

IRB #2100125 MU

Exempt Amendment Form #405332

Submission date: **02/28/2024**

Submitted by: **Duan, Sean Xiaohao**

1. Application Revisions

1. Revisions to the Application

Instructions:

Click the "Revise Application Form" below to review your approved application and make proposed changes. All changes you make to the application will be tracked.

*It is possible you will not need to edit the application for certain changes to your study, but you must review the application in its entirety to ensure all information is still accurate and current.

After making your changes (or no changes), go to the submit section within the application to save your changes. The application revision status below will switch to "complete", and you will proceed with the next section of the amendment by hitting "Save & Continue" below.

See: Application revision no. 2

2. Project Information

This section is read-only. Please hit save & continue to proceed to the next section.

1. Project Title

Moral Conviction Manipulation Pilot Study

2. Principal Investigator / Contact Person

Duan, Sean Xiaohao

Job title	GRADUATE TEACHING ASSISTANT
Department	Psychological Sciences
Division	Arts & Science
Business unit	University of MO-Columbia

3. Study Staff

Role	Investigator	Department	CITI IRB Training	Consent personnel role	Primary contact	Truman VA Hospital personnel
Principal Investigator	Duan, Sean Xiaohao	Psychological Sciences	08/31/2021	Authorized to Obtain Consent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advisor	Shaffer, Victoria A	Psychological Sciences	06/08/2022	Authorized to Obtain Consent	<input type="checkbox"/>	<input type="checkbox"/>

4. Project Status

Active - Exempt

3. Proposed Changes

1. Provide a description of the proposed changes.

For exempt studies, the IRB may need to ask for a tracked changes document(s) if we are unable to readily identify changes within clean documents.

I am changing a little bit of the text in the persuasive essays, and asking directly how persuasive the subjects think the essays themselves are.

2. Will the requested changes impact the risks or benefits to subjects?

☐ Yes ☒ No

3. Do the changes add questions to surveys or interviews that could be considered offensive, embarrassing, or sensitive?

Upload revised surveys or interview questions for review.

☐ Yes ☒ No ☐ N/A

4. Will the requested changes impact the existing privacy or confidentiality protections?

☐ Yes ☒ No

5. Are you requesting a change to a HIPAA waiver, or do you now need a HIPAA waiver?

If yes, a subform will generate. The HIPAA waiver is no longer uploaded as an attached file. It is embedded within the amendment form.

☐ Yes ☒ No

6. Are you requesting a HIPAA alteration (waiving the signature requirement on a HIPAA authorization)?

If yes, a subform will generate for your completion.

☐ Yes ☒ No

7. Are you requesting to add an external investigator(s) - external to UM?

If the investigator(s) has an IRB, they should be getting their own IRB exemption for their participation and not be added to the MU study.

☐ Yes ☒ No

8. Would you like to request for this study to be advertised on the MU Division of Research, Innovation, and Impact (RII) website created for recruitment purposes?

If yes, you will be asked additional questions creating information to pull to the website about your study as soon as this amendment is approved. Click here to view the website: <https://research.missouri.edu/human-subjects-research/participant-outreach>

☐ Yes, advertise this study ☒ No, do not advertise this study

- 9. Health-Related Research Only:** Are you requesting to add this study which includes health-related activities to researchmatch.org to advertise? [If yes, you must upload the ResearchMatch Contact Message for IRB review and approval.](#)

MU is a participating site of researchmatch.org. The advertisement is free and for health-related research. View the Researcher FAQ for additional information: <https://www.researchmatch.org/researchers/faq>

☐ Yes ☒ No

Application revision no. 2

1. Project Title/Investigators

1. Project Title

If the study is externally funded or internally grant funded, this title should match the title on the grant/contract.

Moral Conviction Manipulation Pilot Study

- 2. Key Personnel - List all investigators engaged in the research by clicking on the "Add an Investigator" button.** This includes individuals interacting or intervening with subjects, collecting or accessing identifiable data, or consenting subjects. Please note, if individuals are performing services that are typically performed for non-research purposes, and they are only providing a service for this project, they do not need to be listed. **Expedited/Full board projects - do not add external investigators from another institution/organization who have their own IRB unless you are specifically asked by our office to add them to our application.**

Investigators serving as a Principal Investigators must have a current and active UM appointment. Individuals with a visiting scholar/faculty or courtesy appointment (including adjunct faculty without a significant time appointment as an UM employee) will be required to indicate support from their home/sponsoring department and will be required to have an active UM faculty member with human subject research experience serving in a Co-Investigator (Co-I) role on human subject research studies.

