Institutional Review Board
Office of Research Integrity | Oregon State University
B308 Kerr Administration Building, Corvallis, OR 97331-2140
Telephone (541) 737-8008
irb@oregonstate.edu | http://research.oregonstate.edu/irb

RESEARCH PROTOCOL

The purpose of this template is to assist investigators and research personnel in drafting a research protocol and to facilitate consistency across protocols.

Sections of this document include instructions to provide the user with a general overview of information required in the section. **The instructions and optional text are in blue** and required text is in black.

DELETE THIS PAGE, ALL INSTRUCTIONS (BLUE TEXT), AND ANY NON-APPLICABLE SECTIONS BEFORE SUBMITTING THIS FORM TO THE IRB.

Notes on Submissions

- Faculty are encouraged to make an appointment to discuss their projects and related documents with the IRB staff prior to formally submitting their initial applications. Drop-in advising hours for student researchers are posted on the IRB website.

- Anyone with access to individually identifiable information or who is interacting with the research subjects must be listed as a study team member. This includes, but is not limited to, staff who will recruit participants, obtain informed consent, administer surveys or questionnaires, or perform data analysis.

- All research staff members are required to receive training in the ethical use of human participants in research. Please see the IRB website for education requirements.

- Proof read all documents prior to submission.

Common Problems with Initial Submissions

- Application submitted without having received substantive review by the PI.
- Application or other materials submitted by someone other than the PI.
- Discrepancies found between submitted documents (e.g. Application indicates total planned enrollment is 500, but the protocol indicates that enrollment numbers will range from 300 to 600.
- Incomplete compliance training for one or more study team members.
- Consent forms are not written in language appropriate to the target population.
- Study inappropriately targets students or faculty. See guidance on IRB website.
- Missing documents, such as letters of support, a copy of the grant or contract, test instruments (e.g. surveys, interview guides, questionnaires, etc.), or recruitment materials.

RESEARCH PROTOCOL
Version 1

1. Protocol Title : Fire Safety Study

PERSONNEL

2. Principal Investigator: Lynn Greenough

3. Student Researcher(s): Beatrice Moissinac

4. Co-investigator(s): Jon Dorbolo

5. Study Staff: None

6. Investigator Qualifications

   Lynn Greenough is the instructional technology specialist at Technology Across the Curriculum (TAC). She has taken the IRB certification and has run survey among students and faculties in the past. She will work directly with the student researcher (Beatrice Moissinac), to insure the protocol adherence.

   Dr Jon Dorbolo is the associate director of TAC at OSU. Dr Dorbolo has passed the FERPA certificate for behavioral research and has lead several studies in the past.

7. Training and Oversight

   Beatrice Moissinac is a PhD student in Computer Science (EECS), she has taken several classes on the conducts of behavioral research (taught by Dr. Margaret Burnett). She also has passed several courses from CITI to train on conflict of interest, consent and confidentiality (See attached certificates).

8. Conflict of Interest

   There are no conflict of interests in this study.

FUNDING

9. Sources of Support for this project
   This project is unfunded.

DESCRIPTION OF RESEARCH

10. Description of Research

    For this project, we define "Fire Safety" as the set of behaviors to have and not have in case of fire in a residence hall. The goal of this project is to assess the current state of knowledge on "Fire Safety" for students living in OSU residence hall.

    In order to assess the current state of knowledge of OSU student residents, we will conduct individual interviews. These interview will take the form of a "semi-structured interview", as described in Jennifer Preece's book, "Interaction Design" (2002, John Wiley & Sons). This technique involves a preplanned set of questions, but then interviewees are prompted with neutral questions for more information depending on their answers, until no more information can be elicited.

Based on the current state of "Fire Safety" training for incoming students, our hypothesis is that there exist significant discrepancies, misunderstanding and lack of "Fire Safety" knowledge.

The results of the survey will be used for two purposes:

1 – Results will be used to evaluate the need for intervention to this population. They will also be used as justification for obtaining funding for such intervention.

