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) prior to conducting the research. ***As of January 1, 2011*, the IRB will not review any protocol submitted without documentation of mandatory CITI training.** For information on training requirements, human subjects research policies, forms, and templates, please visit the Research Ethics & Compliance (REC) website at: **rsp.illinoisstate.edu/research/.**

Please complete and forward this form and all supporting documents to your Department/Unit IRB representative. Handwritten applications will not be accepted. If you have any questions, please contact your Departmental/Unit IRB representative or the Research Ethics & Compliance Office at 438-2529 or via email at rec@IllinoisState.edu.

I. General Information

A. Protocol Title

Examining Student Perception, Participation and Predictors of Service Learning & Civic Engagement at Illinois State University.

B. Purpose of Project

Student Research (check one): ☐ Class project *(Course #)* ☐ Dissertation ☐ Thesis ☐ Batch protocol *(Course #)*

Faculty/Staff Research (indicate funding source):

☐ Non-funded ■ University funds ☐ Corporate sponsor ☐ Foundation

Externally funded: ☐ To be submitted ☐ Submitted ☐ In Review ☐ Award Pending ☐ Award Made

Name of Sponsor: Agency Assigned Grant # RSP #

Address: Contact Person:

C. Investigator Information

Principal Investigator Information (PI must be an ISU faculty or staff member)

Principal Investigator			■ Faculty ☐ Staff	
Dept	Mail Code	Telephone Number	E-mail Address	CITI Training Completion Code

Co-Principal Investigator Information				Participation Start Date
Co-Principal Investigator			■ Faculty ☐ Staff ☐ Graduate Student ☐ Undergraduate Student	
Dept	Mail Code	Telephone Number	E-mail Address	CITI Training Completion Code

Additional personnel should be listed on a separate sheet attached to the protocol. Include (at a minimum) name, role in the research, start date, and CITI Training Completion Code.

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. I agree to conduct this research as described in the attached supporting documents and no other procedures will be used.
3. I will not implement any changes to the protocol (procedures, personnel, etc.), including modifications requested by the funding agency, prior to receiving written approval from the IRB.
4. I will comply with federal and University policies for conducting ethical research.
5. I will be responsible for ensuring that the work of my co-investigator(s)/student researcher(s) complies with this protocol.
6. Any unexpected or otherwise significant events in the course of this study will be promptly reported to the REC.
7. I understand that any noncompliance associated with this protocol can result in disciplinary action under the IRB as well as the Academic Integrity policy of the University.

_____ _____
Principal Investigator Signature Date

III. Protocol Description

A. GENERAL

The IRB is required to assess whether the proposed research design is scientifically sound and will not unnecessarily expose subjects to risk. Please provide a **BRIEF** description of the proposed research. State the goals and/or hypotheses of this study and how these goals relate to previous research in this area. The description must be made in **LAYPERSON'S TERMS**, as the IRB is made up of researchers, non-researchers, and community members with diverse backgrounds and expertise. *Any technical terms or terms of art must be explained.* If the research is being conducted in conjunction with classroom activities, be sure to clearly describe the normal classroom activities separately from the research component.

There is growing momentum in the education field that as institutions of higher education colleges and universities have a responsibility to their students to avoid myopic discipline based reductionism and to provide and encourage opportunities for learning, extending beyond traditional discipline based classroom experiences towards a more holistic educational experience. This study, the first of its kind that we are aware of at ISU, complementing the recent civic engagement faculty survey, is an examination of student perceptions, participation, and predictors of service learning and civic engagement. The university experience is often viewed as a training ground for young adults instrumental in shaping their morals, values and ideals. According to the literature (Bowman, Brandenberger, Lapsley, Hill, & Quaranto, 2010) civic engagement can play an integral role is this process. We believe there are tremendous advantages to identifying the relationship between student characteristics and predictors of civic engagement. **The teaching-learning issue under consideration is the impact service learning and civic engagement (as broad-based teaching tools) have on students.** This large-scale study with documented quantitative and qualitative evidence of favorable student outcomes could serve as a springboard to elicit additional civic engagement from those already participating and entice those more reticent or unaware of its holistic benefits to become civically engaged. Further, documented evidence could encourage more faculty to incorporate service learning and civic engagement into their curriculum.