Principal Investigator Assurance: After you hit submit on this application, the PI will be sent an email from the system requesting the completion of the PI Assurance Form. This application will not officially be submitted to the IRB until this step is complete.

Primary Contact(s): Whoever you would like to be copied on IRB correspondence, including reminders and approvals, please be sure to add them as primary contacts when prompted under the "Add an Investigator" button. There must be at least one primary contact on this application.

Fellows and Residents as PI: Must have a faculty member listed as a co-investigator.

Student-Initiated Projects: Students must list themselves as Principal Investigator and also include an Advisor ([this is typically a faculty member serving as your committee chair for a thesis or dissertation, or](#)

needs to be a faculty member who is guiding you on your research proposal if not for a thesis or dissertation). After you hit submit on this application, the Advisor will be sent an email from the system requesting the completion of the Advisor Approval Form. This application will not officially be submitted to the IRB until this step is complete, and the student completes the PI Assurance received via email. See the MU IRB webpage for Student Researchers.

Dissertations, Thesis projects, and other required student-led research projects: Students must have their own, separate IRB approval. Combination of projects are not accepted. For example, if a student wishes to use data from a faculty research project for their dissertation, the student must submit an IRB application to use the data. Also, MU graduate student-led projects must receive approval by the MU IRB even if activities are occurring at another site with an IRB. See MU IRB HRPP Policy here. See the MU IRB webpage for Student Researchers.

Classroom Projects: Projects conducted for purposes of a grade only and results are not disseminated outside the classroom do not meet the federal definition of research and do not require IRB review. However, the IRB has built into the exempt portion of the application the ability to practice submitting to the IRB when required by the instructor.

Medical Procedures and/or Treatment Studies: For activities that require consent to be obtained by a licensed physician outside the scope of research, only a physician, advanced practitioner, or appropriately licensed provider may have the consent role as "authorized to obtain consent". Review our Informed Consent Requirements SOP for additional information.

Registered Nurses as PI or Co-I: If you are a Registered Nurse and Employee of MU Health Care, please contact Renae McIntosh, Coordinator of EBP and Nursing Research, for additional information regarding MU Health Care project tracking at mcintoshr@health.missouri.edu.

Role	Investigator	Department	CITI IRB Training	Primary contact	Consent personnel role	Truman VA Hospital personnel
Principal Investigator	Duan, Sean Xiaohao	Psychological Sciences	08/31/2021	<input checked="" type="checkbox"/>	Authorized to Obtain Consent	<input type="checkbox"/>
Advisor	Shaffer, Victoria A	Psychological Sciences	06/08/2022	<input type="checkbox"/>	Authorized to Obtain Consent	<input type="checkbox"/>

3. Contact Information (Read-Only)

Principal investigator

Duan, Sean Xiaohao	
Job title	GRADUATE TEACHING ASSISTANT
Department	Psychological Sciences
Division	Arts & Science
Business unit	University of MO-Columbia

Primary contact**Duan, Sean Xiaohao**

Job title GRADUATE TEACHING ASSISTANT
 Department Psychological Sciences
 Division Arts & Science
 Business unit University of MO-Columbia

4. Truman VA Research

- A.** Is the research going to be conducted by investigators serving on Truman VA compensated, VA without compensation (WOC), or Intergovernmental Personnel Act appointments?

This includes paid as well as WOC criteria.

☐ Yes ☒ No

VA EXEMPT PROJECTS: The MU IRB does not review VA exempt projects UNLESS the VA Research Office has informed you the study qualifies as exempt with a limited IRB review. First, you must contact the Truman VA Health System Specialist to obtain instructions for completing their VA exempt application since they utilize a separate online system, and they will inform you if you must submit the MU IRB form instead. Contact information: (573) 814 -6000 ext. 53761.

FORM INSTRUCTION: As you work through the form, you will be checking boxes that prompt additional questions. If you realize those additional questions do not pertain to your study, go back and uncheck the box that prompted those questions.

2. Exempt Determination

☐ **NOT EXEMPT:** If you already know that your project is NOT exempt, please check this box and click **Save & Continue**. If you are unsure, do not check this box and continue below.

