty;Graduate Student; _X_Undergraduate Student;Staff.		
Date of successful completion of the Human Subjects Certification Program: 11/3/2013_		
CO PI(a)		
CO-PI(s)		
Name: Tingting Gu		
Department: (DO NOT ABBREVIATE): Department of English		
E-mail: guti@kean.edu Home phone: ===		
Home mailing address: Wenzhou-Kean University (China)		
Position or Title:Faculty;Graduate Student; _X_Undergraduate Student;Staff.		
Date of successful completion of the Human Subjects Certification Program: 10/30/2013		

FACULTY SPONSOR INFORMATION	ON (if applicable)
Name:	
Department: (DO NOT ABBREVIAT	ΓΕ):
E-mail:	Office phone:
Campus mailing address:	
Indicate the date that the Faculty AcCertification Program:	dvisor successfully completed the Human Subjects
Date:	
application for <u>quality</u> , <u>completeness</u> University policies and federal regula	for the above named student, I have read/reviewed this s, and accuracy. I certify that I am familiar with Kean ations regarding the protection of human subjects in research. requirements of the IRB and has my endorsement.
(Signature) REQUESTS RECEIVED WITHOUT REVIEW.	Date: THE APPROPRIATE SIGNATURE(S) WILL NOT RECEIVE
For students to complete	
1. Is this research/student projection	ect required to fulfill the requirements of a course?
Yes	
X No	
2. If yes, please name the cours	e ID and title
3. Will this research/student proj	ect be published?
X Yes	
No	

A. PROTOCOL DESCRIPTION

1. Briefly describe the context and goals of your research project. What you hope to accomplish and why? What is the background of this project?

ESL Chinese students' reluctance to communicate and participate in class is one of the major obstacles that hinder the effective implementation of American-style education in China. The present study extends the existing literature by systematically applying for the first time in this field a novel approach based on the Theory of Planned Behavior (TPB; Fishbein & Ajzen, 2010). TPB is one the most frequently cited and employed theoretical approaches used to predict human social behavior. The immediate goal of our research is to gain a better theoretical understanding of the cognitive factors that enable or hinder Chinese ESL Chinese students' in-class participation. This refined theoretical understanding will help us to later design and evaluate in-class interventions and training programs for educators, hence promoting better class environments in international branch campuses.

2. Describe the involvement of the human subjects in this project. What will they be doing? Who are the subjects? How many subjects will be involved in the project?

We are planning to recruit 30-40 subjects from WKU student population. Our subjects will be invited to participate in one of the focus group sessions organized by our research team. These sessions will help us to gain deeper insights into the concrete factors that promote or hinder in-class participation. To accomplish our goal, we are planning to implement an established protocol that closely follows the classic template of TPB-based research, which involves the elicitation of subjects' beliefs regarding: a) advantages/disadvantages of in-class participation (attitudes); b) individual or groups who approve or disapprove in-class participation (social norms); and c) factors or circumstances that enable or hinder in-class participation (perceived behavioral control). To facilitate the discussion, our focus groups will be held in Chinese and run by Chinese student research assistants.

3. Specify how subjects will be recruited (e.g. advertisements, announcements in class, e-mail, internet, etc.).

Students will be recruited by posting advertisements in WKU student mailing lists. CNY20 (\$3) will be used as a participation incentive. The recruitment email and the confirmation email are attached to the present application form.

4. Indicate the duration of anticipated research as applicable (the length of each session and the number of sessions).

Each focus group session will last around 90 minutes. We are planning to organize 5 sessions total from March 2016 to April 2016.

5. Describe where the research will be conducted. (NOTE: *If the research is to be conducted in another institution (e.g. a school, hospital, agency, place of business, etc.) a signed copy of the IRB approval or a permission letter from that institution must be attached*).

To facilitate the discussion, our focus groups will be held in Chinese and run by Chinese student research assistants. The focus groups sessions will be organized on campus in rooms equipped with Mediasite, a video platform that allows to make live digital recordings of lectures, presentations, etc. Our sessions will start with a detailed discussion of the consent form, in particular regarding the recording of the sessions and the methods we will protect the confidentiality of their answers and of the recordings. After our subjects have given their informed consent, the actual focus group will begin by explaining the ground rules of the session (see interview questions protocol). The moderator will then follow a predefined set of questions to guide the discussion. The focus group protocol is attached to the present application. At the end of the focus group session, subjects will be handed the debrief form and will receive CNY20 (\$3) as a one-time participation incentive. Recorded videos of the focus group sessions will be later reviewed by the research team.

