

IRB USE ONLY: Proposal # _____
 Approval # _____

EXPEDITED
GOUCHER COLLEGE
INSTITUTIONAL REVIEW BOARD
PROPOSAL FOR EXPEDITED REVIEW

Please submit **one hard copy** and **one electronic copy** (via email to irb@goucher.edu) of the following documents to the IRB.

- (a) IRB-EXPEDITED Form (signed and completed)
- (b) Research Proposal
- (c) Consent Form
- (d) Recruitment materials (flyers, text of emails, etc.)
- (e) Stimuli, materials, measures, interview questions, debriefing materials
- (f) Certificate(s) of completion of human participants training.

Comment [rp1]: Debriefing protocols vary in accordance with research procedures and risks. A possible Debriefing Form template for qualitative research projects that involve a risk of emotional discomfort is provided here in this sample proposal.

When enrollment is complete, it is the researcher's responsibility to submit the signed consent forms to the IRB Office in the Provost's Office, where they will be kept on file/archived.

Title of Study: _____

Researcher Information

Full Name	Student/Faculty/Staff/Other (specify)	Affiliation (if not Goucher)	Contact information (email required; phone optional)
Student N. One	Student	Goucher	Student.one@mail.goucher.edu

Supervisor Information (if applicable, i.e., if researcher(s) is/are students)

Full Name	Faculty/Staff/Other	Affiliation (if not Goucher)	Contact Information (email required; phone optional)
Faculty Member	faculty	Goucher	Faculty.member@goucher.edu

Academic Department in which the research is being conducted: Psychology

Is this project part of a course¹? yes no

If yes, which course (course ID and title)? PSY 255: Qualitative Research Methods in Psychology

¹ Projects that are conducted for a classroom assignment are required by the IRB to ~~be~~ undergo IRB review only if they involve vulnerable populations, sensitive topics, and/or if the researchers intend to publish or present their findings.

Do you intend to publish or present this research outside of Goucher College (e.g., at a professional conference or in a journal)? yes no

Date of Submission: _____ New Submission Revised Submission

Comment [DFW2]: Be sure to include the date – and to update it, if a re-submission

Please note: The IRB makes every attempt to give initial feedback on proposals within two weeks of submission, but modifications are often required before approval can be granted. If the IRB determines that Full Board Review is necessary, the review process may be even longer.

Further information, including the complete *IRB Guidelines*, can be obtained by visiting the IRB homepage—on the Goucher College website at <http://www.goucher.edu/irb>

Please respond to the following questions about the proposed research or activity.

1. Briefly outline the proposed project. (This description should include 1-3 paragraphs describing the purpose and method of the proposed project. Please mention any aspects that have a bearing on risk to participants (e.g., recording interviews, handling of data with respect to confidentiality).

The objective of this project is to explore men and women’s understandings of and beliefs about masculinity, and how men and women personally shape and navigate their lives around masculinity. I am especially interested in men’s and women’s encounters with hyper-masculinity, or what executive director of Men Can Stop Rape, Neil Irvin, refers to as “*unhealthy masculinity*.” Accordingly I will include some men who are currently or have been recently invested in male sports, either as players or avid fans, and/or other activities involving male bonding and competitive team play, and are likely to have encountered aspects of this version of masculinity. I will recruit women more generally on the assumption that most women have had encounters with hyper-masculinity.

Comment [DFW3]: Include the purpose of your study

I will interview 2-8 men and women about their experiences with, and understanding of masculinity. In keeping with the character of qualitative research, I will use an emergent design that allows for the nature of the questions to evolve and shift in accordance with emergent themes and patterns, but the overarching question that will guide the interviews is as follows:

Comment [DFW4]: It is often the case, in qualitative research, that you don’t know all the interview /focus group questions in advance. However, please make the parameters of your questions as clear as possible, spelling out exact questions when you can, and specifying what potentially-risk-laden topics you will avoid, if relevant.