At ISU civic engagement is defined as "working to make a difference in the public life of our communities and developing the combination of knowledge, skills, values, and motivation needed to make that difference. It means promoting the quality of life in a community through both political and non-political processes" (Illinois State University Carnegie Academy for the SoTL Team on Civic Engagement/Service Learning, 2010). The proposed project measures existing levels of student civic engagement at ISU with the ability to assess both short-term and long-term student outcomes. Questions address student participation in a variety of civic activities both on/off campus and in/out of the classroom. An e-survey will examine student characteristics and participation in service learning and civic engagement. We intend to examine links to a variety of short-term outcomes including but not limited to GPA, and perceptions of their own knowledge about the issues facing campus, local, regional, national, and global communities. Further, longitudinal study is possible allowing us assess long-term outcomes including whether civically engaged students increase or decrease their level of engagement over time; effects on student retention and time to graduation; as well as whether they become more socially aware or purpose driven, and career oriented when compared to their less civically engaged peers.

B. METHODOLOGY

1. ***Subject Selection and Recruitment*:** The IRB must assure that subjects have been selected equitably in terms of gender, race, and ethnicity; that benefits are distributed fairly among the community's populations; and that additional safeguards are in place to protect vulnerable populations.

    a) Identify all participant groups in the study and indicate criteria for including or excluding individuals from participation, such as gender, race, socioeconomic level, age, etc.

All students (grad and undergrad age 18 and older) at ISU who have agreed to receive solicitations for institutional research per their iCampus preference settings will be queried and targeted with a solicitation to participate and an esurvey. No specific category of students will be excluded and only those students that have requested not to receive solicitations will be omitted from receiving the research participation request and esurvey survey

b) Total number of subjects: **3000+**. The number depends on student participation preference settings in icampus and desire/interest to complete the survey.

If targeting males/females specifically, indicate the numbers of: Males _____ and/or Females _____.
Provide an explanation of why this gender is being targeted:

If targeting a specific age range, indicate the range: From _____ to _____.
Provide an explanation of why this age range is being targeted:

c) Federal regulations and guidance contain explicit requirements for conducting research with protected populations such as children, mentally disabled individuals, prisoners, pregnant women (where the condition of being pregnant is related to the research,) and persons unable to provide legal consent, such as the cognitively impaired. Please check all that apply and complete and attach the appropriate appendices to your protocol. This study will involve:

N/A Children **(Complete and attach Appendix B)**

N/A Prisoners **(Complete and attach Appendix C)**

N/A Pregnant Women, Human Fetuses, and Neonates **(Complete and attach Appendix D)**

N/A Cognitively Impaired Individuals **(Complete and Attach Appendix E)**

d) Describe how potential participants will be identified and how access to contact information will be obtained. If you plan to obtain information not publicly available, such as non-directory information; any proprietary sources, i.e. listserv, organization roster, or school records; or other information covered under HIPAA or FERPA regulations, IRB approval of the project does not grant automatic access to this information. The individual with authority over the information has the sole responsibility for determining whether to grant access. Please include documentation of permission to use this information or describe how permission will be obtained.

As noted above in 1. a., all students (grad and undergrad age 18 and older) at ISU who have agreed to receive solicitations for institutional research per their iCampus preference settings will be queried and targeted with a solicitation to participate and an esurvey. The researchers will go through Carla Birckabal to generate the query. She has worked with us previously in this capacity.

e) Describe how participants will be recruited, including how will they be contacted and by whom. Attach copies of all recruitment documentation, (i.e. e-mail letters, flyers, telephone scripts, etc.).

Students will be contacted with an email solicitation generating from the university but containing information related to our project. The initial email will explain the project, provide the informed consent form, and provide a link which can be clicked on to access/launch the esurvey with questions addressing the information we are seeking (see attached survey draft).

