



FORT HAYS STATE
UNIVERSITY

Forward thinking. World ready.

**INSTITUTIONAL REVIEW BOARD
FOR HUMAN SUBJECTS RESEARCH**

NEW IRB SUBMISSION

I. Project Title and Research Team Members

Project Title:

Principal Investigator Name:

Faculty Research Supervisor (If student is the PI):

Additional Team Members:

This form must be used to submit an application through the IRBNet system.
No other methods of submission will be accepted.

Access the system here: www.irbnet.org

Student and Adjunct Faculty researchers: Please note that Faculty Research Supervisor approval is required prior to submission to IRB. The Faculty Research Supervisor signature in IRBNet indicates approval and agreement with section XII. For faster processing, ensure all research team members have completed all required CITI training through <https://www.citiprogram.org/> prior to submitting this application.

II. Type of investigator and nature of the activity: (Check all appropriate categories.)

A. Faculty/Staff at FHSU:

- Submitted for extramural funding to:
- Submitted for intramural funding to:
- Project unfunded
- Quality improvement/program evaluation
- Quality assurance
- Other (Please explain)

- B. Student at FHSU:**
- | | | |
|----------|------------------------|-------------------------|
| Graduate | Undergraduate | Independent Study |
| Thesis | Specialist Field Study | Graduate Research Paper |

C. Class Project (Course Number and Course Title), explain activity:

D. Other than faculty, staff, or student at FHSU (Unaffiliated with FHSU)
Please explain:

III. Human Subjects Research Ethics Training: The IRB will not review submissions without verification of appropriate CITI training. The Principal Investigator and all members of the research team must complete the appropriate CITI training modules. Faculty Research Advisors, when listed above, must also complete CITI training. If the PI is not affiliated with FHSU, documentation of CITI or other comparable training must be provided.

Date completed CITI training:

IV. Project Information

A. Expected study period from: _____ To: _____

B. Describe the purpose of the research. Explain what is intended to be discovered, including goals, aims, and objectives and/or state the hypothesis to be tested.

Background: provide a brief scientific or scholarly rationale for the research activities, and address gaps in current knowledge.

Investigators NOT currently affiliated with FHSU will collaborate on this project.

C. (If checked above) Identify any cooperating institutions by name.

D. This study is being/has been reviewed by another IRB. Yes No
If yes, please attach relevant documentation.

V. Subject Information

A. Number of subjects:

B. Subject Age (Check all that apply):

- 1-7
- 8-17
- 18-65
- 65+

C. Special Populations (Check all that apply):

- Minors
- Non-English speaking
- Prisoners
- Individuals with impaired decision-making capacity
- Individuals who are economically or educationally disadvantaged
- Individuals with Legally Authorized Representatives
- Individuals who are vulnerable to coercion or undue influence

D. Describe target demographic of proposed subjects; explain how you will ensure that selection is equitable and that all relevant ethnic groups, genders, and populations have access to the study.

E. Describe any specific populations targeted for inclusion or exclusion: Justify criteria based on age, gender, race, ethnicity, sexual orientation, or origin.

VI. Recruitment

A. Describe the recruitment process for the study. Explain in detail how you will gain access to and recruit participants for participation in this project. Upload scripts, emails, letters, advertising, and all marketing materials with your application. Provide a step-by-step description of how potential participants will be recruited.

B. Identify all applicable recruitment methods. (Please provide copies of materials).

- | | |
|---|--|
| Flyers | Internet |
| Purchased Sample List | Letter |
| Email | Personal or Professional Contacts |
| Telephone | Amazon MTurk |
| Newspaper | Social Media |
| Poster | SONA |
| Class Announcement | Snowball method (if used, must describe process in detail) |
| Departmental Communication | Other (describe) |
| Third Party (Professional or Charitable Organization) | |

C. Are you recruiting students from a class you teach or for which you have responsibility?

- | | |
|-----|----|
| Yes | No |
|-----|----|

D. Are you recruiting employees who directly or indirectly report to you?

- | | |
|-----|----|
| Yes | No |
|-----|----|

E. If yes to either VI C or D, please explain why this population is necessary and describe what precautions have been taken to minimize potential undue influence or coercion.

