**Application Number: 2009Z6016**

Please read the notes below and submit revisions, along with a document that details how you addressed the reviewers' comments, item by item.

10/06/09 12:10:23   
**I cannot recommend approval of this application for the following reasons:  
Synopsis:  
Researcher states that she will send an email to prospective subjects. Please have researcher submit this email for review and approval. This email is akin to a flyer or form of communication intended to initially inform prospective subjects of the research, and, as such, requires review to ensure compliance with IRB standards. Should researcher choose to call one or more prospective subjects, she should use the IRB approved email message to ensure that each prospective subject receives identical information.**

Initial e-mail…

“Hey \_\_\_\_,  
I hope your semester is going well!  I'm doing a project this semester about how volunteers feel and react to their short-term trips to Africa.  Any chance you'd want to let me interview you about it sometime soon?  It has to be in person, and I'll be in \_\_\_\_\_\_\_\_\_\_\_\_ in the next week or two.  If you're game, I'll send you more information about what I'm studying specifically.  
Let me know...Christi”

**Also, researcher, after learning of a subject’s interest, states that she will send a “detailed email about the nature of the interview.” This reviewer is uncertain as to how this “detailed email” will differ from a consent form. Regardless, any communication with subjects or prospective subjects requires IRB approval. Please have researcher submit this email for review, as well.**

Detailed follow-up e-mail…

Hey \_\_\_\_\_\_\_,

As you know, I'm doing some research for school initially on how volunteers feel and react to their short-term trips to Africa.  This e-mail has all the details including a conset form for you to consider.  Don't sign it yet - that will be in person.  I'd like to meet with you in the \_\_\_\_\_\_\_\_\_\_ area on \_\_\_\_\_\_\_\_\_\_\_\_.  Do you have an hour we could schedule?  My day is open for whenever you can do it.  You've given me an initial "yes" to this project, but after reading this e-mail, will you drop me a quick note to re-confirm your willingness to be interviewed along with interview time?

Thanks! Christi

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So, here are the details...

Obviously I'm using my work with our orphanage as the primary focus of my research, and I want to eventually compare this data with other orphanages.  I need to do in-person interviews that will take no more than 1 hour each.  I'm hoping to get a few of you in \_\_\_\_\_\_\_\_ and maybe a couple here in \_\_\_\_\_\_\_\_.  Eventually, I'll have 15 interviews, but I need to complete 4 of them within the next few weeks.

*The goal of this project is to evaluate the experiences of volunteers working with an orphanage in Western Cameroon.**The project was initially a simple graduate school assignment, but has turned into a larger scale research project that will be part of my on-going research into the work that humanitarian and missionary agencies are doing in Africa.* ***The research data gained from these interviews may be used for educational projects, conference presentations, or publications (journals, etc).  All use of data gained in these interviews will be kept strictly confidential with complete anonymity.*** *For research purposes, all names and locations will be given pseudonyms.  All interviews will be one hour maximum, will be recorded (audio only), and will follow the same interview pattern.  Each interview will be divided into five sections. The first part asks some general background questions about your volunteer involvement.  The second, third and fourth parts ask about your expectations and experiences before, during and after the trip.  The last part offers you a chance to make some concluding observations and add any personal comments you wish to convey.*

Each participant will be asked to sign a waver allowing me to use the data collected.  It is very straightforward with no hidden messages, but I cannot use this research data in any way unless I have this form on file for each of you.  I've attached it for you to look over.

**In synopsis, researcher states, “Finally, I will request an e-mail reply to finalize their agreement to participate and to schedule the interview.  Prior to the scheduled interview, a written consent will be obtained (using the attached consent document).” How will “written consent” be obtained before meeting with subject? Please clarify.**

The written consent is filled out at the beginning of each interview. The purpose of e-mailing the form prior to the interview is so that the interview participant can read it prior to the meeting, look over it when we meet to confirm it is the same form they have read previously, and sign it in person prior to beginning the interview. This allows for efficient use of time during the in-person meeting.

**The Consent form is very well written, but lacks the following:  
-please state where interview will be conducted. OR, state that location of interview is to be determined by subject and agreed to by researcher.  
-Please include statement that subject has right to know results of study and provide subject with contact information for that purpose.  
-Please include statement that subject can refuse to answer any question at any time for any reason.**

These three items have been added/addressed in the updated and attached consent form.

**10/16/09 10:46:24   
1.  It would be useful to see the contents of the planned detailed e-mail to be sent to interested participants in order to evaluate the description of the study that participants will be receiving.**

SEE ABOVE

**2.  While it does not appear that the information to be reviewed in the interview is of a highly sensitive nature, given that the interview allows for open-ended responses that could result in fairly personal disclosure in terms of the participant’s personal difficulties or interpersonal conflicts with other volunteers, I believe that holding the interviews in a public setting such as a restaurant or coffee shop puts privacy at risk.  For example, a participant may later regret revealing personal information in a coffee shop after realizing that others are sitting nearby and may have overheard this information.  For simplicity I would simply recommend holding the interviews only in a private location, such as an office, where there is minimal or no risk of such information being inadvertently disclosed.**

I have discussed risk with my project advisor, and she agrees that the risk is extremely minimal for my subject content. However, privacy will be highly regarded as a serious consideration for each participant. Because an office space will not be available for these on location interviews, the location will be chosen and agreed upon by both participant and interviewer. Copies of the interview guide will be available to each participant prior to the meeting so they can consider any privacy risk that may be involved in how they would answer certain questions they may deem as sensitive.

**3. The consent form should include the study number (IRB application #) at the top.**

Included in the attached, updated consent form.  
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