2. ***Informed Consent/Permission/Assent*:** Informed consent is the process by which the subjects are provided detailed information as to the purpose of the research, the risks and benefits to them as participants, what will be expected of them, and then given the opportunity to agree to participate or not. Consent documents and scripts must be written in a language and at a level the subjects will understand. The researcher is also responsible for minimizing coercion and undue influence. **Coercion** occurs when there is an overt or implicit threat of harm presented in order to obtain participation, such as when a subject will lose access to certain services if they decline participation, when a student will experience reprisal or disapproval from an instructor, or when an employee will experience reprisal or disapproval from a supervisor. **Undue influence** can occur when there is an offer of an excessive or inappropriate reward to secure participation, such as a large cash payment or other gift.

   a) *Required Elements of Informed Consent*: The required elements of informed consent are listed in **Appendix A**, which must be completed and can be found at the end of this document. Examples of informed consent and parent permission and guidance in drafting them can be found on the REC website. Please also refer to *45 CFR 46.116* for further information on requirements for informed consent and documentation, and the waiver or modification thereof.

   b) *Informed Consent Procedures*:

      i. **Consent** may be obtained only from persons legally competent to give it. For research involving minors, **parental permission** as well as **minor assent** may be required. For research involving cognitively impaired individuals, consent must be given by a Legally Authorized Representative. Refer to the REC website for guidance on this issue. From whom will consent/assent/permission be obtained for this study?

Consent will be obtained from ISU students. (See attached informed consent form)

      ii. Describe what procedures will be used (and in what order) to secure informed consent/assent. Include whether there will be written or verbal presentation, and whether signatures will be required. If written consent, permission, or assent forms are being used, attach exact copies. If presented verbally, attach a copy of the presentation script.

The consent form is attached. Signatures will not be required, rather, if the student consent to participate only then will they access the web link which will launch and provide access to the esurvey instrument. If a student does not consent they simply will not launch the link to proceed with the esurvey. They can simply close the email solicitation.

      iii. Describe who will obtain informed consent and how coercion and undue influence will be minimized.

Informed consent will be implied by the student's actions of advancing the initial solicitation to the stage of launching the esurvey. Coercion and influence are not viewed to be an issue in the present study or approach. That said, we are offering an incentive to participate. One participant's name will be drawn at the conclusion and a tablet PC will be awarded. We feel this is within the acceptable parameters of incentivizing students. No harm can come to students who decline to participate.

3. ***Compensation:*** Compensation (e.g. payment, gifts, extra credit) for participation is allowable if it is not excessive or inappropriate. Compensation is not a benefit of participation.

   Will compensation be offered? __X__ Yes _____ No. If yes, complete the following:

   a) Indicate the type and amount.

A tablet PC valued at approximately $400 will be awarded to one randomly drawn esurvey participant.

   b) Describe how compensation will be disbursed, including how it will be handled for participants who withdraw from the study.

The incentive will be awarded to one randomly selected participant who completes the esurvey in its entirety. The drawing will occur at the conclusion of the data collection phase.

   c) Identify the funding source for the compensation (e.g. personal, grant, departmental).

We received an internal grant and proposed this incentive in the grant. It is not excessive but is substantial enough and new enough in the marketplace to peak student interest.

4. ***Research Location:*** Where will the research take place? Please be as specific as possible. If research is confidential in nature, please explain how location will help preserve confidentiality.

The research will take place on the ISU campus. Students will be able to complete the esurvey in the confines of their own home and while we do not believe the subject matter to be sensitive in nature students will be able to participate from anywhere they choose with an internet connection. The research will be confidential, not anonymous, and the response data will be maintained by the PIs in a locked office on a computer once collected. We are interested in establishing student profiles and looking at trends. Individual responses are not of interest.

C. PROCEDURE

1. Individuals collecting the data must be appropriately trained to handle foreseeable adverse events, such as a subject being injured or becoming emotionally distressed. They must also fully understand the research project, including confidentiality issues. Please describe who will be collecting the data and their relevant training.

The data will be collected in a datafile attached to the esurvey. Technically the data is collected by the university and our previous experience was that Tom Silvia in CTLT set up the collection database and would send us periodic datafile updates of raw numbers corresponding to the questions on the survey. I understand that the University currently uses SelectSurvey and I have been in contact with Sarah Walczynski. We will adhere to any and all University policies regarding esurvey instrumentation and data collection.

2. Describe what participants will be expected to do, and in what order.

Participants will be expected to open an email solicitation, read the informed consent research introduction sheet. Proceed to the weblink activated esurvey and complete a series of mostly likert scale multiple choice oriented questions addressing issues related to civic engagement (participation and perceptions). Upon completion of the survey students will submit their responses and the data will be collected in the datafile attached to the survey.