VII. Compensation

- Participants will not receive compensation
- Students will receive extra credit or course credit
- Participants will receive monetary compensation
- Participants' names will be entered into a drawing for a prize

Describe the compensation or credit, including amount, scheduling and method.
Explain what will happen if participants withdraw from the study.

VIII. Risks and Benefits

A. Describe the anticipated benefits of the research for individual subjects.

B. Describe the anticipated benefits of the research for society or the discipline. Explain how the benefits outweigh the risks.

C. Does this study involve any of the following? (Check all that apply.)

- | | |
|---|---|
| Deception | Information relating to sexual attitudes, orientation or practice |
| Omission | Private identifiable information |
| Misleading Information/false feedback | Personal or sensitive information |
| Physical or mental stress | Private records (academic or medical) |
| Collection of fluids or tissue | Social or economic burden to participants |
| Substances taken internally or applied externally | Mechanical or electrical device applied to subjects |
| Information pertaining to illegal activity | Information pertaining to substance use |
| DXA Scan, X-RAY, MRI | |
| Information that, if released, could damage an individual's financial standing, reputation, employability, or cause social stigmatization, discrimination, or embarrassment | |
| Other | |
- None of these**

D. Describe the nature and degree of the risk or harm checked above. If using deception, include a justification for the deception.

E. What steps will be taken to minimize risks or harm and to protect the subject's welfare (when risk is greater than minimal)?

IX. Emergencies

How will emergencies or unanticipated events related to the research be handled if they arise? (Please note that this refers to an emergency situation associated with the research activity not an emergency such as a fire alarm.)

X. Data Collection and Security

A. Procedures: Describe the setting and tasks subjects will be asked to perform. Describe the frequency and duration of procedures, tests, and experiments. Include a timeline or a step-by-step description.

B. Describe the steps that will be taken to secure the data during storage, use, and transmission. How and where will the data be stored, for how long will it be kept, when will it be destroyed, what safeguards are in place for data with identifying information? Include a description of physical and electronic security.

C. Identify any direct identifiers like name, unique identifier, address, email, etc. that will be kept with the records. Explain why it is necessary to record the identifiers and describe the coding system to be used.

D. If retaining a link between study code numbers and direct identifiers after data collection is complete, please explain why this is necessary, how long the link will be kept, how it will be stored, and when it will be destroyed.

E. Data collection methods (check all that apply)

Observation	Blood draw, saliva swab, or other biological sampling
Interviews	Audio recording (see section X. F)
Focus groups	Video Recording (see section X. F)
Surveys/Questionnaires	Previously collected data (no individual identifiers)
Psychological tests	Previously collected data (with individual identifiers)
Educational tests	Internet-based methods
	Other (describe)

F. If using audio or video recording, describe how the recordings will be used, how confidentiality will be maintained, who will have access, and how and when the recordings will be destroyed or completely deidentified.

- G. Protected data to be collected (check all that apply)
- Protected health Information (see Section X, Part H)
 - Unique ID number (e.g. employee ID, driver's license number, student ID number, etc.)
 - Academic records
 - Social security number
 - Other personally identifiable information

H. If the research involves protected health information, it must comply with the HIPAA Privacy Rule.

Select one:

The research does not involve protected health information

Do you plan to use or disclose identifiable health information outside FHSU?

Yes

No

If yes, the consent form must include a release of protected health information.

The IRB may make a waiver of authorization for disclosure if criteria are met under the HIPAA Privacy Rule. *If a waiver of authorization is being requested, the researcher must contact the IRB administrator prior to submitting this application.*

Will the protected health information to be used or disclosed be deidentified, or will a limited data set be used or disclosed? *Please describe:*

I. Sharing results with subjects (Indicate if results, like tests or incidental findings, will be shared with the subject or others, and if so, indicate how it will be shared.)

J. Withdrawal of subjects (Describe the procedures to be followed when subjects withdraw from research or under what circumstances subjects may be withdrawn without their consent.)

XI. Informed Consent

A. Specify the type of informed consent you will use with this research project.

Signed Consent

Consent forms included with this submission:

Adult

Assent Script/Procedures

Parent/Guardian

Foreign Language Version

Agency Consent

Oral Consent (Waiver of documentation of consent, include script with application)

Signed consent form would be the only record linking the subject to the research, and the principal risk of signing a consent form would be the potential harm resulting from a breach of confidentiality.