6. State in detail your plans for obtaining each subject's informed consent to participate in this project (attach copies of any "informed consent" forms or agreements). Describe how this information will be conveyed to subjects. BE SPECIFIC! (NOTE: At least 2 copies of the forms should be handed out to participants, with one for them to sign, date and hand back and one for them to keep for their records.)

Our focus group sessions will start with a detailed discussion of the consent form. The consent form will be read verbatim and subjects will be invited to ask questions. We will highlight in particular that sessions will be recorded using Mediasite and explain the methods we will implement to protect the confidentiality of their answers and of the recordings. Subjects will be asked to sign, date and hand back the "informed consent form". At the end of the focus group, the moderator will thank subjects for their participation and will read the debriefing form verbatim. Subjects will be invited to ask questions. After the eventual discussion, a copy of the debriefing form and of the informed consent form will be given to the subjects to keep for their records. A copy of the informed consent form and of the debriefing form are attached to the present application form.

7. What expected benefits will accrue to each human subject to humankind in general, as a result of this project? List out all possible or expected benefits.

The immediate goal of our research is to gain a better theoretical understanding of the cognitive factors that enable or interfere with Chinese ESL Chinese students' in-class participation. This refined theoretical understanding will help us to later design and evaluate in-class interventions and training programs for educators, hence promoting

better class environments and better learning experiences in international branch campuses in general and at Wenzhou-Kean University in particular.

8. One of the key elements of an expedited project is that there are minimal risks to the participants. Please demonstrate below how there are minimal risks to participants for taking part in your study.

The interaction will take place in the WKU campus, in a location near WKU student dorms, in a room that is normally used as a regular classroom, hence in a safe environment from physical hazards. Questions regards students' opinions of common educational practices and no reference will be made to topics such as individual academic performance, which may represent a potential source of individual embarrassment. To facilitate the discussion and allow our participants to elaborate their ideas and opinions in a sophisticated manner, our focus groups will be held in Chinese. The focus groups moderators are especially trained peers of the participants. To protect participants from possible invasion of privacy we will implement the following procedure: a) the focus group sessions will be videotaped in a password protected format and stored in a password protected dedicated server; b) only the principal investigator will know the passwords to access the files; c) only the principal investigator and students assistants will be permitted to view the videos for academic research purposes; d) consent forms will be stored in a locked cabinet located in the principal investigator's office; e) in our reports and internal documents we will never use participants' real names but only fictional names. Hence, minimal physical and psychological risks are expected to be involved in the project. In any case, the consent form will clearly indicate that subjects can withdrawal from the study at any time. The consent form also includes the contact information of WKU Academic Affairs Office if the discussion caused any type of discomfort.

9. In the utilization of the results of your project, are humans protected from possible risks, such as embarrassment or invasion of privacy? Describe in detail how confidentiality will be maintained.

To protect participants from possible invasion of privacy in our reports and internal documents we will never use participants' real names but only fictional names.

10. Specify how you will keep your data secure, and maintain confidentiality during the research. Be specific and describe how data will be stored throughout the duration of the project and upon its completion. PLEASE NOTE THAT ALL CONSENT FORMS AND DATA MUST BE KEPT UNDER LOCK AND KEY FOR 5 YEARS.

To protect participants from possible invasion of privacy we will implement the following procedure: a) the focus group sessions will be videotaped in a password protected format and stored in a password protected dedicated server; b) only the principal investigator will know the passwords to access the files; c) only the principal investigator and students assistants will be permitted to view the videos for academic research purposes;

d) consent forms will be stored in a locked cabinet located in the principal investigator's office; e) in our reports and internal documents we will never use participants' real names but only fictional names. The data collected during the study will be destroyed five years after the study is completed.

11. Describe how you will ultimately dispose of your data after you have completed your research (e.g. shredding, burning). PLEASE NOTE THAT ALL RESEARCH RECORDS MUST BE MAINTAINED FOR AT LEAST FIVE YEARS AFTER THE COMPLETION OF THE RESEARCH.

After 5 years after the completion of the research, the password-protected videos of the focus group sessions stored in the Mediasite dedicated server will be permanently deleted. The deletion procedure will be supervised by a member of WKU IT staff. Also after 5 years, the physical copies of the consent forms with the signature of the participants will be destroyed with a paper shredder.