2 – Results will be used to compare and evaluate the efficacy of an intervention aiming at improving the state of knowledge on "Fire Safety" among OSU students living in dorms.

11. Background Justification

According to the Center for Campus Fire Safety[1], there has been 89 fatal fires documented on college campus, Greek housing and off-campus housing since 2000. Those fires caused 126 victims.

We have interviewed Jim Patton (Fire Prevention Officer at OSU) and Michael Bamberger (Emergency Preparedness Manager at OSU) who informed us that no knowledge assessment for fire safety has ever been performed at OSU. Evidences suggest that students are generally not aware of the imperatives of Fire Safety[2].

Currently, the education of the OSU student living in residence hall in terms of fire safety and how to react to a fire is very limited. Only the Resident Assistants (RA) receive a training relative to fire concerns. The RA are in charge to apply and transmit this knowledge to the residents in their floor, but there is no guarantee that this is achieved.

This knowledge assessment will identify and evaluate the gaps in training that currently represent a serious risk to the life of those living in the residence hall.

12. Multi-center Study

Not applicable

13. External Research or Recruitment Site(s)

a) Name or description of each research site:

The interview will be held in a confrence room in Kelley Engineering Center, on OSU's campus.

b) Name and role of appropriate authority from each site providing a letter of support or permission (when applicable):

Béatrice Moissinac (student researcher) is a PhD in Computer Science, therefore she can reserve a small conference room in Kelley Engineering Center (KEC) for each interview. Those conference rooms have closed doors and opaque windows, guaranteing the privacy of the subjects. KEC is also completely accessible to any participant in situation of handicap.

c) Name of each recruitment site:
   a. Facebook

---

[1] http://www.campusfiresafety.org/
[2] http://www.dailybarometer.com/news/fire-forces-memorial-union-to-evacuate/article_3696448c-da61-11e3-8abd-0017a43b2370.html

      b.   Twitter

      c.   Listserv

      d.   In class announcements, by providing research group's contact information

d) If recruitment method involves more than an advertisement (newspaper classified, flier, listserv email), name and role of appropriate authority from each site providing a letter of support:

Not applicable.

e) Attach or include the final content of the ad or correspondence to be used for recruitment

See attached file.

14. Subject Population

- A description of participant characteristics: The participant must be an OSU student, 18 years old or older, currently living or has in the past lived in an OSU residence hall.

  The restrictions in the population are due to:

  - The need to measure the impact of OSU orientation of new students in terms of "Fire Safety"

  - The need to evaluate the same population that would receive an intervention, would the study demonstrate that students have serious knowledge gap in terms of "Fire safety"

- Total target enrollment number:

  100

- Description of any vulnerable population(s):

  The students are a vulnerable population. However, Technology Across the Curriculum is not an Academic unit, thus we are not teaching any class leading to credits.

- Inclusion and exclusion criteria:

  We want to include:

  o Student currently enrolled at OSU

  o 18 or older

  o Currently living or has lived in the past in an OSU residence hall.

  All other population is excluded.

- Recruitment:

  Once the protocol is approved, the recruitment literature will be propagated using the approved channels. The results from this survey will be used to apply for a grant due on April 7th, 2015. We need at least 6 weeks in order to analysis the interviews and write the grant based on those results. Thus, we will stop broadcasting the recruitment material on February 27th, 2015. We will wait another week to conduct interviews, then stop all data collection on March 6th, 2015.

  The recruitment material provides our contact information (felix@oregonstate.edu) and PI

contact information. Therefore, it is the potential subject that will contact us directly. We will not be collecting participants' emails via any other way.

In terms of security and privacy, only the PI (Lynn Greenough, Jon Dorbolo) and the student researcher (Beatrice Moissinac) have access to this e-mail. Information from potential and actual participants stored in e-mails hosted by Computer Networks (CN) will be protected to the same degree than any other e-mail from Oregon State University.

