Harrisburg University of Science and Technology
Institutional Review Board

APPLICATION TO USE HUMAN SUBJECTS IN RESEARCH

For Expedited Studies Only

IRB ETHICS TRAINING: The participating Faculty member(s), Graduate Student Researcher(s), and any External Researcher(s) MUST have a valid completion certificate from the CITI Course in Human Subjects Online Training before submitting an IRB application for projects involving human subjects. Include a copy of your CITI Training Completion Certificate with your IRB application if one is not already on file.

1. PROPOSED DATA COLLECTION DATES: From 8/4/2021 to 9/4/2021
Data collection dates should allow time for the IRB to review your protocol. *Please allow at least one (1) week from the date you turn in the application for processing.*

2. INVESTIGATOR(S): Copy and paste additional investigator names as needed. If an undergraduate student project, the faculty advisor should be listed as a Co-Investigator and as the approving faculty advisor).

Investigator Name: Laurel Lord
Program: Data Science, PhD
Email: lalord@my.harrisburgu.edu

Co-investigator: Mark Newman
Program: Corporate Faculty of Analytics
Email: mnewman@harrisburgu.edu

For all students, this research is for (*check all that apply*):

- ☐ Master's Thesis/Project
- ☒ PhD Dissertation
- ☐ Undergraduate Project
- ☐ Other:
- ☒ Independent Study
- ☐ GRAD695 Course requirement

3. **PROJECT TITLE**: Language and Legal Representation: A Linguistic and Demographic Survey of Saint Lucian Lawyers

4. PARTICIPANTS:

a. Number of participants proposed/anticipated: (~64)

b. Type(s) of participants:

☐ Children (17 or younger)	☒ Adults (18 years of age or older) ***(Lawyers)***
☐ Patients in institutions	☐ HU students (18 years of age or older)
☐ Prisoners	☐ Faculty or external collaborators
☐ Pregnant women	☐ Other:

5. FUNDING: Total project period from (08/04/2021) to (09/04/2021)

Are you seeking funding for this project/research? ☒ No ☐ Yes
If yes, submit one copy of the proposal summary or abstract with the application.

Does the funding agency require IRB approval? ☐ No ☐ Yes ☒ N/A
If yes, provide all relevant forms, instructions, etc. with this application.

6. REVIEW CATEGORY: **Please mark all items that apply**.

Note: Research with children or pregnant women often cannot be reviewed under expedited review. Please consult with the IRB Administrator to see if your protocol involving these subjects would require full board review.

Expedited Review (based on the following categories):

☐ Research involving the collection or study of <u>existing</u> data, documents, records, pathological specimens, or diagnostic specimens, **if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects <u>cannot</u> be identified, directly or through identifiers linked to the subjects.**

☒ Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), <u>survey</u> procedures, <u>interview</u> procedures, or observation of public behavior <u>that is not exempt</u>, if:(i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

☐ Collection of data from voice, digital, or image recordings made for research purposes

☐ Moderate exercise, muscular strength testing, body composition and flexibility testing from healthy volunteers (excludes x-rays, or microwaves)

☐ Non-manipulative, non-stressful research on individual or group behavior

☐ Collection of biological specimens by noninvasive means

☐ Collection of blood samples by finger prick, heel stick, ear stick or venipuncture

☐ Study of existing data, documents, records, or pathological or diagnostic specimens

7. **ATTACHMENTS OR TEXT ENTRY REQUIRED**:

a. Project or Research Question(s): Please see the attachment.
b. Methodology (the design of the study): Please see the attachment.
c. Data Collection (who, what, when, where, and how you will collect data)
    i. Explanation of how the collected data will be extracted, stored, and archived/destroyed to assure confidentiality and blinding of anyone participating in its analysis: Please see the attachment.
    ii. Explanation of why the personally identifiable data collected is necessary to answer your question(s): N/A

8. **CONFIDENTIALITY OF DATA**: Include the confidentiality of data section below:

All data collected will be saved in a standard hard drive for three years before deletion. Non-identifiable data, and a report, will be submitted to the Bar Association of Saint Lucia, The Central Statistical Office of Saint Lucia, and the Saint Lucia Folk Research Center (FRC).

9. **INFORMED CONSENT**:

Informed consent is usually written; however, in some circumstances it may be oral or electronic in nature. Waivers of informed consent may be granted under certain limited conditions, and any request for such should include explicit justification. Remember that the informed consent should be unique to each study being proposed and should also be written at the 7th grade reading level or lower if needed. (An example of an informed consent format is provided on the IRB website though you do not have to follow this example, but it must include the below items a through i).

