#### IRB SYNOPSIS OF PROPOSAL

Every application submitted for review and approval shall have attached to it a page organized in numerical brief paragraph form as outlined below.

Survey of Residents: City of Slaton, TX

1. Identify the sources of the potential subjects, derived materials or data. Describe the characteristics of the subject population, such as their anticipated number, age, sex, ethnic background, and state of health. Identify the criteria for inclusion or exclusion. Explain the rationale for the use of special classes of subjects, such as fetuses, pregnant women, children, institutionalized mentally disabled, prisoners, or others, especially those whose ability to give voluntary informed consent may be in question.

***The potential subjects will be randomly selected from a list of utility bill addresses provided by the city manager of the City of Slaton. Based on the method of random selection, residents will be representative of the City of Slaton. A Spanish language survey will be mailed as well as an English version. Only respondents over the age of 18 will be sent and asked to complete the survey.***

1. Describe the procedures for recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be solicited and obtained, who will seek it, the nature of information to be provided to prospective subjects, and the methods of documenting consent. (Include applicable consent form(s) for review.) If written consent is not to be obtained, this should be clearly stated and justified.

***Written consent is not to be obtained. Potential respondents will instructed at the top of the survey that participation is completely voluntary. A returned survey will document consent.***

1. Describe the project’s methodology in detail. If applicable, detail the data collection procedures, the testing instruments, the intervention(s), etc. If using a survey, questionnaire, or interview, please provide a copy of the items or questions.

***The survey will use a random selection method of respondents. The data collection tool will be a survey (see attached). The data will be analyzed using statistical techniques (data will be aggregated and anonymous) coded into the statistical analysis program SPSS.***

1. Describe any potential risks — physical, psychological, social, legal or other — and state their likelihood and seriousness. Describe alternative methods, if any, that were considered and why they will not be used.

***The method (anonymous, voluntary mail-out survey) is commonly used and accepted to be of minimal risk to respondents.***

1. Describe the procedures for protecting against or minimizing any potential risks and include an assessment of the likely effectiveness of those procedures. Include a discussion of confidentiality safeguards, where relevant, and arrangements for providing mental health or medical treatment, if needed.

***Returned surveys will be coded and no identifying information will be collected or entered in any format. Completed surveys will be stored in a locked cabinet in the researcher’s office.***

1. Describe and assess the potential benefits to be gained by the subjects, as well as the benefits that may accrue to society in general as a result of the proposed study.

***The City of Slaton will be more informed of citizen views and preferences and thereby be more responsive. This will benefit subjects as well as the community in general.***

1. Clearly describe any compensation to be offered/provided to the participants. If extra credit is provided as an incentive, include the percentage of extra credit in relation to the total points offered in the class. Also, if extra credit is provided, describe alternatives to participation in your research for earning extra credit.

***No compensation will be offered/provided.***

1. Discuss the risks in relation to the anticipated benefits to the subjects and society.

***The study is of minimal risk and offers the possibility of benefits to society.***

1. Identify the specific sites/agencies to be used as well as approval status. Include copies of approval letters from agencies to be used (note: these are required for final approval). If they are not available at the time of IRB review, approval of the proposal will be contingent upon their receipt.

***No approval from specific sites or agencies is necessary or pending.***

1. If you are a student, indicate the relationship of the proposal to your program of work and identify your supervising/sponsor faculty member.

***I am not a student.***

1. In the case of student projects, pilot studies, theses, or dissertations, evidence of approval of Supervising Professor or Faculty Sponsor should be included. Thesis and dissertation proposals must be approved by the student’s committee before proceeding to the IRB for review.

***Not applicable.***

1. If the proposed study has been approved by another IRB, attach a copy of the letter verifying approval/disapproval and any related correspondence. If the proposed study has not been reviewed/approved by another IRB, please state this explicitly.

***Not applicable.***

1. Identify all individuals who will have access, during or after completion, to the results of this study, whether they be published or unpublished.

***Thomas Longoria, Associate Professor of Political Science will complete a report based on the survey and present the survey to the city of Slaton city manager and city council.***

**In addition to this synopsis, you are required to submit all relevant documentation for review. This may include, but is not necessarily limited to: 1) recruiting documents (e.g., flyers, letter, e-mails, brochures, etc.), 2) a consent form, 3) an assent form, 4) letters of approval from relevant organization(s), 5) surveys/instruments/questionnaires, esp. those created by the researcher, 6) a list of questions that the researcher may ask (e.g., focus groups questions, questions for qualitative studies, etc.), and 7) all documents in translated versions.**