1. Exempt Categories

- A. Based on the information below, choose the exempt category(ies) that applies to your study.**
 If the study is not exempt, choose none apply at the bottom of this page:

- ☐ **Category 1:** Research conducted in established or commonly accepted educational settings that specifically involve normal educational practices.
- ☒ **Category 2:** Research involving surveys, interviews, observations of public behavior, and/or educational tests (cognitive, diagnostic, aptitude, achievement).
- ☐ **Category 3:** Research involving benign, behavioral interventions with adults.
- ☐ **Category 4:** Secondary research with no consent involving identifiable information and/or biospecimens (could include restricted use datasets when a data use agreement is required)
- ☐ **Category 5:** Federally supported/conducted research and demonstration projects of public benefit or service programs.
- ☐ **Category 6:** Taste and qualify food evaluation and consumer acceptance study.

Note: If you selected an exempt category, additional questions will populate to confirm the exemption(s) you selected. If you select "none apply", additional sections of the application will populate for expedited/full board review.

B. Category 2

The following are required for a study to meet the federal regulations for this category. Please confirm the below are true by checking the boxes even if not applicable to your study.

- ☒ Children and/or wards are not being asked to participate in surveys or interview/focus group procedures, or in observations where the investigators participate in the activities being observed.
- ☒ Surveys and interviews are not anticipated to influence or change social, behavioral, or educational outcomes.
- ☒ Observations would be limited to public observations where subjects should have no expectation of privacy.

C. General Exempt Exclusions - Please read each statement below and confirm each statement is true for this study. If each of the following statements are not true, this study does not meet exempt criteria and you should check "Not Exempt" above and continue answering the additional questions in this application.

- ☒ The study will not store or maintain identifiable information collected from the study for future unspecified research uses. These must be reviewed expedited at minimum.
- ☒ The study involves minimal risk to subjects. 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.
- ☒ The study is not aimed at involving prisoners. [Click here to see the definition of prisoners.](#)
- ☒ The study is not a randomized controlled trial involving sensitive AND identifiable information.
- ☒ There are no restrictions to exempt the study that you know of (includes sponsor and/or dataset restrictions).
- ☒ Any disclosure of information collected for the research would not reasonably place subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation.

D. Additional Exempt Exclusions Related to Certain Products/Software/Substances (FDA regulated) - Please read each statement below and confirm each statement is true for this study to the best of your knowledge. If each of the following statements are not true, this study does not meet exempt criteria and you should check "Not Exempt" above and continue answering the additional questions in this application.

- ☒ The study does not use a device (instrument, apparatus, implement, machine, contrivance, in vitro reagent, or other similar item) to diagnose, cure, mitigate, treat, or prevent a disease or other health condition, AND is not trying to determine if such a device might diagnose, cure, mitigate, treat, or prevent a disease or other health condition.
- ☒ The study does not use a device intended to affect the structure or any function of the body.
- ☒ The study does not use software or medical applications intended to diagnose, cure, mitigate, treat, or prevent a disease or other health condition, AND is not trying to determine if it might diagnose, cure, mitigate, treat, or prevent a disease or other health condition.
- ☒ The study does not use a drug, supplement, vitamin, food, cosmetic, or other substance/product intended for use in the diagnosis, cure, mitigation, treatment, prevention of a disease or

other health condition, AND is not trying to determine if it might diagnose, cure, mitigate, treat, or prevent a disease or other health condition.

3. Exempt Project Information

Please answer the following questions regarding your exempt project.

1. Is this IRB submission required by your instructor for a class project?

This does not include degree completion requirements, such as a thesis or dissertation. A classroom project is specific to an assignment within one class.

☐ Yes ☒ No

2. Provide a detailed description of your project.

The purpose of the study is a pilot study to examine and test various forms of manipulation of moral conviction, on one topic that is considered 'non-moral', two topics that are considered 'moral', and one topic that is of relatively unknown morality.

There is significant scientific rationale for this study. Changing belief on topics with significant moral conviction has been historically a challenge in the literature. Furthermore, there has been relatively little direct experimental testing to determine whether some of these theories (e.g., moral framing, moral piggybacking, pragmatic framing, and personal hedonic benefit) actually result in changes of moral conviction.

This research will ideally add to existing knowledge by illustrating the extent to which moral conviction can be changed in a non-moral issue, as well as an issue seen more commonly as moral

3. Are there any conflicts of interest with this study?

Example: Financial, personal, institutional, or other, for any study team member. If none, please indicate no conflict. We will verify your responses with existing data on file. Ensure you are aware of any specific restrictions for your department or college.

