**REQUEST FOR ADDITIONAL INFORMATION**

June 16, 2021

Re: ZIPLINE #: 00010460, “Assessing Daily Rhythms of Work During the COVID-19 Pandemic,” Modification #3

Dear Dr. de la Iglesia,

Thank you for submitting this modification. Additional information or documentation is needed in order for your application to move forward in the review process.

**General**

1. Dr. Casiraghi added a comment in Zipline requesting to not upload the translated versions of the instructions, questionnaires, etc. until after this current modification is approved to reduce the number of times that the translated text is modified. This approach is fine with me, but if you want to add the translations materials as part of this modification, it should be done once any necessary revisions are made, but prior to me processing the approval of the modification. *No action is required from you on this point.*
2. The document entitled **“Instructions\_printout\_6.9.21.pdf”** that is being added modification instructs subjects on how to obtain their timestamp data file in Step 1 and in Step 2, instructs subjects to complete the consent process, fill out the initial questionnaire, and upload the data file. While I know this might seem trivial, I think it would be more appropriate for this document to inform subjects to complete the consent process and fill out the initial questionnaire first and then how to obtain their timestamp data.

Please revise the instructions document to inform subjects to complete the consent process in Step 1 and then fill out the initial questionnaire and how to obtain their timestamp data.

This is in fact not trivial at all, and we truly thank this comment. We have modified the order of the instructions and placed the consent process at the very beginning – it certainly did not make sense to ask people to go through the file downloading process when they may still refuse to participate in the study.

1. In Section 5.1, you describe that if subjects choose to remove the information on the specific apps that they use, they will be able to extract only their timestamp data.

In the **“***What will happen in this research study?”* section of the consent form, it describes that subjects will be provided with a set of instructions that will walk them through downloading their phone usage data and providing you with a file containing only the timestamps of their phone usage, excluding any sensitive contents of their phone data in the process if they choose to.

Please clarify whether you will be collecting sensitive contents of subjects’ phone data if they do not choose to exclude it or if you would only be collecting information on the specific apps that are used unless they choose to remove it and revise the **IRB Protocol** and **consent form**, as necessary, so this information is provided clearly and consistently throughout the application materials.

The text of this section was updated to include both options clearly.

**IRB Protocol**

1. You updated Section 4.2a to describe that you will use social media posts linking to a copy of the email text to recruit subjects. Please provide a summary of the information that will be provided about the study in the social media post in **Section 4.2a** or by attaching it under ‘Other attachments’ on the **Local Site Documents** page in Zipline.

The text for social media posts has been included with along the email text.

**Consent Form/Recruitment Materials**

1. The IRB Protocol describes that subjects will need to provide at least two months’ worth of data to be eligible to participate, but you will ask them to provide up to a year’s worth of data both before and after the COVID-19 pandemic, whenever possible.   
   Thanks for this comment. We are including some changes regarding this matter in the protocol. Because conditions regarding the pandemic are quickly evolving around the US and the world, we think that at this time it will be better to collect data from participants and then go on to classify the data according to ‘stay-at-home’ or lockdown conditions by looking at the dates and the places where participants report to have lived.   
   We will ask participants to be able to provide data for at least two months of phone usage, and up to two years. The ‘two years’ not only would be very adequate for our research needs but is also the upper limit of data length that we have been ever able to get from the Google Takeout service – in fact, it seems this limit has been lowered to a single year recently, according to our own tests.

The *“What will happen in this research study?”* section of the consent form only describes subjects needing to provide a least two months’ worth of data.

Please update the *“What will happen in this research study?”*section of the **consent form** to inform subjects that they may be asked to provide up to a year’s worth of data both before and after the COVID-19 pandemic in addition to the two months’ worth of data.   
We have amended the text stating that participants are required to provide *at least* two months’ worth of data to be able to participate, but that they may contribute more.

Please feel free to contact me with questions. I look forward to receiving your response.

Kind regards,

Paige Bacon-Abdelmoteleb

Senior IRB Review Administrator – Committee A

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| **HOW TO RESPOND TO THIS LETTER**  **Most letter points include requests for you to update your submission to incorporate any changes or information as requested above** (see [Respond to HSD](https://www.washington.edu/research/hsd/training/zipline-online-help-library/researcher-submission-guide/submitting-new-studies/respond-to-hsd/)). Some letter points may ask you to provide additional information that does not require updates to the application.  Here are some helpful tips for responding to this screening letter:   * Use [tracked changes](https://support.office.com/en-us/article/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a) when making requested edits to study documents * Upload the revised documents in the appropriate section of the Zipline SmartForms (see [Prepare Other Study Documents](https://www.washington.edu/research/hsd/training/zipline-online-help-library/researcher-submission-guide/submitting-new-studies/filling-out-application/#otherdocs)). * Click “update” to revise study documents in Zipline so that the revised version replaces the previous version in the system. Use ‘add’ **only** for new documents. * Remember to click ‘**Save**’ at the bottom of the SmartForm page whenever you make changes or upload a new document.   *Need more Zipline help? Check out the* [*Researcher Submission Guide*](https://www.washington.edu/research/hsd/training/zipline-online-help-library/researcher-submission-guide) *for Zipline instructions and tutorials.* |