KENNESAW STATE UNIVERSITY

The University Office of Research

Institutional Review Board

Review the IRB website for information about what type of IRB review applies to your study (https://research.kennesaw.edu/irb/review-classifications.php)

Review type:

___Check here for a Request for Exemption

_X_ Check here for an Expedited Review [IRB Reviewers may recommend a Full Board Review]

Status of Primary Investigator:

___Faculty ___Staff _X_ Student

Students as the Primary Investigator (PI) and their Faculty Advisors

Students (graduate and undergraduate) must have a faculty advisor complete the last page of this form and submit all documents from the faculty advisor's KSU email address. Students must also use their KSU email address in all IRB correspondence.

By submitting this form, you agree that you have read KSU's Federal-wide Assurance of Compliance and agree to provide for the protection of the rights and welfare of your research participants as outlined in the Assurance. You also agree to submit any significant changes in the procedures of your project to the IRB for prior approval and agree to report to the IRB any unanticipated problems or adverse events involving risks to subjects or others.

Title of Research

QuizEms

Start Date is date of IRB approval *Proposed start date*: __06-25-2019__

***The official start date for research is the date the IRB approval letter is issued. Research activities may not begin prior to final IRB approval. Studies should be submitted well in advance of the proposed start date to allow for processing, review, and approval. If you have not received a letter from the IRB in 10 business days of submission, please call or email requesting status update.**

Is your research being funded in any way? ___Yes* _X_ No

*Where is the funding coming from? [Name of Federal Agency/Foundation/Department]

N/A.

Primary Investigator

Name:

Chloe Lincoln

Department:

Software Engineering

Telephone: Email:

678-777-9999; clincol2@students.kennesaw.edu

FOR RESEARCH CONDUCTED BY STUDENTS AS THE PRIMARY INVESTIGATOR, GO TO THE LAST PAGE OF THE APPLICATION FORM TO ENTER REQUIRED FACULTY ADVISOR INFORMATION.

Co-Investigator(s) who are faculty, staff, or students at KSU

Name: Phillip DaCosta Email: pdacost1@students.kennesaw.edu	____Faculty ____Staff _X_ Student
Name: Email:	____Faculty ____Staff ____Student
Name: Email:	____Faculty ____Staff ____Student
Additional Names (include status and email):	

Co-Investigator(s) who are NOT employees or students at KSU: Please submit your human participants training certificate with application materials.

Name: Email: Home Institution:
Name: Email: Home Institution:
Additional Names (include email and home institution):

ALL researchers listed on this application MUST have completed CITI training BEFORE an IRB Approval will be provided.

Visit http://research.kennesaw.edu/irb/citi-training.php for additional information about CITI training, how to choose the right course, and how to create a profile. ALL KSU faculty/staff/students MUST use their KSU provided email address on all correspondence.

NOTE: It is each researcher's responsibility to ensure that the CITI Certificate does not expire during the course of the approved study. Failure to maintain a current certificate will invalidate your approval. Please use your KSU email address on your CITI profile and make sure your profile name matches the one provided above.

Does your research involve minors? ___Yes _X_ No
See item number 5 below for parental consent and minor assent information. See http://research.kennesaw.edu/irb/consent-templates.php for forms and information.

Will this research involve COLLABORATION with ANOTHER INSTITUTION?

___Yes _X_ No, go to question 1

If yes, provide the name of the Institution _____

Has the other Institution conducted an IRB review of the study?

___No ___Yes – Send that review with this approval form to the KSU IRB.

1. Prior Research

Have you submitted research on this topic to the KSU IRB previously? ___Yes* _X_ No

*If yes, list the date, title, name of investigator, and study number:

See http://research.kennesaw.edu/irb/application-tips.php for detailed explanations of questions 2-8. Provide complete sentences with sufficient information for an IRB review.

