Illinois State University Institutional Review Board
Research with Human Subjects
Protocol Submission Form

IRB Number _____
(Number to be completed by REC)

Federal regulations and Illinois State University policy require that all research involving humans as subjects be reviewed and approved by the University Institutional Review Board (IRB). Any person (ISU faculty member, staff member, student, or other person) wanting to engage in human subject research at or through Illinois State University must receive written approval from the IRB before conducting research. For more information, templates, and forms please go to **www.rsp.ilstu.edu**

Please complete and forward this form and all supporting documents to your Department/Unit IRB representative. If you have any questions, please contact your Departmental/Unit IRB representative or the Research Ethics & Compliance Office, (REC) 438-8451, Campus Box 3330

I. General Information

A. Protocol Information
Protocol Title: Developing the Sociological Imagination and Identity as a Sociologist: A Longitudinal Study of Sociology Majors at Illinois State University
Is this research part of a thesis or dissertation proposal? ☐ **No** ☐ Yes If yes, has the thesis or dissertation proposal been approved? ☐ No ☐ Yes

B. **Principal Investigator Information** (PI must be an ISU faculty or staff member)	
Principal Investigator-	Department
Telephone Number-	Email Address-
Fax Number-	Mailing Address-
Co-Principal Investigator Information	
Co- Principal Investigator	Department
Telephone Number	Email Address
☐ Faculty ☐ Staff ☐ Grad. Student ☐ Undergrad. Student	Mailing Address
Co-Principal Investigator Information	
Co- Principal Investigator	Department
Telephone Number	Email Address
☐ Faculty ☐ Staff ☐ Grad. Student ☐ Undergrad. Student	Mailing Address

II. Principal Investigator Assurance

As Principal Investigator, I certify that to the best of my knowledge:

1. The information provided for this project is correct
2. No other procedures will be used in this protocol
3. I agree to conduct this research as described in the attached supporting documents
4. I will request and receive approval from the IRB for changes prior to implementing changes (including but not limited to changes in cooperating investigators or any changes in procedures).
5. I will comply with IRB and ISU policies for conducting ethical research.
6. I will be responsible for ensuring that the work of my co-investigator(s)/student researcher(s) complies with this protocol.
7. Any unexpected or otherwise significant events in the course of this study will be promptly reported to the REC.
8. In the case of student research, I assume responsibility for ensuring that any student will comply with University and Federal regulations regarding the use of human subjects in research.
9. In the case of externally funded research, I will request a modification to my approved protocol if any relative changes to the project's scope of work are requested by the agency.

_____ _____
Principal Investigator Signature Date

III. Protocol Description

A. Provide a **BRIEF** description, in **LAYMAN'S TERMS**, of the proposed research.

This project will involve a longitudinal, multi-method (qualitative and quantitative) study of a full cohort of sociology majors following them through their careers as majors from the first to the last required major course. The main objectives of the project are to research their development of an identity as sociologists, their ability to use their sociological imagination, their engagement in the discipline of sociology, and their sense of being an autonomous learner.

B. Methodology

1. Participants (**ALL** protocols must have a completed **Appendix A**)

a. How many participants will be included in the study? (estimates)

Number: Male 45 Female 75 Total 120
(as is represented by the population of our majors)
(N/A _____ if not targeting males/females specifically)

Age range: 18 to 27

b. Where will participants be recruited?

From their required first major course, Sociology 206, with the cooperation of the SOA 206 instructors and Department Chairperson.

c. How will they be recruited? (Attach all recruitment documentation, i.e. letters, flyers, etc.)

They will be read a statement and give a written handout (see attached) during a session of SOA 206 early in the semester and invited to participate.

d. What procedures will be used (and in what order) to secure informed consent/assent?

They will be given verbal and written informed consent statements at the first data collection/recruitment stage, including a written copy to sign. Also, at each data collection stage. Completing the questionnaires, volunteering to be interviewed, submitting the reflective essay and the application question will be construed as consent. (see attached). The study duration will be for three years to gather data in the first and last required major course.

e. Where will the research take place?

On the Illinois State University Campus in required classes and in (for the interview) a public but quiet place such as the library or BSC.

If consent **(**and assent**)** forms are being used, attach copies. If presented verbally, a copy of any presentation text must be submitted. **Templates for informed consent, parent consent /permission, and minor assent can be found at www.rsp.ilstu.edu**

(see attached)

2. Procedure

   a. What are you asking the participants to do? In what order?

   At several points during their career as a sociology major (during first major course, partway through the major, and during their last major course), students will be asked to complete a confidential, self-administered questionnaire; to participate in confidential face-to-face interviews; to respond to an application question; and to write a brief reflective statement on learning in the major.

   b. Will you involve them in a psychological intervention, deception, or biomedical procedure?

   No

   c. Will you audio__x___, or videotape _____, or digitally record _____ , participant responses? Please check.

3. Instruments/Apparatus

   What forms, surveys, equipment, etc. will you use? (**Attach copies** of all forms**,** surveys and instruments to be used**.**)

   1. questionnaire (see attached)
   2. interview schedule (see attached)
   3. guidelines for learning reflection essay (see attached)
   4. sociological imagination application essay question (see attached)

4. Data

a. How/where will the data be stored and kept secure?

In the private, locked faculty on-campus office of the PI.

b. Who will have access?

The PI and my GA, with my permission.

c. How will the data be used (during and after the research)?

Data will be analyzed, interpreted, presented, and published both locally for improvement of the learning of our sociology majors at ISU and more broadly for sociologists elsewhere to use the data to make changes to enhance learning. In addition, information from the study can be used to assist our majors in improving their learner autonomy and own learning.

d. How will the data be disposed of?

Via secure recycling on campus.