This project is about how men and women understand and experience “masculinity,” and how they feel it has shaped their lives. I’m particularly interested in what I will refer to as “hyper-masculinity,” and by that I just mean the more heightened or amplified versions of masculinity. I’d like to explore how you think about masculinity and how you have experienced it and how you feel it has shaped your life. Would you begin by talking about what masculinity means to you and how you’ve experienced it?

Following this opening, and depending upon how the participant answers, and whether or not the participant identifies as male or female, I will ask follow up questions directed at personal, family, and school-based experiences with masculinity and hyper-masculinity; how ideas of masculinity arose and became embodied or taken for granted; and how these experiences have shaped his/her life and relationships. I will maintain an attitude of respectful interest and supportive curiosity, and will be sensitive to the participant’s emotional state during and after the interview.

Prior to the interview I will present each participant an Informed Consent Form with detailed descriptions of the study, and along with the form I will give a verbal explanation so that the participant fully grasps the purpose and nature of the interview and the kinds of questions that will be asked. The form will explain and I will review verbally the participant's rights, including the right to decline to participate, and the participant's freedom to take a break, to skip any question, to terminate the interview, and to withdraw from the study, without penalty, at any time. Interviews will only take place if the participant agrees verbally to proceed and also signs the consent form.

Interviews will be recorded on a digital recorder. The audio file will be transferred to my password-protected computer immediately after the interview (before I leave the site) and will be saved to a password-protected folder on the computer. The file will be deleted from the audio recorder disk at this time. In addition, interviews will be transcribed as soon as possible after they take place, and the audio-files will be deleted as soon as they are transcribed. Only the researcher and supervisor will have access to the transcribed interviews; only the researcher will have access to the audio files.

2. Are participants being selected for any specific characteristics (e.g., gender, age, ethnic origin, religion, social or economic characteristics, or disabilities)?

yes no

a. If yes, specify the characteristics:

b. If yes, provide a rationale and justification for the selection process:

I will use purposeful and convenient sampling techniques. Specifically, I will recruit Goucher students as well as additional adults from among my acquaintance network. I will invite participants 18-25 years of age on the basis of their likely having encountered hyper-masculinity. Most, if not all will be college students; most if not all, will be current students attending Goucher College. I will intentionally recruit men who are currently or have been recently invested in male sports, either as players or avid fans, and/or other activities involving male bonding and/or competitive team play, and who are likely to have encountered intensively and "up close" this particular version of masculinity. I will recruit women more generally, on the working assumption that most women have had encounters with hyper-masculinity. Potential participants will be approached directly and verbally told simply, "I am doing a research study interviewing men and women about their experiences with masculinity, and I'm hoping you would be interested in participating." When recruiting men participating in sports, or recently having done so, or men who are avid fans of such, I will amend this to say, "I am doing a research study interviewing men and women about their experiences with masculinity, and I am particularly interested in talking with some men who have participated in male sports, or competitive, male bonding activities, or been an avid fan of such, and since you _____ [mention his known participation in sport activity, etc.], I was hoping you would be interested."

3. What are the risks to participants? ("Risk" is defined as exposure to the possibility of harm and includes psychological distress. All research involves some level of risk. In order to qualify for expedited review, the researcher(s) must demonstrate that the risk to participants is minimal, i.e. no more than would be encountered in daily life).

There are several types of risks associated with the study and the interviews. The interviews will be recorded with a digital voice recorder, and saved on my password protected computer in password

protected files. I will transcribe the recordings and store the transcriptions on the same computer in their own password protected files. All identifying information will be removed during transcription, and once a recording is transcribed, it will be permanently deleted. All recordings will be deleted within three months. Quotes and references from these transcripts may be used as content in the final paper for this project.