15. Consent Process

- Written consent:

    See attached consent form.

- Describe where and when consent will be obtained.

    The consent form is presented when the subject arrives at a room where the interview is hold. This room is communicated to the participant when the interview is scheduled. It is not guaranteed to be the same every time, it depends on the availability of conference rooms in Kelley Engineering Center.

- Assessment of comprehension:

    o The consent forms explicitly states "Your signature indicates that this research study has been explained to you, that your questions have been answered, and that you agree to take part in this study."

    o Our interview script requires the interview to assess comprehension of the study information. It provides the open-ended question: "What questions can I answer for you?"

16. Assent Process
Not applicable

17. Eligibility Screening

The eligibility of a participant is screened several times. First, the recruitment material provides the criteria for participation (the subject screens her/himself). Second, the consent forms reminds those criteria (See section "Why am I invited to be part of this study?").
Note that the interviewer collects information about the subject only AFTER the consent form is signed. The first part of the interview is collecting information about the criteria (age and living in OSU residence hall). The interviewer is trained to stop the interview right away if either of those criteria is not met.

18. Methods and Procedures

In order to assess the current state of knowledge of OSU student residents, we will conduct individual interviews. These interview will take the form of a "semi-structured interview", as described in Jennifer Preece's book, "Interaction Design" (2002, John Wiley & Sons). This technique involves a preplanned set of questions, but then interviewees are prompted with neutral questions for more information depending on their answers, until no more information can be elicited.

The interview is divided in three parts ordered as follow

- o   Introduction of the consent form and presentation of the expectation of the interview.
- o   Background questionnaire
- o   Semi-structured case-study questionnaire

The interview's answers will be analyzed using open coding. We will identify each answer with codes associated with the list of skills with want to evaluate. Then, we will conduct a quantitative analysis of the coded skills, present and absence in the answers, to assess knowledge state.

The participant will be audio recorded, but it is not required in order to participate. The audio recording is a convenience for the interviewer, in order to pay more attention to the participant than to writing down everything that is said. The consent form indicates that the audio recording is not require to participate and the participant has the choice to accept or refuse the audio recording.

The full interviewer's script is attached to this protocol. This script includes all the questions that the interviewer will ask.

19. Compensation

The participants will not be compensated for their participation to this research project.

20. Costs

The interview will be held on campus, thus there should be no cost to the participant.

21. Drugs or Biologics

Not applicable

22. Dietary Supplements or Food

Not applicable

23. Medical Devices

Not applicable

24. Radiation

Not applicable

25. Biological Samples

Not applicable

26. Anonymity or Confidentiality

The e-mail provided with the recruitment material (felix@oregonstate.edu) is hosted on OSU server, providing us the same degree of protection than any other e-mail on campus. Only the members of this study (Jon Dorbolo and Beatrice Moissinac) have access to this e-mail.

The information provided during this study will be kept confidential to the extent permitted by law. However, federal government regulatory agencies and the Oregon State University Institutional Review Board (a committee that reviews and approves research studies involving human subjects) may inspect and copy records pertaining to this research. To maintain confidentiality, random numbers will be assigned to all questionnaires and modification efforts. The random numbers' ties

to a participant's name or ID will be destroyed as soon as data collection is complete. Most of the research data will be stored electronically (password-protected in a way that is accessible only to the research team). All data will be stored in a secure location (OSU TAC server) for at least 7 years. Hardcopies of data such as responses to questionnaire and interview questions will be shredded once data analysis has been completed. If the results of this project are published, participants' identity will not be made public. If the results of this project are published, the quantitative data will be presented in aggregated form.

27. Risks

    There are no foreseeable risks other than the potential for breach of confidentiality

28. Benefits

    There are no direct benefits to a participant in this study. We intend to use the information gathered to improve the fire safety training across OSU's residences hall.

29. Assessment of the risks and benefits.

    This research project is very simple and presents only minimal risk for a potential gain in knowledge that can impact the safety of the OSU community.