12. Are you using any scales or instruments you did not create yourself? If so, you must demonstrate that you have permission to use the scale. List out the names of these scales and provide a copy of the permission to use the instrument. If it is in the public domain, please indicate below. If you purchased the scale, provide proof of purchase.

The discussion questions used in our study are in the public domain and based on Fishbein, M., & Ajzen, I. (2010). Predicting and changing behavior: The reasoned action approach. New York, NY: Psychology Press. The focus group protocol is based on the publicly available guidelines contained in Krueger, R. A. (1997). Moderating focus groups. Thousand Oaks, CA: Sage.

B. SUPPORTING DOCUMENTS – The following 3 types of documents must be included. If they are not included, you will not receive IRB approval.

1. **CONSENT FORM** (Please copy and paste your consent form below). Please see informed consent instruction sheet for details on what to include.

(please see attachment "Girardelli TPB focus group consent form 02032016")

2. DEBRIEFING FORM (Please copy and paste your debriefing form below). Please see debriefing instruction sheet for details on what to include.

(please see attachment "Girardelli TPB focus group debriefing 02032016")

3. Human Subjects (NIH) Certificates



Certificate of Completion

The National Institutes of Health (NIH) Office of Extramural Research certifies that **Xiaogao Zhou** successfully completed the NIH Web-based training course "Protecting Human Research Participants".

Date of completion: 11/03/2013.

Certification Number: 1314642.



ADDITIONAL DOCUMENTS (Please insert additional documents, such as surveys/questionnaires below, if applicable)

Focus group protocol (please see attachment "Girardelli TPB focus group protocol 02032016")
Focus group recruitment email (please see attachment "Girardelli TPB focus group recruitment email 02032016")

Focus group confirmation email (please see attachment "Girardelli TPB focus group confirmation email 02032016")

INVESTIGATOR CHECKLIST (This checklist is to be completed as applicable, by the PI and submitted with the IRB application)

X	Consent Form(s)
X	Debriefing Form
X	Questionnaire(s), Survey(s), Interview Questions
	Authorization to Use Data
	IRB Approval Notice from Participating Institutions
X	Certification of completion of the online tutorial

<u>NOTE:</u> Please complete this form and send it, along with all the necessary electronic documents (such as consent form, debriefing form, surveys, questionnaires), as a Word or PDF attachment to <u>irb@kean.edu</u> with the subject heading "IRB." Also send an original signed set to: "IRB," the Office of Research and Sponsored Programs, T130.



Consent to Participate in Research

Explaining EFL Chinese students' in-class participation with the Theory of Planned Behavior $Rif.\ IRB\ \#\ xx-xxxxx$

You have been invited to take part in a research study to learn more about the Chinese students' participation in English as Foreign Language (EFL) classrooms. This study is being conducted by Dr. Davide Girardelli (Wenzhou-Kean University), principal investigator, in collaboration with the student research assistants Zhou Xiaogao and Gu Tingting (Wenzhou-Kean University). I am asking you to participate in this project because you are at least 18 years old and you are enrolled as a student at Wenzhou-Kean University.

Project Description – Activities and Time Commitment: If you decide to take part in this project, you will be asked to participate in a focus group, namely a group interview activity. The focus group involves open ended questions and an interactive discussion. Completing the focus group will take approximately 90 minutes.

Benefits and Risks: Upon completion of the focus group in its entirety, you will receive CNY20 for your participation. Beside the CNY20, there will be no extra, direct benefit to you for taking part in this project. The findings from this project may help improve the effectiveness of teaching oral skills among Chinese students. There is little risk to you in participating in this project.

Confidentiality and Privacy: The focus group sessions will be videotaped in a password protected format and stored in a password protected dedicated server. Only the principal investigator will know the passwords to access the files. Only the principal investigator and students assistants will be permitted to view the videos for academic research purposes. Consent forms will be stored in a locked cabinet located in the principal investigator's office. The data collected during the study will be destroyed five years after the study is completed. In our reports and internal documents we will never use your real name but only a fictional name.

Voluntary Participation: You can freely choose to take part or to not take part in this focus group. There will be no penalty or loss of benefits for either decision. Even if you agree to participate, you can stop at any time.

Questions: If you have any questions about this study, please email Dr. Davide Girardelli at dgirarde@kean.edu. If you have questions about your rights as a research participant, you may contact the *Institutional Review Board*, Office of Sponsored Programs, Kean University, at +1 908-737-3464 or irb@kean.edu. If the discussion caused you to feel uncomfortable in any way, please contact the Academic Affairs Office, Wenzhou-Kean University, available in room B307, or by phone (+86) 55870062(710062).