One possible but unlikely risk is that the confidentiality or identity of the participant will be breached, which could prove embarrassing, or shameful, and could be emotionally distressing, and could have negative consequences socially and personally. I will take great care to protect the identity and confidentiality of the participants. While it is true that many students and young adults in this age group converse about this topic routinely, this study presents a special case because it is likely to elicit more personal and deeper explorations and commentary, and because the conversations will be audio recorded. There will be an audio recording, for a period of time, of everything said. It is important that this recording be carefully safeguarded and destroyed as soon as possible so as to minimize the likelihood of anyone but me overhearing it and perhaps identifying the participant. On a similar note, I will also take care that no one overhears the participant at the time of the interview. I will conduct the interview in a comfortable, spacious public space in which there is plenty of separation and privacy from others, such as in one of the small rooms in the Athenaeum on the Goucher Campus, or in a far corner of a public library.

In addition the interview itself may present some risk. Because hyper-masculinity can be unhealthy for men and women, and because young adult men and women may have been exposed to negative experiences with masculinity and hyper-masculinity, it is possible that the interviews would surface or trigger powerful emotions. It is also possible, though unlikely, that a participant could become emotionally distraught, or even emotionally overwhelmed. I will be sensitive to participants' feelings, and I will be non-judgmental. In the event of emotional distress or discomfort, I will inform the participants that they have the right to take a break, skip a question, redirect the line of questioning, terminate the interview, or withdraw from the study, at any point, without penalty, and without in any way affecting our relationship. I will also be ready to calm and assist, and also ready to provide information about our counseling center and other local and national supportive resources in case they'd like to consult with a professional; I have prepared the attached Information Sheet (Debriefing Form) that I will give each participant at the end of the interview, or whenever needed, with my and my research supervisor's contact information and with referral information for counseling and supportive services. In the highly unlikely event of an emergency, I will be prepared to contact such services directly, on behalf of the participant.

4. What potential benefits will justify these risks? Benefits do not include payments or other compensation (such as course credit).

This project could contribute to our understanding of how young adult men and women experience hyper-masculinity and its role in their lives. Participants may gain added clarity and insight into these issues, as well, and may gain greater self-awareness. I will gain experience conducting in depth, unstructured interviews on a topic of importance and interest, as well as gain experience analyzing the results.

5. State specifically what information the subject will receive about the investigation **and at what point in the procedure the information will be provided.** Such information may come during the informed consent process and/or debriefing process.

Participants will be fully informed of the purpose and nature of this project prior to the interview. I will explain these matters verbally and also by way of asking them to read and sign the attached Informed Consent Form.

In addition to describing the study and procedure, I will also explain verbally and in the consent form, that the participant's confidentiality and identity will be protected and how it will be protected. Also, I will inform them that it is possible that they will find that talking about this issue and recalling some of their experiences could be emotional or stressful at times. They will be told and reminded, as needed, that they are free to take a break, skip a question or even to withdraw from the study, at any time, and without penalty. The interview will commence only if the participant agrees to proceed and signs the form.

7. State how subjects' consent will be obtained and attach the consent form to be used as well as any informative statements provided to subjects.

(A template for an informed consent form can be found in this document.)

The participants will give formal consent by signing the attached Informed Consent Form. They must sign two copies of this document, where one will remain with them and the other copy with me. Consent will rely on signing the consent form and verbally agreeing to participate in the study. As stated previously, participants will be reminded that termination of the interview is always in their power, without any penalty.

Reasons for Expedited Review

From the list below, state the reason you are applying for expedited review (indicate the number from the list).