☐ Yes ☒ No

4. Is the research funded/supported?

Select "yes" for internal or external funding. If this proposal is associated with potential funding, please select "yes" and complete with the funding source you are seeking. When asked to submit the award information later in the application please indicate "pending". If funding is received, you will need to update your information in eCompliance.

☐ Yes ☒ No

5. Exemption - Additional Information

A. Describe what subjects will be asked to do.

Subjects will be asked to assess their own feelings in support or opposition on several topics of interest, specifically, their feelings on physical exercise, climate change, universal health care, and capital punishment. For each of these topics, participants will also assess how much the feelings they have on these issues stem from moral conviction (core beliefs as to how 'right or wrong' these issues are).

Then, subjects will be randomly assigned to one of several essays, which will either provide a moralized

perspective, or a non-moral perspective on the topic.

Participants will then be exposed to a brief informational pamphlet on the topic of interest.

Afterwards, participants will be assessed to determine if their support on these topics, and the moral conviction behind that support, has changed.

Finally, participants will be assessed on individual differences in subjective numeracy, and demographic information. Afterwards, they will read a debrief.

B. Are subjects asked to answer questions and/or provide information that they might feel are embarrassing, sensitive, likely to induce trauma or emotional distress, or offensive?

As long as exposure to questions themselves should not cause harm or have detrimental consequences, the study could potentially be exempt. The IRB staff will review the study details and notify you if the study cannot be exempt because of the questions/content.

☒ Yes ☐ No

C. If yes, please explain and describe how the study would still pose minimal risk to subjects.

The study poses minimal risks because, even though our participants may potentially have strong feelings about Capital Punishment, climate change, universal health care, or motivation to exercise (to the point where it induces emotional distress), these are all extremely common topics that appear regularly in the news and the world around our subjects. Any unexpectedly strong feelings that they have regarding these issues is not plausibly something we can assume will be the case. The fact that these concepts have been in regular public conversation contributes to our expectation that these issues contain minimal risk.

D. Do you anticipate obtaining information during the research study which might fall under mandated reporting guidelines?

If yes, be sure to include this information in the consent. The IRB reviewer will also determine if the study can be exempt because you may collect information which might fall under mandated reporting guidelines. Information that may require reporting include: child abuse, elderly abuse, Title IX reporting, etc.

☐ Yes ☒ No

E. Recruitment

i. Describe the subject population.

Participants will be students in Psychology 1000, and will participate in this online study in fulfillment of class participation criteria.

ii. Describe your recruiting process, including how and where you will recruit participants for your study. (Please do not copy and paste your recruitment scripts in this section - they are to be uploaded in the attached files section)

Participants will be recruited from the SONA web-signup page for Psychology 1000 student participants.

iii. Do you intend to recruit through social media?

☐ Yes ☒ No

iv. Do you plan to use an online recruitment/research panel to recruit subjects?

An online recruitment panel allows you to send your survey to a targeted population of respondents. You can mark no if your panel is MU Psych 1000 students.

☐ Yes ☒ No

- v. Would you like to request for this study to be advertised on the MU Division of Research, Innovation, and Impact (RII) website created for recruitment purposes?

If yes, you will be asked additional questions creating information to pull to the website about your study as soon as this application is approved. If you wish to remove the listing from the website later, you can submit an amendment with the answer to this question changed to "no" and it will be removed after approval. The listing will also be removed from the website if the project is closed to enrollment or has expired. Click here to view the site: <https://research.missouri.edu/human-subjects-research/participant-outreach>

☐ Yes, advertise this study ☒ No, do not advertise this study

- vi. **Health-Related Research Only:** Are you requesting to add this study with health-related activities to researchmatch.org to advertise? [If yes, you must upload the ResearchMatch Contact Message for IRB review and approval.](#)

MU is a participating site of researchmatch.org. The advertisement is free and for health-related research only. View the Researcher FAQ for additional information: <https://www.researchmatch.org/researchers/faq>

☐ Yes ☒ No

- vii. Does this study utilize medical records to identify and contact potential subjects?

☐ Yes ☒ No

- viii. Select if your inclusion criteria (target population) includes the following populations:

Do not check if the research is aimed at involving a broader population that may only incidentally include one or more of the following:

☒ Students (Not the investigator's students)

☐ Students (the investigator's students)

☐ MU Student Athletes

☐ Employees - Check if recruited specifically because they are employees, or you are conducting research at their place of employment.