The IRB requires a text of the proposed statement to be used for oral or electronic consent. Like the written consent document, they should include:

a. Identification of the researcher(s)
b. The nature and purpose of the study
c. Expected duration of participant involvement
d. How confidentiality or anonymity will be maintained
e. The voluntary nature of participation
f. Participants' right to withdraw at any time without penalty
g. Information about foreseeable risks and benefits (or none)
h. Contact information for questions or additional information
i. First paragraph should have a statement that the research has been approved by the Institutional Review Board of Harrisburg University of Science and Technology

A copy of the Informed Consent or text for oral consent must be provided to the IRB. For non-English-speaking participants, be sure to include an accurate translation.

10. **DEBRIEFING STATEMENT**:

A debriefing statement is usually *required only if any type of deception is used* in the study. Participants may also be debriefed about their behavioral response(s) to the study. The two major goals of debriefing are de-hoaxing and de-sensitizing. Any undesirable influences the study may have on participants should be minimized or eliminated.

The debriefing statement should describe the reason(s) for conducting the research, how participants can obtain results of the study, and contact information for additional details or answers to questions. Any potential predictions about study outcomes should be non-directional. It would also be advisable, for methodological purposes, to request that participants not reveal the nature of the study to other potential participants. Note that debriefing is normally only used when deception is utilized in the research otherwise it does not need to be included. If you are a student researcher, please check with your faculty advisor on whether you should include a debriefing statement.

Also, some researchers use an information form at the end to include relevant follow-up contact information of the faculty or student investigator(s). This may also include additional information for counseling services or emergency hotline numbers for those experiencing distress after a research/study procedure has ended and results in the participant recalling past instances of psychological or physical trauma. You may include an information or emergency contact form (so titled) if needed but please refer to your faculty advisor if you are a student researcher.

11. **AFFIRMATION OF COMPLIANCE:**

Note: Investigators or researchers are required to notify the IRB of substantive changes to protocol, unanticipated adverse, serious events experienced by participants, and project completion. Projects lasting longer than one year require an annual Request for Continuation (Protocol Renewal) or Notice of Project Ending by emailing the IRB Chair.

Failure to submit may result in adverse actions IAW IRB Policy All consent forms and data must be kept at least three years after the study ends.

I agree to follow the procedures outlined herein and to ensure that the rights and welfare of human participants are properly protected. I will commence the study only after receiving approval from the IRB) and having complied with required modifications. I will promptly report additions, changes, or problems involving the rights or welfare of human participants to the IRB by contacting the IRB Chair. If the project continues for more than one year from the approval date, I will submit the required documentation.

I affirm that I have read and reviewed the accuracy of this application and accept responsibility for the ethical conduct of this research, supervision of human participants, and maintenance of data and informed consent documentation as required by the IRB.

Investigator: Laurel Lord lalord@my.harrisburgu.edu Date:07/26/2021

Co-investigator: Mark Newman mnewman@harrisburgu.edu Date:

APPROVAL OF FACULTY ADVISOR OR SPONSOR:

I affirm that I have read and reviewed the accuracy of this application and accept responsibility for the ethical conduct of this research, supervision of human participants, and maintenance of data and informed consent documentation as required by the IRB.

I agree to follow the procedures outlined herein for my student(s) and to ensure that the rights and welfare of human participants are properly protected. I will ensure the study does not commence until the study has been approved by the HU IRB and have complied with required modifications. I will promptly report additions, changes, or problems involving the rights or welfare of human participants to the IRB by contacting the IRB Chair. If the project continues for more than one year from the approval date, I will submit the required documentation.

(Copy and paste additional faculty advisor approval signatures and contact information lines as needed below.)

Printed Name of Faculty Advisor: Kayla Jordan
Program: Assistant Professor of Social Analytics
Phone: Click or tap here to enter text.
HU E-mail Address: KJordan@HarrisburgU.edu

Signature of Faculty Advisor Date

Language and Legal Representation:
A Linguistic and Demographic Survey of Saint Lucian Lawyers

Institutional Review Board

Harrisburg University of Science and Technology

Online form: https://form.jotform.com/203134599286160

Online form design and discussion: https://llord1.github.io/LegalSurvey

Informed Consent Statement:

By clicking the submit button, I agree to terms & conditions:

Participation Consent Agreement:
This demographic and linguistic research study has been approved by the Institutional Review Board (IRB) of Harrisburg University of Science and Technology (HU). This research study is led by Laurel Lord, a Ph. D. candidate in Data Science Department at HU. The faculty advisors for this study are Dr. Kayla Jordan, Assistant Professor of Social Analytics, and Mark Newman, Corporate Faculty of Analytics.

This study is being conducted in compliance with the standards and guidelines given by the HU IRB. The Collaborative Institution Training Initiative (CITI) Program has certified the researcher, Laurel Lord, for human-subject research.

Purpose of the Study:
The purpose of this research is to gather general demographic data of lawyers and identify patterns of linguistic legal representation on the multilingual island of Saint Lucia. There will be a specific focus on the second most prevalent language - “Saint Lucian Kwéyòl”. The responses of participants will be run through textual analytical tools to provide insight into the legal environment that Saint Lucians, particularly Kwéyòl speakers, experience.

