INSTITUTIONAL REVIEW BOARD
FOR THE PROTECTION OF HUMAN RESEARCH SUBJECTS

PROTOCOL SUBMISSION FORM

Project Information

Project Title: Factors influencing classroom performance.

Principal Investigator (must be a UW-Green Bay Faculty/Staff Member): Regan A. R. Gurung
Unit or Department: Psychology
Phone: 920-465-5679 **E-mail:** gurungr@uwgb.edu **(all correspondence will be with the principal investigator)**

Co-investigator(s):

Estimated Start Date: 05/13/13
Note: This date should follow IRB review. Please allow at least 10 days for exempt or expedited reviews. Protocols requiring approval from full board will be reviewed at our next meeting.

Estimated Completion Date: 05/30/13
Note: Projects continuing for longer than one year will require an Annual Progress Report.

Determination of Risk/Review Status

For a description of the review categories, please see the *IRB Policies and Procedures Manual* or see "Determining if a Project is Exempt, Expedited or Requiring Full Board Review" on the UW-Green Bay IRB website.

Check the Appropriate Review Category for this Project (check one):

☐ **Full Board Review**
☒ **Expedited Review**
☐ **Exempt. If exempt, indicate the exemption number: 1 (exemption numbers can be found in the *IRB Policies and Procedures Manual* or here)**

Protocol Summary

Please complete every section. If you feel a section doesn't apply to your project, write "Not Applicable". Even though the text entry boxes are small, you have as much spaces as you need to fully complete each section.

PROJECT GOALS

1. **Describe the purpose of the research project and importance of the knowledge to be gained from it.** For three years now I have been assessing what predicts grades in Intro. Psych (with IRB clearance). I have given the same survey out to see if different innovations I make have an effect. Results help me pick textbooks, online study software, and design classroom interventions.

DESCRIPTION OF PARTICIPANTS

1. **Describe the pool of participants with regard to sex, race or ethnic group, age range, etc. Justify the exclusion of any group.** All volunteering members of Psych 102 above the age of 17.

2. **Affiliation of participants (institutions, general public, students, etc.) and the researchers' relationship to the institution(s) where the research will be conducted (employee, member, volunteer, etc.).** UWGB students enrolled in class.

3. **Participants' general state of health (mentally and physically). If a requirement of the research is that the participants are to be in good mental or physical health, indicate who will determine and how.** Not Applicable.

4. **If the participants are minors, mentally incompetent, or legally restricted groups, give an explanation as to the necessity for using these particular groups (please note that research with all of these groups requires Full Board Review).** Not Applicable.

5. **Please use the space here for any other information you feel is relevant regarding the participants in project.** Not Applicable.

PROCEDURES

Explain how you will recruit participants. Include who will contact, how the contact will be made, and how they will be enrolled in the study. I will email students the following invitation and provide a link to assess the online survey. INVITE: **I would like to get a sense of what worked well and what could be done better in this class and invite you to take an online survey. Your responses will help me understand your learning and improve this class. Completing them will give you 5 bonus points on the final exam.**

1. **Explain the information you will be gathering along with the means for collecting (i.e., the specific procedure participants will go through as part of this project) and recording it. Include where you will store the data during the study and after the study is complete.** Survey information will be gathered using Qualtrics survey software and stored in an encrypted compter data storage program. I will gather some information on the student (year in school, gender, age, self reported GPA, major) and their study habits (see survey shared). All data will be on UWGB servers during and after the study is complete.

2. **Indicate any personnel who will be interacting with the participants or who will be present during a participants' participation. State the qualifications and roles of all personnel.** None.

3. **State the location(s) where you will work with the participants (e.g., UWGB, in participants' homes, the Brown County library, etc.).** Online.

4. **Indicate the total amount of time required of each participant. If you will be using multiple instruments/procedures, state the amount of time required for each instrument/procedure.** Total time required is 15 minutes.