☐ Pregnant Women

☐ Non-English Speaking Subjects

☐ Community Veterans (do not check this if this study engages the Truman VA hospital as a research site)

- ix. Is this an international study involving an international population, international investigators, or the sharing of information/biospecimens with international collaborators/sponsors/agencies where "international" indicates outside the United States?

☐ Yes ☒ No

- x. Will you be processing (i.e. using, accessing, collecting, recording, storing, or transmitting) any data about individuals physically located in the European Union, or be involved with any transfer of personal information from the EU to a non-EU country?

A subform will populate for completion if you mark yes.

☐ Yes ☒ No

- xi. Permission from the Study Site to Conduct the Study

Be sure to keep documentation of permission from the study site, if required, in your research records. It does not need to be uploaded to this application unless specifically requested.

- ☒ I attest that I already have permission to conduct the study at the location(s).
- ☐ I am still needing some or all permission to conduct the study, but permission will be secured prior to subject recruitment.

Recruitment Materials - What should and should not be included in recruitment materials:

The recruitment text should be limited to:

- The name and address of the investigator or research facility
- The condition under study or the purpose of the research
- In summary form, the criteria that will be used to determine eligibility for the study
- A brief list of participation benefits, if any
- The time or other commitment required of the subjects
- The location of the research and the person or office to contact for further information

The recruitment text cannot:

- State or imply a certainty of favorable outcome or other benefits beyond what was outlined in the consent document and the protocol
- Make claims, either explicitly or implicitly, that the drug, biologic or device was safe or effective for the purposes under investigation
- Make claims, either explicitly or implicitly, that the test article was known to be equivalent or superior to any other drug, biologic or device
- Use terms, such as "new treatment," "new medication" or "new drug" without explaining that the test article was investigational
- Promise "free medical treatment," when the intent was only to say participants will not be charged for taking part in the investigation
- Include exculpatory language
- Emphasize the payment or the amount to be paid, by such means as larger or bold type

F. Consent

i. Describe the proposed consent process.

Consent may be necessary when there's an interaction whether in person or not.

Participants will read our introductory page at the beginning of our online survey, and by choosing to participate further, they indicate their consent to being studied.

ii. Does the study involve children under 13 years of age?

☐ Yes ☒ No

iii. If consent will not be obtained from some or all the subject populations, including children, please explain the reasoning here.

State NA if consent will be obtained from every subject.

NA

iv. Select from the following to describe the protections in place to protect **privacy interests of participants.**

Check all that apply.

- ☒ Subjects decide the time and place where they give study information and who can be present

- ☒ Subjects have the ability to decide who receives and can use the study information
- ☐ Subjects can skip questions and control the nature of the information they give without penalty

If there are additional privacy protections in place, please describe.

- v. Although rare to be required for exempt studies, do you need to obtain an electronic signature from your subject population? This would be the equivalent of a written signature and required for regulatory purposes (i.e. FERPA for course grads, HIPAA for health information).

Only answer YES if the study requires electronic signatures for regulatory or internal policy. Electronic signature refers to signatures in electronic form.

If yes, when uploading your consent document for electronic signatures, please select the most appropriate document type in the drop-down provided and check the box "Electronic Signature" underneath to indicate subjects will provide their electronic signature. Please do not upload two separate consent documents when you are obtaining both hand-written and electronic signatures and the content is the same.

☐ Yes ☒ No

- vi. Do you plan to store and maintain information collected from this study for future unspecified research uses?

If yes, this must be disclosed in the consent.

☐ Yes ☒ No

***Exempt Consent Guidance/Templates

Exempt adult consent and child assent templates have been created for your use here:

<https://research.missouri.edu/human-subjects-research/researcher-resources>

UPLOAD the consent and assent to the attached files section for review.

SIGNATURE OF THE PARTICIPANT:

The consent should not include a signature requirement because it is not required on exempt studies - unless it's necessary for your documentation; for example, when:

1. study involves permission to release student educational records (FERPA requirement);
2. documentation of parental consent is necessary before enrolling their child; and/or
3. participants consent to allow you to release identifiable information/pictures/videos outside of the research team.

ELEMENTS OF CONSENT FOR EXEMPT STUDIES:

- 1) a statement that the activity involves research;
- 2) a description of what they will be doing, including duration;
- 3) a statement that participation is voluntary;
- 4) a statement about compensation, if any;
- 5) your name and contact information; and
- 6) HRPP/IRB contact information.

G. Compensation

- i. Does the study offer subject compensation, including payment or extra/course credits?