Participant Tasks:
Each participant is asked to fill out an anonymous online survey to provide their basic demographic details, statements on their multilingual capacities, and statements on the current linguistic legal environment. The form contains twelve questions that each participant should be able to complete in less than twenty minutes.

Participant Risks and Discomforts:
There is no anticipated risk for the participant in this research. All information will be protected, and the confidentiality of the data will be maintained throughout this research.

Survey Benefits:
The collection of profession-specific labor statistical data is uncommon in Saint Lucia. Additionally, there appears to be low societal consideration of the increasing multilingual environment; therefore, data collection and analysis of this specific profession could serve as a template for job-specific data collection and improve the legal representation offered to the inhabitants of Saint Lucia.

Participation is Voluntary:
Survey participation is voluntary, and individuals may choose not to participate if uncomfortable with answering any of the questions after signing the consent form; this can be done by withdrawing from the survey at any time without penalty. To withdraw, close the form window without hitting the "Submit" button.

Participant Compensation:
There is no compensation for participation as this research will be distributed internally by the Bar Association of Saint Lucia.

Privacy/Confidentiality/Data Security:
Based on the survey's design, there is no overt identifying material being collected; there is no data on one's exact location, email addresses, phone numbers, or government-issued personal identification numbers. All submitted data will be gathered into a password-protected main document. This data will be saved on a standard thumb drive for three years after the publication of the report.

Non-identifiable data, and a report, will be submitted to the Bar Association of Saint Lucia, The Central Statistical Office of Saint Lucia, and the Saint Lucia Folk Research Center (FRC).

Inquires/Questions:
Any questions may be directed to Laurel Lord at lalord@my.harrisburgu.edu. Questions or concerns regarding your rights as a subject in this study may be directed to HU IRB via 717-901-5100 or their website at harrisburgu.edu/irb.

DATA MANAGEMENT PLAN
DATA:
What data will be created over the course of the study (such as the actual survey questions)?
Online form (actual survey questions): https://form.jotform.com/203134599286160
Online form design and logic:
https://llord1.github.io/LegalSurvey

What methods or standards will be used for data creation?
The online provider being used is the jotform.com platform.

STORAGE:
Where will your data (including backups if used) be stored during collection and analysis?
Information will initially be collected through jotform.com in the form of individual spreadsheets. All submitted documents will be gathered into a password-protected main document. This data will be saved on a standard external thumb drive for three years after the publication of the report. Laurel Lord will have sole access to this device. When not in use it will be secured in a physical safe.

IRB/ETHICAL ISSUES:
How will you secure the data to protect identity and/or de-identify the data?
Based on the survey's design, there is no overt identifying material being collected; there is no data on one's exact location, email addresses, phone numbers, or government-issued personal identification numbers.

In Jotform's privacy section (https://www.jotform.com/privacy/), they state:
Form data. *We store our customers' form data (questions and responses), in some cases using third party server providers such as Amazon Web Services and Google Cloud.*
Data you use to create forms is owned by you. *JotForm Inc. treats your forms as private, unless you make them available to members of the public. We don't sell or make forms you've created available to anyone, nor do we use the form responses you collect, for purposes unrelated to you or our services, except in a limited set of circumstances (e.g. JotForm Inc. is compelled by a subpoena or court order, or if you've given us permission to do so).*

In their use of data section **(**https://www.jotform.com/terms/), they state:
You hereby authorize us to access, use and display Data for the purpose of and to the extent necessary to provide the Services to you, to protect the Data, and to protect our online or computer resources from unlawful cyberattacks. We will not modify any Data, copy Data onto any media, disassemble, decompile or reverse engineer all or any part of the Data, or use, duplicate, transfer, sell, distribute or otherwise disclose the Data to any other party.

How are you disseminating the data and/or your conclusions drawn from them? Is there permission for re-use or sharing?
Non-identifiable data, and a report, will be submitted to the Bar Association of Saint Lucia, The Central Statistical Office of Saint Lucia, and the Saint Lucia Folk Research Center (FRC). IRB or committee members can be granted access upon request.

CONCLUSION OF STUDY/DATA DESTRUCTION PLAN:
What is the plan for archiving and preserving the data?
What is the long-term plan for the deletion or destruction of data?

This data will be saved on a standard USB thumb drive for three years after the publication of the report and then the destruction process will begin; this process will be secure and irreversible and will include all electronic data. Prior to the physical disposal of the standard USB thumb drive, all the data contained in the device will be destroyed by either wiping the media with a degaussing magnet, utilizing a digital file shredder that employs a triple swipe technique (http://www.fileshredder.org/), or by physically destroying the media through physical destruction.