By agreeing to sign this consent form, you understand the purpose, risks, and benefits of this research study. Your questions and/or concerns have been answered. You will receive a copy of this consent form for your own records.

Name and last name of the part	icipant (in Chinese and pinyin):	
Date	Principal Investigator	(signature)
	Da	vide Girardelli



Debriefing form

Title of the project: Explaining EFL Chinese students' in-class participation with the Theory of Planned Behavior.

Researchers: Davide Girardelli (principal investigator); Zhou Xiaogao and Gu Tingting (student research assistants)

Department: School of Communication and Information Studies

Contact Information: Telephone (+86) 577 5587 0752 Email dgirarde@kean.edu

Thank you for participating in our focus group!

You have taken part in a research study to learn more about the factors that enable or interfere with Chinese students' in-class participation. The findings from this survey may help improve the effectiveness of teaching oral skills among Chinese students.

Compensation: For completing this focus group you will receive CNY20.

Questions/concerns: If you have any questions/concerns about this study, feel free to contact the principal Investigator, Dr. Davide Girardelli by phone (+86) 577 5587 0752 or by email dgirarde@kean.edu or the Institutional Review Board, Office of Sponsored Programs, Kean University, at +1 908-737-3464 or irb@kean.edu. If the discussion caused you to feel uncomfortable in any way, please contact the Academic Affairs Office, Wenzhou-Kean University, available in room B307, or by phone (+86) 55870062(710062).

A copy of the consent form is available on the back of this page



Consent to Participate in Research

Explaining EFL Chinese students' in-class participation with the Theory of Planned Behavior $Rif.\ IRB\ \#\ xx-xxxxx$

You have been invited to take part in a research study to learn more about the Chinese students' participation in English as Foreign Language (EFL) classrooms. This study is being conducted by Dr. Davide Girardelli (Wenzhou-Kean University), principal investigator, in collaboration with the student research assistants Zhou Xiaogao and Gu Tingting (Wenzhou-Kean University). I am asking you to participate in this project because you are at least 18 years old and you are enrolled as a student at Wenzhou-Kean University.

Project Description – Activities and Time Commitment: If you decide to take part in this project, you will be asked to participate in a focus group, namely a group interview activity. The focus group involves open ended questions and an interactive discussion. Completing the focus group will take approximately 90 minutes.

Benefits and Risks: Upon completion of the focus group in its entirety, you will receive CNY20 for your participation. Beside the CNY20, there will be no extra, direct benefit to you for taking part in this project. The findings from this project may help improve the effectiveness of teaching oral skills among Chinese students. There is little risk to you in participating in this project.

Confidentiality and Privacy: The focus group sessions will be videotaped in a password protected format and stored in a password protected dedicated server. Only the principal investigator will know the passwords to access the files. Only the principal investigator and students assistants will be permitted to view the videos for academic research purposes. Consent forms will be stored in a locked cabinet located in the principal investigator's office. The data collected during the study will be destroyed five years after the study is completed. In our reports and internal documents we will never use your real name but only a fictional name.

Voluntary Participation: You can freely choose to take part or to not take part in this focus group. There will be no penalty or loss of benefits for either decision. Even if you agree to participate, you can stop at any time.

Questions: If you have any questions about this study, please email Dr. Davide Girardelli at dgirarde@kean.edu. If you have questions about your rights as a research participant, you may contact the *Institutional Review Board*, Office of Sponsored Programs, Kean University, at +1 908-737-3464 or irb@kean.edu. If the discussion caused you to feel uncomfortable in any way, please contact the Academic Affairs Office, Wenzhou-Kean University, available in room B307, or by phone (+86) 55870062(710062).

By agreeing to sign this consent form, you understand the purpose, risks, and benefits of this research study. Your questions and/or concerns have been answered. You will receive a copy of this consent form for your own records.

Date	Principal Investigator		(signature)
	Timelpai myesugator	Davide Girardelli	



Interview Protocol for Focus Group Moderator

Explaining EFL Chinese students' in-class participation with the Theory of Planned Behavior Rif. IRB # xx-xxxxx

STEP 1 [in English]: Greet participants. Read consent form verbatim. Invite participants to ask questions regarding consent form and study in particular. Invite participants to sign up consent forms.