C. RISKS

1. What are the physical, psychological, or social (loss of reputation, privacy, or employability) risks?

As the study is voluntary, confidential, and not controversial, with no deception or experimentation, risks are highly unlikely.

2. Will the data be anonymous _____ or confidential____X_____? (Please check one)

(code numbers will be used to connect data across time; no names will be kept)

D. BENEFITS

1. What do you hope to learn?

I hope to learn about how and when sociology majors develop and identity as a sociologist, and develop sociological thinking as well as some of the factors associated with these important outcomes of the major.

2. Who might find these results useful?

My sociology colleagues at ISU, other sociologists around the world who teach sociology majors, colleagues who teach in related fields, colleagues who work in the scholarship of teaching and learning more generally, and the sociology majors themselves.

3. How will the participants directly benefit?

They will benefit, prior research shows, by reflecting on and talking about their learning of sociology. They will also have the altruistic opportunity to assist future sociology majors by providing this data.

IV. Checklist

This checklist must be completed and attached to all protocols or Department Representatives will return them to the PI. Please note that for any items checked "yes" you must attach the designated, completed appendices.

__x___ Yes _____ No	Informed consent procedures/ documentation have been clearly explained. (**All** protocols must have a completed **Appendix A.**)
_____ Yes __x___ No	Is your research being funded? (If yes, complete **Appendix B.**)
_____ Yes ___x__ No	Are you recruiting and enrolling subjects 0-7 years old? (If yes, complete and attach **Appendix C.**)
_____ Yes ___x__ No	Are you recruiting and enrolling subjects 8-17 years old? (If yes, complete and attach **Appendix C.**)
_____ Yes ___x__ No	Are you recruiting and enrolling prisoners as subjects? (If yes, complete and attach **Appendix D.**)
_____ Yes __x___ No	Are you recruiting and enrolling pregnant women as subjects? (If yes, complete and attach **Appendix E.)**
_____ Yes __x___ No	Are you recruiting and enrolling mentally incapacitated individuals as subjects? (If yes, complete and attach **Appendix F.**)
_____ Yes __x___ No	Will the subjects of this study be exposed to the possibility of harm, including physiological, psychological, or social (e.g., loss of reputation, privacy, or employability). (If yes, complete and attach **Appendix G.**)
_____ Yes __x___ No	Will the subjects of this study be exposed to any psychological interventions such as contrived social situations, manipulation of the subject's attitudes, opinions or self-esteem, psychotherapeutic procedures, or other psychological influences. (If yes, complete and attach **Appendix H.**)
_____ Yes __x___ No	Will this study involve any elements of deception? (If yes, complete and attach **Appendix I.**)
_____ Yes ___x__ No	Will the proposed research involve any biomedical procedures (e.g., the taking or withholding of medication, ingestion of any food or other substances, injections, blood drawing, or any other procedure which would normally be done under medical supervision). (If yes, complete and attach **Appendix J.**)
__x___ Yes _____ No	Will all or some of the subject(s) of the proposed research be audio or videotaped or recorded in any other manner? (If yes, complete and attach **Appendix K.**)
_____ Yes __x___ No	Will this proposed research involve any elements of technology? (i.e. web-based subject recruitment, email recruitment, web survey, etc.) No appendix needed.

Appendix A: Elements of Informed Consent

The informed consent procedures and documents outlined in this protocol contain all of the following:

___x__ Yes _____ N/A	1.	A statement that the study involves research
___x__ Yes _____ N/A	2.	An explanation of the purposes of the research
___x__ Yes _____ N/A	3.	The duration of the participant's participation
__x___ Yes _____ N/A	4.	A description of procedures to be followed
_____ Yes ____x__ N/A	5.	Identification of any experimental procedures
_____ Yes ___x___ N/A	6.	A description of foreseeable risks or discomforts to the participant
___x__ Yes _____ N/A	7.	A description of any benefits to the participants or any others that may be expected from the research
_____ Yes ___x___ N/A	8.	A disclosure of appropriate alternative procedures or courses of treatment, if any that might be advantageous to the subject
__x__ Yes _____ N/A	9.	A statement describing the extent, if any, that confidentiality will be maintained
_____ Yes ___x___ N/A	10.	An explanation about any compensation or medical treatments that may be available if injury occurs, what they may be, and where to get further information
___x__ Yes _____ N/A	11.	An explanation as to whom to contact concerning questions about the research, research participants' rights, and/or a research related injury or adverse effect. This should include the Principal Investigator's name and contact information as well as the Research Ethics & Compliance Office name and number, (309) 438-8451.
___x__ Yes _____ N/A	12.	A statement that participation is voluntary
__x___ Yes _____ N/A	13.	A statement that refusal to participate involves no penalty or loss of benefits,
___x__ Yes _____ N/A	14.	A statement that the subject may discontinue participation at any time without penalty or loss of benefits.

Appendix K: VIDEO/AUDIO TAPING

1) If all or some of the subject(s) of the proposed research will be audio or videotaped, **justify** why the use of audio or videotaping is necessary to the study.

Those students who volunteer for interviews will be audiotaped with their permission. It is difficult to take notes fast enough and accurately enough to correctly and adequately capture the data and voice of the participants; audiotaping is needed for that.

2) Who will have access to the tapes and for what purposes?

The PI and her GA, with the PI's permission, will have access to the tapes which will be transcribed as part of the data. Respondents' identities will not be discernable from the audiotapes.

3) Where will the tapes be stored and what security measures will be taken to prevent unauthorized persons from accessing the tapes?

As with the other data, tapes will be stored in the private, locked, on-campus faculty office in a locked drawer of the PI. Access and use will be limited to the PI and her GA.

4) What are your plans for the ultimate use and disposal of the tapes?

Once transcribed, the tapes will be destroyed via secure recycling.