- A. Research activities qualify for expedited review if they involve no more than minimal risk, as defined in III.B above, AND are included in the categories suitable for expedited review as determined by the Department of Health and Human Services (DHHS), listed in B below. In addition, minor changes to a previously approved research protocol may be acceptable for expedited review during the period for which approval is authorized.
- B. Although the list may change from time to time, the following categories of research are currently determined by DHHS to be eligible for expedited review, as provided in Federal Register Volume 63, Number 216 (November 9, 1998):
1. Clinical studies of drugs and medical devices, only when a) the research is on drugs for which an investigational new drug application is not required, or b) the research is on medical devices for which an investigational device exemption application is not required or the medical device is cleared/approved for marketing and the medical device is being used in accordance with its cleared/approved labeling;
 2. Collections of blood samples by finger stick, heel stick, ear stick or venipuncture, under the conditions described by DHHS;
 3. Prospective collection of biological specimens for research by noninvasive means (e.g. hair and nail clippings, teeth, saliva);
 4. Collection of data through noninvasive procedures routinely employed in clinical practice, excluding procedures involving x-rays or microwaves (e.g. physical sensors, muscular strength testing);
 5. Research involving materials (data, documents, records or specimens) that have been collected or will be collected solely for non-research purposes (such as medical treatment or diagnosis);
 6. Collection of data from voice, video, digital or image recordings made for research purposes;
 7. Research on individual or group characteristics or behavior (such as studies of perception, cognition, motivation, communication, social behavior), or research employing survey, interview, oral history, focus group, program

- evaluation, human factors evaluation, or quality assurance methodologies;
8. Continuing review of research previously approved by the convened IRB, where the research is permanently closed to the enrollment of new subjects, all subjects have completed all research-related interventions and the research remains active only for long-term follow-up of subjects; or where no subjects have been enrolled and no additional risks have been identified; or where the remaining research activities are limited to data analysis;
 9. Continuing review of research, not conducted under an investigational new drug application or investigational device exemption where categories 2 through 8 above do not apply but the IRB has determined and documented at a convened meeting that the research involves no greater than minimal risk and no additional risks have been identified;

Reason stated for expedited review A, B6, B7 (number)

Explanation:

A) During the interview process for this study, some emotions associated with recalled negative events and memories could resurface among participants. Also there are some risks associated with a breach in confidentiality and exposure. Due to the extensive precautions I am taking to insure the participants' informed consent, comfort during the interview, and right to withdraw, and also due to the precautions I am taking to protect participants' confidentiality, the risks are minimal.

B6) The interview data collected for this study will be collected on digital voice-recording device and then stored in a password protected file on a password protected computer. Once the information has been obtained, it will all be transcribed, and the recording will be erased at that time. Identifying information will be removed during transcription.

B7) The research will focus on social behaviors and personal experiences and their meaning, which will be obtained through unstructured interviews with participants who have agreed to participate in the study by verbally accepting and formally signing the consent form.

IRB Proposal

Title of Study: “Who Wants to be a Macho Man?”

Researcher: Student N. One

Supervisor: Faculty Member, Ph.D.

Description:

This project is a required assignment for the Qualitative Research Methods course (PSY 255) at Goucher College. The purpose of the assignment is to gain experience in qualitative research involving in-depth interviews. The objective of my project is to explore men and women’s understandings of and beliefs about masculinity, and how men and women personally shape and navigate their lives around masculinity. I am especially interested in men’s and women’s encounters with hyper-masculinity, or what executive director of Men Can Stop Rape, Neil Irvin, refers to as “*unhealthy masculinity*.” Accordingly I will include some men who are currently or have been recently invested in male sports, either as players or avid fans, and/or other activities involving male bonding and competitive team play, and are likely to have encountered aspects of this version of masculinity. I will recruit women more generally on the assumption that most women have had encounters with hyper-masculinity.

Comment [rp5]: Define key terms.

The information will be obtained through in-depth, unstructured interviews loosely organized around overarching and open-ended questions. In particular, I will interview 2-8 men and women about their experiences with, and understanding of masculinity. In keeping with the character of qualitative research, I will use an emergent design that allows for the nature of the questions to evolve and shift in accordance with emergent themes and patterns, but the overarching question that will guide the interviews is as follows:

This project is about how men and women understand and experience “masculinity,” and how they feel it has shaped their lives. I’m particularly interested in what I will refer to as “hyper-masculinity,” and by that I just mean the more heightened or amplified versions of masculinity. I’d like to explore how you think about masculinity and how you have experienced it and how you feel it has shaped your life. Would you begin by talking about what masculinity means to you and how you’ve experienced it?