STEP 2 [in Chinese]: Establish ground rules (based on Krueger, R. A. (1997). *Moderating focus groups*. Thousand Oaks, CA: Sage)

Welcome to our session tonight. Thank you for taking the time to join our discussion. My name is Gu Tingting/Zhou Xiaogao Zhou. Assisting me is Zhou Xiaogao/Gu Tingting. We want to hear how WKU students feel about in-class participation. We've invited WKU students to share their thoughts and ideas. We basically want to know what you feel promote or hinder students' participation in class. There are no wrong answers but rather different points of view. Please feel free to share your point of view even if it differs from what others have said. Keep in mind that we're just as interested in negative comments as positive comments, and at times the negative comments are the most helpful. Before we begin, let me suggest some things that will make our discussion more productive.

- 1) Please speak up—only one person should talk at a time.
- 2) We're video recording the session because we don't want to miss any of your comments.
- 3) We will be on a first-name basis, and in our later reports there will not be any names attached to comments. You may be assured of confidentiality.

My role here is to ask questions and listen. I won't be participating in the conversation, but I want you to feel free to talk with one another. I will be asking about a dozen questions, and I'll be moving the discussion from one question to the next. There is a tendency in these discussions for some people to talk a lot and some people not to say much. But it is important for us to hear from each of you because you have different experiences. So if one of you is sharing a lot, I may ask you to let others talk. And if you are not saying much, I may ask for your opinion. We've placed name cards on the table in front of you to help us remember each other's names. Let's begin our focus group.

STEP 3 [in Chinese]: Discussion questions (based on Fishbein, M., & Ajzen, I. (2010). *Predicting and changing behavior: The reasoned action approach*. New York, NY: Psychology Press.)

[Definition]

1. What type of behaviors would you consider as examples of "students' in-class participation"?

[Attitudes]

- 2. What do you believe are the advantages of participating in English in class?
- 3. What do you believe are the disadvantages of participating in English in class?

[Social norms]

- 4. Are there any individual or groups who would approve of you participating in English in class?
- 5. Are there any individual or groups who would disapprove of you participating in English in class?

[Perceived behavioral control]

- 6. What factors or circumstances would enable you to participate in English in class?
- 7. What factors or circumstances would make it difficult or impossible for you to participate in English in class?

STEP 5 [in English]: Thank subjects for their participation. Read debriefing form. Ask if participants have any questions. Give to each participant CNY20 and copy of the debriefing form and consent form to keep for their records.



Recruitment email

Explaining EFL Chinese students' in-class participation with the Theory of Planned Behavior Rif. IRB # xx-xxxxx

Email address: WKUfocusgroups@wku.edu.cn

Subject: WKU students needed. Focus group on students' in-class participation.

Body

Dear student,

WKU School of Communication, Media, & Journalism is sponsoring a study to learn students' opinions on in-class participation. If you are interested in sharing your ideas with our research team, we would like to invite you to join a focus group with other students for a group discussion about students' in-class participation.

The feedback from the discussion will be used to design and evaluate in-class interventions and training programs for educators, hence promoting better class environments and better learning experiences at Wenzhou-Kean University.

You will receive CNY20 for your participation in our focus groups.

Please note: The discussion will be held in Chinese.

Time: 14:30 to 16:00

When (choose one): Saturday, March 12; Saturday, March 19; Saturday, March 26; Saturday, April 2;

Saturday, April 9.

Where: Wenzhou-Kean University, General Education Building room, C301

For more information, feel free to reply to this message (contact persons: Gu Tingting and Zhou Xiaogao)

Thank you in advance for your interest in our research project.

WKU Focus Groups



Recruitment email

Explaining EFL Chinese students' in-class participation with the Theory of Planned Behavior $\underline{\it Rif.~IRB~\# xx-xxxxx}$

Email address: WKUfocusgroups@wku.edu.cn
Subject: Focus group confirmation letter
Body
Dear,
Thank you for your willingness to participate in our focus group. As you know, we would like to hear your opinions and ideas about students' in-class participation. You will be in a group with 6 to 9 other WKU students. The discussion will be in Chinese. Please note that the focus group will be digitally video recorded in a password protected file kept in a password protected server. Your responses will be kept confidential and your name will never be used in our reports. A CNY20 honorarium will be paid at the end of the focus group discussion. The date, time, and place are listed below. Please look for signs once you arrive directing you to the room where the focus group will be held.
Date: Time: Place:
If you need directions to the focus group or will not be able to attend for any reason please call xxxxxxxxx at xxxxxxxxx. Otherwise we look forward to seeing you.
Sincerely,
WKU Focus Groups