The research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside the research context.

Information Statement (include with application)

Debriefing Statement (include with application)

B. Describe any potential concerns with obtaining informed consent (Foreign language, minimizing possibility of coercion, etc.)

C. Describe the process you will follow to obtain consent and/or assent. Include names of individuals on the research team who will obtain consent, where and when the process will take place, and how you will ensure the subject's understanding.

All materials related to this study must be uploaded into your [IRBNet](#) study workspace. Instructions for using IRBNet are located at [the FHSU IRB website](#). Required materials may include, but are not limited to:

- Completed application
- Copies of all recruiting materials, including scripts, emails, letters, posters, advertising, etc.
- Copies of all measurements, instruments, surveys, interview questions being used, etc.
- All consent forms and assent forms or scripts (for children).
- Debriefing materials, if used.

Please note that all materials and scripts to be used for this study need to be reviewed and approved by the IRB.

XII Certifications:

I am familiar with the policies and procedures of Fort Hays State University regarding human subjects in research. I subscribe to the university standards and applicable state and federal standards and will adhere to the policies and procedures of the Institutional Review Board for the Protection of Human Subjects. I will comply with all instructions from the IRB at the beginning and during the project or will stop the project.

AND

I am familiar with the published guidelines for the ethical treatment of human subjects associated with my particular field of study.

Statement of Agreement:

By electronically signing and submitting this application package, I certify that I am willing to conduct and /or supervise these activities in accordance with the guidelines for human subjects in research. Further, I certify that any changes in procedures from those outlined above or in the attached proposal will be cleared through the IRB.

If the Principal Investigator is a student, the electronic signature of the Faculty Advisor certifies:

1) Agreement to supervise the student research; and, 2) This application is ready for IRB review. The Student is the "Principal Investigator". The Faculty Research Advisor is the "Advisor". Designees may not sign the package. It is the student's responsibility to contact their Faculty Research Advisor when the study is ready for the Advisor's signature.

I certify the information provided in this application is complete and correct.
I understand that I have ultimate responsibility for the conduct of the study, the ethical performance of the project, the protection of the rights and welfare of human subjects and strict adherence to any stipulations imposed by the IRB.

I agree to comply with all FHSU policies, as well as all federal, state and local laws on the protection of human subjects in research, including:

- Ensuring all study personnel satisfactorily complete human subjects research training.
- Performing the study according to the approved protocol.
- Implementing no changes in the approved study without IRB approval.
- Obtaining informed consent from subjects using only the currently approved process and form.
- Protecting identifiable health information in accordance with HIPAA Privacy rule.
- Promptly reporting significant or untoward adverse effects or unanticipated problems to the IRB.

Example of Adult Informed Consent Statement

Name of the Study: The Listening Project: Discovering Rhetorical Strategies of Rural LGBTQIA+ College Students in Western Kansas

INTRODUCTION

The Department of English at Fort Hays State University supports the practice of protection for human subjects participating in research. **You are being asked to participate in a research study. It is your choice whether or not to participate.** The following information is provided for you to decide whether you wish to participate in the present study. You may refuse to sign this form and not participate in this study. You should be aware that even if you agree to participate, you are free to withdraw at any time. If you do withdraw from this study, it will not affect your relationship with this unit, the services it may provide to you, or Fort Hays State University.

PURPOSE OF THE STUDY

The purpose of this research is to discover and analyze ways in which rural LGBTQIA+ college students describe and develop rhetorical strategies for identifying in particular rhetorical contexts and developing communities.

PROCEDURES

If you decide you wish to participate, you will be asked to sign this consent form. After signing, you will be audio recorded as the researchers go over questions about permission to record; as a reminder, you may choose to stop participating at any time. Next, you will be read a short introduction to the questions. The interview protocol begins with questions about where you are from in relation to population, schooling, other demographics, and family. The protocol also includes questions about which identity categories you might use or relate to, the cultural and social norms of the communities you grew up in, your relationship (if any) with religion and/or spirituality, reasons for and experiences with “coming out” (or not coming out), any support systems or lack of support you experienced while growing up, and ways in which FHSU and your hometowns compare or contrast in relation to support systems for the queer community. The final question asks you to identify one or more of the things you think are most important for the researchers to take from the interview. The interview will be semi-structured, you can expect to narrate and reflect upon your experiences in a setting that not only respects your confidentiality but is also facilitated by supportive interviewers.