3. The use of psychological interventions, deception, or biomedical procedures, requires special review procedures, as each has particular risks. Please check all that apply:

   _____ *Psychological Interventions*: e.g. contrived social situations, manipulation of the subjects' attitudes, opinions, or self-esteem. **(Complete and attach Appendix F)**

____ *Deception:* e.g. false information is given to subjects, false impressions created, or information relating to the subjects' participation is withheld from them. **(Complete and attach Appendix G)**

____ *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. **(Complete and attach Appendix H)**

4. ***Audio recording, video recording, and recording still images, including digital recordings,*** of participants can present special concerns, particularly regarding confidentiality. Projects involving these must make specific mention of them in the consent documents, including information about the storage of recorded material and how and when they will be destroyed. Please check all that apply below, and **complete and attach Appendix I if required**. This project will involve:

____ Audio recording ____ Video recording ____ Still images

D. INSTRUMENTS/APPARATUS

Describe any forms, surveys, or instruments you plan to use. (Copies of each must be attached to the protocol.) If online surveys will be used, please identify the system to be used and describe the system's confidentiality protections.

We intend to use an esurvey administered through SelectSurvey and a student query initiated by Carla Birkabal. A copy of the esurvey protocol is attached.

E. DATA

Data security is critical to the protection of subjects' identities and private information. The IRB must evaluate whether the systems in place to protect the data are appropriate for the level of risk to the subjects.

1. Data can either be anonymous, confidential, or, if the subjects agree, neither anonymous nor confidential. Please note that even if names are not collected, it may be possible to identify subjects through IP addresses for web-based surveys, the collection of certain demographic information, etc. Please consider this when checking one of the following:

____ Anonymous (subjects cannot be identified, either directly or through identifiers)

__X__ Confidential (subjects will be identified, but their identities will be protected from disclosure)

____ Neither (subjects will be informed that their identities will be disclosed)

2. Describe how and where will the data stored and kept secure. Please specify the building and room number, if applicable.

The data will be stored in an SPSS datafile on a computer in the locked office of Dr. Jeff Walsh, Room 421 Schroeder Hall.

3. Indicate who will have access to the data.

The two PI's will have the only access to the data.

4. Describe how the data will be used, both during and after the research. Indicate whether it will be disseminated through publication, presentation or other means, and in what form (e.g. identifiable raw data, aggregate results with no identifiers, etc.).

The data will be analyzed using primarily quantitative data analysis techniques. The research is viewed as a longitudinal study with opportunities to contact students annually throughout their academic careers to assess how their participation and perceptions of service learning and civic engagement change over time. The results of the data analysis will be published and presented with the data discussed in aggregate. Individual responses will not be associated to any specific respondent. No identifiers will be used in the presentation or publication of the data or research results.

5. Describe how and when the data will be disposed of.

The data will not be disposed of and will be maintained and updated annually. The results of this study can be immensely beneficial to both students and the university administration in terms of examining service learning and civic engagement patterns and trends among the student body over time.

F. RISKS

Risks to the subjects must be reasonable in relation to anticipated benefits, if any, to subjects, and the importance of knowledge that may reasonably be expected to result. *Physical risks* include anything potentially harmful to the body, including injury, illness, or death, while *psychological risks* can include reactions such as emotional distress or anxiety. *Social risks* include exposure to criminal or civil liability, or damage to the subjects' financial standing, employability, or reputation. Please note that all risks must be articulated in the consent form.

1. Describe foreseeable risks to the subject.

We do not foresee any risks to the participants in this research.

2. Describe how these risks will be minimized.

Confidentiality is a means of minimizing any possible risk in the present study. Students are also encouraged to contact counseling services, the PIs, or RSP for further information.

3. If these risks are greater than those encountered in everyday activities (more than "minimal risk,") additional explanation is required

Are these risks greater than minimal risk? _____ Yes __X__ No. If yes, complete the following:

a) Explain how they are outweighed by the sum of the benefits to the individual subject and to the importance of the knowledge to be gained.

The risks, if any, are minimal and the benefits of the information gained is valuable. If our hypotheses are confirmed we believe that student participation in service learning and civic life leads to greater rewards at the university with regard to GPA, self confidence, esteem, professional preparedness, community involvement, and more. These potential benefits outweigh the potential minimal risks of embarrassment.

b) Discuss the alternative ways of conducting this research and why the one chosen is superior.