Compensation includes reimbursement, covering expenses (hotel/car), course/extra credit, monetary payments (check, gift card, cash), non-monetary items (gifts, food/drinks, supplies), etc.

☒ Yes ☐ No

ii. Compensation Information

i. Mark the type of compensation being offered.

- ☐ Monetary Payment - Compensation including check, gift card, cash
- ☒ Student Credit - Course or Extra Credit
- ☐ Gifts (non-monetary items)

ii. Describe the compensation plan.

Compensation cannot be contingent upon completing the entire study. If there are multiple visits/sessions, this should be pro-rated. Describe that plan here.

Research/Online Survey Panels: If the exact amount of compensation is unknown to the investigators or is different for each potential subject, the following sample language is acceptable to include: "After responding to the survey, you will receive information about the payment you are eligible for based on your agreement with XX/company name. Compensation will range in value from \$X to \$X. If the compensation you received does not align with your expectations for this study, please contact the PI at XXX." (The suggested language may be edited as necessary, but the language proposed must receive IRB approval.)

Participants will receive their Psychology 1000 research credit for participating in the study.

iii. Describe the alternative assignment since research is voluntary and they need another option to earn credit that does not involve active participation in research.

The alternative assignment available to all students in Psychology 1000 will be to complete a brief paper instead of choosing to participate in a research study.

H. **Select if the study involves either of the following study designs:**

If you selected exemption 2, the study cannot involve deception, and only incomplete disclosure is a potential option.

- ☐ Deception - deliberately giving false information about some aspect of the research to the subject.
- ☐ Incomplete disclosure - Withholding information about the research but not giving false information.

6. Identifying Information

A. Will you record or retain subject identifiable information at any time during the course of the research?

When answering, consider if you are audio or video recording, or taking photographs, whether that may result in recording identifiable information.

☐ Yes ☒ No

B. Describe the identifiers to be recorded/retained.

If no identifiers will be recorded/retained at any time, please state here.

No identifiers will be recorded.

C. Describe the methods you will use to only record/retain de-identified information.

participant information is automatically de-identified in our Qualtrics form

D. Will the study involve accessing identifiable student records?

FERPA guidance can be found here: [US Department of Education FAQ](#) or [MU Website](#).

☐ Yes ☒ No

E. Does the study involve collecting participant audiorecordings, videorecordings, or photographs?

☐ Yes ☒ No

F. Will you present/show photographs or other identifiable media to the participants in your study (i.e. showing pictures or videos during a survey or focus group)?

As a reminder, just because pictures and other items are available on the internet does not mean they are approved to use in your research.

☐ Yes ☒ No

G. Are you proposing to administer an anonymous survey/questionnaire in this study?

This means no identifiers are collected.

☒ Yes ☐ No

H. Anonymous Survey/Questionnaire

i. If administering an online survey/questionnaire, have you checked the appropriate boxes/ places on the survey tool to ensure the data collected will not record identifiers, for example IP address, that you would have access to?

☒ Yes ☐ No ☐ N/A

ii. Could it be possible to identify an individual in your study based upon using a smaller sample size, and you are asking about a particular disease/condition, geographical location, or other unique, identifying characteristic?

☐ Yes ☒ No

7. Web/Electronic Application Information

Select all that apply:

A. List all web/electronic applications that will be used in the study.

DCL means Data Classification Levels.

Click here to determine the data classification levels associated with your project: <https://www.umsystem.edu/ums/is/infosec/classification-definitions>

DCL in a Nutshell: https://www.umsystem.edu/media/is/infosec/DCL_In_A_Nutshell.pdf

i. Approved for DCL4 and below (this includes protected health information - HIPAA, social security numbers, and other highly restricted data)

☐ Microsoft OneDrive

☐ Microsoft Teams

☐ REDCap

☐ Protected Zoom (Protected Version: <https://umsystemprotected.zoom.us>) - Exempt studies with no sensitive information should not need protected zoom and could select the normal zoom version down below.

ii. Not Approved for DCL4 (highly restricted) but Approved for DCL3 (restricted) and below (sensitive & public)

- ☒ Qualtrics
- ☐ Google Survey
- ☐ Microsoft Forms / Survey
- ☐ Zoom (<https://umsystem.zoom.us>)

iii. **Other Applications**

- ☐ Other

Note: If using an online survey to collect data, please ensure the software platform you are using has some type of security measure to reduce the chance of bots completing surveys instead of human subjects and to limit the ability for subjects to complete multiple surveys.

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