Interviews will last no longer than an hour in length and will be audio-recorded only after your signed and verbalized permission. The interviews will be loaded to an encrypted digital folder accessible only to the principal investigator and will be assigned random letters rather than identifying information. You will be interviewed by the principal investigator; at least one of the undergraduate researchers, barring conflicts of interest, will co-facilitate.

If you have any questions following the interview, please feel free to contact the principal investigator, whose information is listed at the end of this consent form.

If you decide to participate in this research study, you will be asked to sign this consent form after you have had all of your questions answered and understand what will happen to you. The length of time of your participation in this study is one hour. Approximately 10-20 participants will be in this study.

We plan to audio record the conducted interviews. You have the option of having taping stopped at any time. The recordings will be de-identified and stored on an encrypted folder and destroyed once they have been transcribed and coded. The Principal Investigator will have password-protected access to the data and undergraduate researchers will not have access to the encrypted folder except during our regular meetings and analysis sessions. Transcriptions of the recordings will be de-identified and assigned a random letter. Professional transcriptionists with experience in working with sensitive materials will be hired. In some cases, depending on remaining budget, the principal investigator may choose to transcribe interviews.

RISKS

The researchers understand that as a member of the LGBTQIA+ community at FHSU you may be potentially vulnerable in a socially conservative atmosphere. The researchers also understand that interview questions could generate material that might cause distress. The principal investigator will be present for all interviews to address distressing situations. If you should begin to discuss distressing information or become upset, the principal investigator will redirect or stop the interview. The goal will be to avoid distress, avoid re-traumatization, and/or lead you to a support service if needed. We also suggest you avoid using names and other identifying factors.

BENEFITS

Through this research project, we hope to improve support and understanding of the LGBTQIA+ experiences in this region. Another potential benefit may be that recommendations for improving support for LGBTQIA+ youth could be placed in conversation with educational policies and the work of community organizations. This research aims to address a gap, as many of the findings concerning LGBTQIA+ youth emerge from urban spaces, such findings are not always transferrable to rural regions.

PAYMENT TO PARTICIPANTS

You will not be paid as compensation for your participation.

PARTICIPANT CONFIDENTIALITY (HOW WILL PRIVACY BE PROTECTED)

Your name will not be associated in any publication or presentation with the information collected about you or with the research findings from this study. Instead, the researcher(s) will use a study number or a pseudonym rather than your name. Your identifiable information will not be shared unless (a) it is required by law or university policy, or (b) you give written permission.

Permission granted on this date to use and disclose your information remains in effect indefinitely. By signing this form you give permission for the use and disclosure of your information for purposes of this study at any time in the future.

OTHER IMPORTANT ITEMS YOU SHOULD KNOW

- **Withdrawal from the study:** You may choose to stop your participation in this study at any time. Your decision to stop your participation will have no effect on your academic standing at Fort Hays State University

REFUSAL TO SIGN CONSENT AND AUTHORIZATION

You are not required to sign this Consent and Authorization form and you may refuse to do so without affecting your right to any services you are receiving or may receive from Fort Hays State University or to participate in any programs or events of Fort Hays State University. However, if you refuse to sign, you cannot participate in this study.

CANCELLING THIS CONSENT AND AUTHORIZATION

You may withdraw your consent to participate in this study at any time. You also have the right to cancel your permission to use and disclose further information collected about you, in writing, at any time, by sending your written request to: Edward Hyde, Department of English, 600 Park St., Fort Hays State University, Hays, KS 67601.

If you cancel permission to use your information, the researchers will stop collecting additional information about you. However, the research team may use and disclose information that was gathered before they received your cancellation, as described above.

QUESTIONS ABOUT PARTICIPATION

Questions about procedures should be directed to the researcher(s) listed at the end of this consent form.

PARTICIPANT CERTIFICATION:

I have read this Consent and Authorization form. I have had the opportunity to ask, and I have received answers to, any questions I had regarding the study. I understand that if I have any additional questions about my rights as a research participant, I may call (785) 628-4349, write the Office of Scholarship and Sponsored Projects (OSSP), Fort Hays State University, 600 Park St., Hays, Kansas 67601, or email irb@fhsu.edu.