Following this opening, and depending upon how the participant answers, and whether or not the participant identifies as male or female, I will ask follow up questions directed at personal, family, and school-based experiences with masculinity and hyper-masculinity; how ideas of masculinity arose and became embodied or taken for granted; and how these experiences have shaped his/her life and relationships

In addition to being interested in each person’s experience and meaning, I will be looking for themes and patterns across the interviews.

Participants:

I will use purposeful and convenience-sampling techniques. Specifically, I will recruit Goucher students as well as additional adults from among my acquaintance network. I will invite participants 18-25 years of age on the basis of their likely having encountered hyper-masculinity.

Most, if not all will be college students; most if not all, will be current students attending Goucher College. I will intentionally recruit some men who are currently or have been recently invested in male sports, either as players or avid fans, and/or other activities involving male bonding and/or competitive team play, and who are likely to have encountered intensively and “up close” this particular version of masculinity. I will recruit women more generally, on the working assumption that most women have had encounters with hyper-masculinity. Potential participants will be approached directly told simply, “I am doing a research study interviewing men and women about their experiences with masculinity, and I’m hoping you would be interested in participating.” When recruiting men participating in sports, or recently having done so, or men who are avid fans of such, I will amend this to say, “I am doing a research study interviewing men and women about their experiences with masculinity, and I am particularly interested in talking with some men who have participated in male sports, or competitive, male bonding activities, or been an avid fan of such, and since you _____ [mention his known participation in sport activity, etc.], I was hoping you would be interested.”

Instruments and Apparatus:

I will use a digital voice-recording device during the interview. Each digitally recorded interview will be stored in a password-protected file on my password-protected laptop computer. Each interview recording will be transcribed, and the transcriptions will also be stored on my computer. All identifying information will be removed during transcription, after which time the recording will be permanently erased.

Procedure:

When first asked to participate in the study, following the approach described above, I will inform the potential participants that if they were to agree to participate, I would audio-record the interview, but that I would maintain their confidentiality (I will describe the procedures mentioned above). I will also mention that all identifying information would be removed during transcription, and once the recording was transcribed, would be permanently deleted. If the individual agrees to become a participant, a time and place will be selected for the private interview. The interviews will be conducted in a secluded portion of an otherwise public space, such as an area in the Goucher Athenaeum.

On the day and time of the interview, participants will be given two copies of the attached Informed Consent Form, one for them to keep and one (signed) for me to keep for my records. The Consent Form (attached) states the objectives of the study and includes information concerning confidentiality, maintaining security of all documents, and being respectful towards the participant’s experiences and emotions throughout the interview. I will ask participants to read the form thoroughly, and sign it only if they are willing to participate. If they sign, I will once again verbally summarize the consent policies and will remind them that they are not required to answer every question, they can take a break if needed, and that they have the power to terminate the interview at any time, without penalty and without affecting our relationship.

After that I will begin the interview with this framing question:

This project is about how men and women understand and experience “masculinity,” and how they feel it has shaped their lives. I’m particularly interested in what I will refer to as “hyper-masculinity,” and by that I just mean the more heightened or amplified versions of masculinity. I’d like to explore how you think about masculinity and how you have

Comment [DFW6]: This procedure is generally the bare-minimum for protecting recordings. If your research involves vulnerable populations and/or sensitive topics, encrypting the files may be necessary (and/or the IRB may judge that recording poses unacceptable risk). For more information on one way to encrypt recordings, see <http://www.palmpal.org/truecrypt.pdf>.

Comment [rp7]: Signed Consent Forms must be delivered to the Office of the Provost at the conclusion of the study. This is the researcher(s)’ responsibility.

experienced it and how you feel it has shaped your life. Would you begin by talking about what masculinity means to you and how you've experienced it?