5. **If you will reward (e.g., provide money, extra credit, gift etc.) participants, indicate the type of reward, when participants will receive the payment, and whether or not your participants will receive the payment if they drop out of the study. In the case of course credit, indicate how students who do not participate will be able to earn equal credit.** The participants will be awarded 5 bonus points on the last exam. As an alternative they will be told: **If you want the bonus points but do not want to complete the questions you have the option of reading a research article on studying (examples provided) and will then have to answer a series of short answer questions on it. If would like to do this alternative activity instead of answering this survey, please email me for the articles and questions.**

6. **If the project involves invasive medical procedures and/or stress testing, please state the qualifications of the person(s) performing the procedure.** Not Applicable.

7. **Please use the space here for any other information you feel is relevant regarding the procedure.** Not Applicable.

RISK/DECEPTION

1. **Describe in detail any risks you foresee (physical, psychological, social, legal, economic, etc.), the rationale for the necessity of such risks, and why alternatives may not be feasible.** This is a short study where students reflect on their behaviors in class. Risks are minimal if any.

2. **If you plan to conduct research involving investigations of a person, which has no benefit to that person, explain the following:**

    a. **Extent of the risks.** Not Applicable.

    b. **Why you feel that the value of the information to be gained outweighs the risk involved.** Not Applicable.

3. **If you will utilize deception in gathering your data, explain the following:**

    a. **Justify and support the use of deception.** None.

    b. **Provide a detailed written description of the debriefing process, which includes a complete explanation of the deception.** NA

SAFEGUARDING THE IDENTITY OF PARTICIPANTS

1. **State what you will do with the information obtained from participants. Describe which elements of your project might be openly accessible to other agencies or appear in publications.** All data will be confidential. Specific information obtained from participants will be secured in an encrypted compter data storage program. Once the survey data is linked to class scores and assignment scores (see IC) the names will be removed and the stored data will be anonymous.
2. **Describe what precautions will be taken to safeguard identifiable records or individuals. Specifically, describe the following:**

    a. **Describe the long-range use of data by yourself and others. Explain what you will do with the data upon completion of the study (i.e. destroy, etc.).** Upon completion of this study, data will be stored in a secured computer system. Long-range use of this data will include publication.

    b. **Describe specific procedures you will use to safeguard participants' data from unauthorized access. State how you will link the data to participants during your study. State how and where you will store the data and who will have access to it.** All data will be eventually anonymous.

    c. **State whether or not human participants will be identifiable directly or through identifying information linked to the participants.** Participants will not be identifiable once data in annonymous.

INFORMED CONSENT

1. **A description of how informed consent will be obtained (see the *IRB Policies and Procedures Manual* for more information about the elements of informed consent).** Informed consent will be requested at the beginning of each survey. See survey linked.

COOPERATING INSTITUTIONS

1. **Information about any cooperating institutions (hospitals, prisons, social welfare agencies, etc.) that are involved in the project. Please note that projects involving cooperating institutions must be include an affiliation letter with each cooperating institution. The affiliation letter(s) should be written by a supervisor at the particular agency and serve as evidence that the primary investigator as been given permission to conduct research at the institution. You may not begin participant recruitment or data collection until you have submitted the signed affiliation letter(s) to the Institutional Review Board.**

Submission Checklist

Please indicate whether or not following forms and documents are included as part of your research proposal. If a section is not included, please use the space provided to write a short explanation for why it was not included. A description of these forms can be found in the *IRB Policies and Procedures Manual* on the UW-Green Bay IRB website.

- **Consent Form:** ☒ **Yes.** ☐ **No, please explain:**
- **All Instruments/Materials Used in the Study:** ☒ **Yes.** ☐ **No, please explain:**
- **IRB Training Certificates for all Investigators. Must be within the past 5 years!** ☒ **Yes.** ☐ **No, please explain:**
- **Cooperating Institution Letter:** ☐ **Yes.** ☒ **No, please explain:** NA
- ☒ **Check this box to indicate that all investigators involved in this project have read *The Belmont Report* (can be found on the UW-Green Bay IRB website).**
- ☒ **Check this box to indicate that all investigators involved in this project have read the *UW-Green Bay IRB Policies and Procedures Manual* (can be found on the UW-Green Bay IRB website).**

Signature(s)