One alternative would be a paper and pencil survey in classrooms or through some other means of recruitment. We believe that the proposed approach is more convenient to the students and provides them a degree of privacy that they would appreciate. Further, on-campus in person recruitment is more coercive. From our point of view this is the best method for conducting this research.

c) Explain fully how the **rights and welfare** of such subjects at risk will be protected (e.g., equipment closely monitored, psychological screening of prospective subjects, medical exam given prior to procedure).

They will be given an informed consent briefing with information about the intentions of the study. They will have the contact info for the PI's and the potential harms are extremely minimal. Participants will be able to end their participation without recourse. We believe this to be sufficient given the innocuous nature of the subject matter.

G. BENEFITS

Benefits to the subjects must be weighed against foreseeable risks, and are to be distributed fairly among the community's population. Benefits may include anything health-related, psychosocial, or other direct value for individual subjects, or may yield generalizable knowledge that may further society's understanding of a disorder or condition. Compensation for participation is not a benefit.

1. Describe what you hope to learn from the study.

We hope to learn that student participation in civic engagement activities is holistically beneficial to the student across several domains: GPA, esteem, career preparedness, attention to current issues, desire to be involved in the community.

2. Who might find these results useful?

Students, faculty, and university administration

3. Describe direct benefits to the participants, if any?

They might become more self aware of their own accomplishments and involvement or be prompted to become more involved.

4. Explain how the benefits justify the associated risks.

We do not foresee any risks beyond possible embarrassment and the benefits outweigh this potential risk.

IV. Checklist

Please complete this checklist to assure that all required components of your protocol have been included prior to submitting your protocol to your Departmental Representative. Incomplete protocols will be returned to the PI.

X Informed consent procedures/documentation, or the request for modification or waiver thereof, have been clearly explained. Appendix A is attached.

N/A This project involves the following vulnerable populations:

____ Minors. Appendix B is attached.

____ Prisoners. Appendix C is attached.

____ Pregnant women, (where the condition of pregnancy is related to the study), human fetuses or neonates. Appendix D is attached.

N/A Cognitively impaired individuals. Appendix E is attached.

N/A Psychological interventions will be employed, such as contrived social situations, manipulation of the subject's attitudes, opinions or self-esteem, psychotherapeutic procedures, or other psychological influences. Appendix F is attached.

N/A Elements of deception will be used. Appendix G is attached.

N/A Biomedical procedures will be used. Appendix H is attached.

N/A Audio recording, video recording, or still images will be used. Appendix I is attached.

Appendix A: Elements of Informed Consent

Federal regulations specify the required elements of informed consent. The regulations also allow for waiver or alteration of these elements under specific circumstances. If no waiver or alteration of the elements of informed consent has been requested, the informed consent procedures described in the protocol and consent documents must contain all of the elements listed below. Please mark "Yes" to indicate they are included in both the protocol and the consent documents, unless you have requested to waive or alter a particular element.

__X__ Yes 1. A statement that the study involves research

__X__ Yes 2. An explanation of the purposes of the research

__X__ Yes 3. The duration of the participant's participation

__X__ Yes 4. A description of procedures to be followed

__X__ Yes 5. A description of foreseeable risks or discomforts to the participant

__X__ Yes 6. A description of any benefits to the participants or any others that may be expected from the research

__X__ Yes 7. A statement describing the extent, if any, that confidentiality will be maintained

__X__ Yes 8. An explanation as to whom to contact concerning questions about the research; this should include the Principal Investigator's name and contact information. In addition, for questions about research participants' rights and/or a research related injury or adverse effects, list the Research Ethics & Compliance Office name and contact information: (309) 438-2529 and/or rec@ilstu.edu.

__X__ Yes 9. A statement that participation is voluntary

__X__ Yes 10. A statement that refusal to participate involves no penalty or loss of benefits

__X__ Yes 11. A statement that the subject may discontinue participation at any time without penalty or loss of benefits

If the IRB deems it appropriate, *additional elements* of informed consent may be required as follows:

- □ A statement that the particular treatment or procedure may involve risks to the subject (or to the embryo or fetus, if the subject is or may become pregnant) which are currently unforeseeable
- □ Anticipated circumstances under which the subject's participation may be terminated by the investigator without regard to the subject's consent
- □ Any additional costs to the subject that may result from participation in the research;
- □ The consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by the subject
- □ A statement that significant new findings developed during the course of the research which may relate to the subject's willingness to continue participation will be provided to the subject
- □ The approximate number of subjects involved in the study