Following this opening, and depending upon how the participant answers, and whether or not the participant identifies as male or female, I will ask follow-up questions directed at personal, family, and school-based experiences with masculinity and hyper-masculinity; how ideas of masculinity arose and became embodied or taken for granted; and how these experiences have shaped his/her life and relationships.

I will take great care to protect the identity and confidentiality of the participants. While it is true that many students and young adults in this age group converse about this topic routinely, this study presents a special case because it is likely to elicit more personal and deeper explorations and commentary, and because the conversations will be audio recorded. The recording will be destroyed as soon as it is transcribed, and will be carefully stored until that time. All identifying information will be removed at transcription. On a similar note, I will also take care that no one overhears the participant at the time of the interview. I will conduct the interview in a comfortable, spacious public space in which there is plenty of separation and privacy from others, such as in one of the small rooms in the Athenaeum on the Goucher Campus, or in a far corner of a public library.

Because hyper-masculinity can be unhealthy for men and women, and because young adult men and women may have been exposed to negative experiences with masculinity and hyper-masculinity, it is possible that the interviews would surface or trigger powerful emotions. It is also possible, though unlikely, that a participant could become emotionally distraught, or even emotionally overwhelmed. I will be sensitive to participants' feelings, and I will be non-judgmental. In the event of emotional distress or discomfort, I will inform the participants that they have the right to take a break, skip a question, redirect the line of questioning, terminate the interview, or withdraw from the study, at any point, without penalty, and without in any way affecting our relationship. I will also be ready to calm and assist, and also ready to provide information about our counseling center and other local and national supportive resources in case they would like to consult with a professional. I have prepared the attached Information Sheet (Debriefing Form) that I will give each participant at the end of the interview, or whenever needed with referral information for counseling and supportive services. In the highly unlikely event of an emergency, I will be prepared to contact such services directly, on behalf of the participant.

Comment [DFW8]: Please give at least this much information about the parameters of the interview questions and, when possible, include a list of the questions you plan to ask (while noting that the interview is semi-structured, some questions will be determined on the spot, others may be skipped, etc.)

Comment [DFW9]: Be aware that the research session is a unique situation with unique risks, power-dynamics, etc. The researcher has a certain amount of authority, and participants may not feel comfortable declining to answer or may feel more vulnerable than they anticipate, etc.

Comment [DFW10]: Be very aware of your surroundings and the potential to be overheard.

Comment [rp11]: It is critical that you be aware of, and demonstrate awareness of, the social complexities inherent in interviewing people about your topic.

Comment [rp12]: Anticipate the likely and unlikely possibilities and be prepared.

Comment [DFW13]: Please prepare a debriefing information sheet for participants if your study could, in any way, trigger feelings of distress. This handout should contain referral information for campus resources (e.g., Health and Counseling Services), or other community resources, as appropriate. The Debriefing Form included here can be used as a template.

GOUCHER COLLEGE

IRB CONSENT FORM

[To be used with adult participants who can give consent. Those doing research with children, use the parent-consent and child-assent forms on the website.]

Title of Study: “Who Wants to be a Macho Man?”

For questions regarding the research project, please contact:

Researcher(s): Student N. One
student.one@mail.goucher.edu

Supervisor: Faculty Member, Ph.D., Goucher College
faculty.member@goucher.edu

For questions regarding your rights as a research subject, please contact:

IRB Contact: Provost’s Office
Goucher College
410-337-6044

Description

This project is a required assignment for the course Qualitative Research Methods in Psychology, PSY 255 at Goucher College. In this study I will explore men and women’s understandings of and beliefs about masculinity, and how men and women personally shape and navigate their lives around masculinity. In addition to this I would like to obtain information about men and women’s encounters with hyper-masculinity, or the more heightened or amplified versions of masculinity.