I agree to take part in this study as a research participant. By my signature I affirm that I am at least 18 years old and that I have received a copy of this Consent and Authorization form.

Type/Print Participant's Name	Date
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Participant's Signature

_____ Initial here if consent is given for recording the interview

_____ Initial here if consent is not given for recording the interview

RESEARCHER CONTACT INFORMATION:

Edward Hyde
Principal Investigator
Department of English
600 Park St.
Fort Hays State University
Hays, KS 67601
(785) 628-5555

Henry Jekyll, Ph.D.
Faculty Supervisor
Department of English
600 Park St.
Fort Hays State University
Hays, KS 67601
(785) 628-5555

Recruitment Message

At the Gay-Straight Alliance meeting:

Hello,

My name is Edward Hyde and I am an undergraduate student here at Fort Hays State. We are working on a research project to learn about LGBTQIA+ college students from rural areas. A lot of research is done on LGBTQIA+ youth from urban areas, and a lot of support and resources are developed from this research. We know that rural and urban spaces are sometimes different, so we want to find out more about your experiences and support systems growing up. If you are interested in interviewing with us, please let us know in person, via email to Dr. Jekyll, or by calling Dr. Jekyll at 785-628-5555. Your interview would be anonymous, and any information you reveal to us is confidential. Any identifying information about you would be changed should we write about the research. Your interview would be audio recorded and transcribed, and our purpose would be to draw some initial conclusions about the experiences of LGBTQIA+ college students from rural areas and begin to consider how rural communities can continue to support young people who identify with the LGBTQIA+ community. Any material from the interview will be transcribed without your name, and you will not be identified by name in our analyses. Let Dr. Jekyll know if you are interested, and thanks for your time!

Thank you!
Edward Hyde
elhyde@mail.fhsu.edu

Dr. Henry Jekyll
hjekyll@fhsu.edu
(Faculty Supervisor)

On the FHSU Gay-Straight Alliance Facebook page:

“LGBTQIA+ Students – we are seeking participants for 1 hour, confidential interviews about growing up LGBTQIA+ in rural communities. The purpose of our research is to understand the experiences of rural LGBTQIA+ youth and suggest/lobby for better support of LGBTQIA+ youth in Kansas. Contact Dr. Henry Jekyll (hjekyll@fhsu.edu or 785-628-5555) if you are interested in being interviewed.” [Comments will be disabled for the post.]

Tiger Daily:

Header: Under “Share with students”:

“LGBTQIA+ Students – we are seeking participants for 1 hour, confidential interviews about growing up LGBTQIA+ in rural communities. The purpose of our research is to understand the experiences of rural LGBTQIA+ youth and suggest/lobby for better support of LGBTQIA+ youth in Kansas. Contact Dr. Henry Jekyll (hjekyll@fhsu.edu or 785-628-5555) if you are interested in being interviewed.

Debriefing Form: “The Listening Project: Discovering Rhetorical Strategies of Rural LGBTQIA+ College Students in Western Kansas”

You have just completed a study titled “The Listening Project: Discovering Rhetorical Strategies of Rural LGBTQIA+ College Students in Western Kansas.” The purpose of this study was to discover and analyze ways in which rural LGBTQIA+ college students describe and develop rhetorical strategies for identifying in particular rhetorical contexts and develop community. You were asked a variety of questions about your background, experiences, and thoughts. The information provided will help researchers better understand experiences of LGBTQIA+ individuals and fill a gap in current research on experiences in your community growing up. It may also help support new recommendations to FHSU campus grounds and constituencies.

The research team greatly appreciates your help with this project! If you feel distressed after your participation in this project, you can contact the Kelly Center (free to students) at 785-628-4401 and they will help connect you with someone at your university to schedule an appointment to talk with someone about how the project impacted you, or the Office of Scholarship and Sponsored Projects at 785-625-4349 if you have questions about the process of this research project. For more information about the research project, you can contact the principal researcher, Edward Hyde. You may also contact the faculty sponsor, Dr. Jekyll.

Sincerely,

Edward Hyde
elhyde@mail.fhsu.edu

Dr. Henry Jekyll
hjekyll@fhsu.edu
(Faculty Supervisor)