2. Description of Research

a. Purpose of and anticipated findings for this study:

An easier and long term solution for creating practice quizzes and tests prepared by the professor.

b. Nature of data to be collected (interview (includes focus groups), online or hardcopy survey, observations, experimental procedures, etc.):

None.

c. Data collection procedures: (include information on how consent will be obtained, how links will be provided, where interviews will be conducted, audio or video taping, etc.). Note: student email addresses are FERPA protected. Student email addresses, grades, or work cannot be collected without student consent and IRB approval.

None.

d. Survey instruments to be used (pre-/post-tests, interview and focus group questionnaires, online surveys, standardized assessments etc.). Attach all survey instruments with your application document):

None.

e. Method of selection/recruitment of participants:
Refer to the KSU Mass Email policy on the use emails to faculty/staff. For student recruitment via email, please also follow these mandatory instructions. ALL recruitment materials (flyers, emails, posters, etc.) MUST include your IRB Approval Study # and a statement that your study has been reviewed and approved by KSU's IRB.

None.

f. Participant age range: ____ Number: ____

Sex: __Males __ Females or __Both

g. Incentives, follow-ups, compensation to be used: (e.g., Gift cards, course credit, etc.). Please visit HERE on our website for guidelines on participant incentive payments.

None.

3. Risks

Describe in detail any psychological, social, legal, economic, or physical risk that might occur to participants. *Note that all research may entail some level of risk, though perhaps minimal.* According to the federal regulations at **§46.102(i)**, *minimal risk* means that the probability **and** magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

_X_ There is minimal risk (if selected, must be reflected within consent documents)

__ There is more than minimal risk (requires full explanation below and in consent documents)

Anticipated risks include (if selected, specific potential risks must be incorporated into the consent documents):

None.

If more than minimal risk is anticipated, describe your method for handling risk.

4. Benefits

Federal Guidelines and University policy require that risks from participation be outweighed by potential benefits to participants and/or humankind in general.

a. Identify potential benefits to participants resulting from this research (It is possible that there are no direct benefits or *possible* specific benefits, either must be reflected in the consent documents):

None.

b. Identify benefits to humankind in general resulting from this research. While there may be no potential benefits to participants there must be some benefit to humankind in order to receive IRB approval. Please include these benefits in the consent documents:

None.

5. Informed Consent

All studies of human participants must include informed consent (see IRB approved templates). Consent may require a signature or may simply require that participants be informed. Minor participants must receive an assent form in conjunction with parental consent (see IRB approved templates). If deception is necessary, please justify and describe, and submit debriefing procedures.

What is the consent process to be followed in this study? Submit your consent form(s) with the application as a separate document(s).

None.

6. Online Surveys

Will you use an online survey to obtain data from human participants in this study? Check all that apply.

_X_ No. If no, skip to Question 7 below.

__Yes, I will use an online survey to obtain data in this study. If yes:

a. How will **online data** be collected and handled? Select one and add the chosen statement to your consent document.

__ Data collected online will be handled in an anonymous manner and Internet Protocol addresses **WILL NOT** be collected by the survey program.

__ Data collected online will be handled in a confidential manner (identifiers will be used), but Internet Protocol addresses **WILL NOT** be collected by the survey program.

__ Data collected online will be handled in a confidential manner and Internet Protocol addresses **WILL** be collected by the survey program.

b. Include an “I agree to participate” **and** an “I do not agree to participate” answer at the bottom of your consent document. Program the “I do not agree to participate” statement to exclude the participant from answering the remainder of the survey questions (this is accomplished through "question logic" in Survey Monkey or “skip logic” in Qualtrics).

Ensure that the online consent document is the first page the participant sees after clicking on the link to your online survey.

Although you may construct your own consent document, see the IRB approved Online Survey Cover Letter template (http://research.kennesaw.edu/irb/consent-templates.php), which contains all of the required **elements of informed consent** that must be addressed within any online consent document.

7. Vulnerable Participants

Will minors or other vulnerable participants (e.g., prisoners, pregnant women, those with intellectual disabilities) be included in this research?

__Yes. Outline procedures to be used in obtaining the agreement (parental consent, assent or guardian consent) for vulnerable participants. Describe plans for obtaining consent of the parent, guardian, or authorized representative of these participants. For research conducted within the researcher’s own classroom, describe plans for having someone other than the researcher obtain consent/assent so as to reduce the perception of coercion.

_X_ No. All studies excluding minors as participants should include language within the consent document stating that only participants aged 18 and over may participate in the study.

8. Future Risks

How are participants protected from the potentially harmful future use of the data collected in this research?

a. Describe measures planned to ensure anonymity or confidentiality. Studies can only be considered completely anonymous if no identifying information is collected; therefore, a cover letter must be used in place of a signed consent form.

None.

b. Describe methods for storing data while study is underway. Personal laptops are not considered secure.

No personal information is used.

c. List dates and plans for storing and/or destroying data and media once study is completed. Please note that all final records relating to conducted research, including signed consent documents, must be retained for at least three years following completion of the research and must be accessible for inspection by authorized representatives as needed.

No data storage.

d. If digital audio, video, or other electronic data are to be used, when will they be destroyed?

No data storage, hence, nothing needs to be destroyed.

9. Illegal Activities

Will collected data relate to any illegal activities? __Yes* _X_ No
This includes asking about illegal activities from participants or surveys containing any reference to illegal activities (e.g., questions requesting information about witnessing illegal behaviors that others have engaged in, minors drinking or using drugs, or any illegal drug use or violence of any nature that would result in legal action).

*If yes, please explain.

Is my Study Ready for Review?

Every research protocol, consent document, and survey instrument approved by the IRB is designated as an official institutional document; therefore, study documents must be as complete as possible. Research proposals containing spelling or grammatical errors, missing required elements of informed consent (within consent or assent documents), not addressing all questions within this form, or missing required documents will be classified as incomplete.

All studies classified as incomplete may be administratively rejected and returned to the researcher and/or faculty advisor without further processing.

If you are a non-KSU researcher wishing to recruit participants from the KSU campus, please follow these instructions: https://research.kennesaw.edu/irb/international-research.php

Student researchers make sure that your faculty advisor completes the following page and sends all study related material from their KSU email address to

irb@kennesaw.edu. Failure to follow this procedure will result in a significant delay in the approval process.

RESEARCH CONDUCTED BY UNDERGRADUATE AND GRADUATE STUDENTS AS PRIMARY INVESTIGATORS

All undergraduate and graduate students who will be acting as the Primary Investigator must be under the direct supervision of a faculty advisor. The faculty advisor must review the IRB application materials and agrees to supervise the student's proposed human subject research project by completion and submission of this routing sheet.

All application materials must be submitted by the faculty advisor from their KSU email address to irb@kennesaw.edu. Students may not submit their materials to the IRB for the first review; however, subsequent revisions can be sent directly to irb@kennesaw.edu with a cc to your advisor and MUST come from your KSU provided email account.

FOR RESEARCH CONDUCTED BY STUDENTS OR NON-FACULTY STAFF. This study, if approved, will be under the direct supervision of the following faculty advisor who is a member of the KSU faculty:

Faculty Advisor

Name:	
Allan Fowler	
Department:	
Software Engineering	
Email:	Phone:
Allan.fowler@kennesaw.edu	678-888-4444

By checking the items below and submitting all materials from your KSU email, the faculty advisor for this project attests the following:

___I have personally reviewed each of my student's IRB application documents (approval request, exemption request, informed consent documents, child assent documents, survey instruments, etc.) for completeness, and all documents pertaining to the conduct of this study are enclosed (consents, assents, questionnaires, surveys, assessments, etc.)

___ I have completed the Social/Behavioral Research course (Biomedical version only for medical/biological human studies) CITI training course in the ethics of human subject research within the past three years as have all researchers named within this application.

___I approve this research and agree to supervise the student(s) as the study is conducted.

Date: _____