If you agree to participate in this study, I will ask you to partake in a private interview, which I will record on a digital recorder. Your participating is completely voluntary, and you have the right to terminate the interview and withdraw from the study at any point without penalty. In order for the interview to take place, you must read, approve, and sign this consent form. The questions provided during the interview will be open-ended and relatively unstructured; they will explore your experiences with and opinions about masculinity and hyper-masculinity, and will explore the role of masculinity in your life. The interview should take approximately 30-90 minutes, depending upon how much you have to say on the topic.

Comment [rp14]: Here, in the Consent Form, address the signee using the second person singular “you.”

Risks

The risks of participating in this study are small and unlikely. Some of the questions asked may provoke discomfort or negative emotions, and, if so, then continuing with the interview may be difficult. If you become distressed or upset at any point, you are welcome to take a break, skip a question, or stop the interview. Another possible risk, also unlikely, is that there could be a breach in confidentiality. For example, someone might overhear our interview, or might gain access to the recording of the interview. I will carefully safeguard your recording, and will store it in a password-protected file on my password-protected computer, and I will delete it as soon as I transcribe it, or within three months, whichever comes first. I will remove all identifying information during transcription and will refer to you only by way of a pseudonym.

Comment [rp15]: This researcher, by way of submitting an "Expedited" proposal, has tried to make the case that the study, given all of her safeguards, involves minimal risk. At the same time she has tried to prepare for even the unlikely possibilities, such as severe emotional crisis, and she discusses her preparedness in the proposal and on the Expedited Form. There is generally no need here in the Consent Form to spell out for the signee the most unlikely risks. There is no need to alarm participants unnecessarily (that in itself could cause distress).

Payments

No payments will be provided for this study.

Confidentiality

Confidentiality will be maintained throughout this study. A digital voice recorder will be used to record the interview, and after the interview is done your audio recording will be moved to password-protected computer and saved in a unique password-protected file. After the interview process the information will be digitally transcribed by me and also saved on my password-protected computer in a password-protected file. I will be the only person to have access to these transcribed documents. During transcriptions, all identifying names, titles, and characteristics will be omitted or substituted for fictitious ones. The recordings will be deleted after the transcription process is complete, no later than three months after the interview. References or quotations from the transcripts may be used as content in the final paper for this project, but these, too, will contain no identifying information.

Right to Withdraw

Your participation in this study is completely voluntary. You have the right to take a break, skip a question, redirect the line of questioning, terminate the interview, or withdraw from the study, at any point, without penalty, and without in any way affecting our relationship. Please only answer questions and participate to the extent you feel comfortable.

Voluntary Consent

1. I have read the information above and have freely volunteered to participate in this study.
2. I understand that all aspects of this project will be carried out in the strictest of confidence and in a manner in which my rights as a human subject are protected.
3. I have been informed in advance as to what my task(s) will be and what procedures will be followed.
4. I have been given the opportunity to ask questions, and have had my questions answered

to my satisfaction.

5. I am aware that I have the right to withdraw consent and discontinue participation at any time, without prejudice.
6. If I decide not to participate in this research project my performance and/or grade in any course associated with this research project will not be affected.
7. I realize I must be at least 18 years old to participate in this project, or have a "Parental Consent Form for Research Participation" on file with the Provost's Office with my parent's or guardian's signature. I realize I must also present a copy of this form to the researcher prior to consenting to this study.
8. My signature below may be taken as affirmation of all the above, prior to participation.

I confirm that I am at least 18 years old: yes no

For Goucher Students under the age of 18: I have a form on file with the Provost's Office with parent/guardian approval that I can choose to consent to participate in research. I will show this form to the researcher now. yes no

Printed Name: _____

Signature: _____

Date _____

DEBRIEFING FORM

Thank you for participating in our study. Please feel to ask us any questions regarding the study, at any time. Do you have any questions for us now?

If you have questions or concerns later, you can reach us with the contact information provided below.

Researcher: **Student N. One**
 (410) 555-1234
 stone001@mail.goucher.edu

Research Supervisor: **Dr. Faculty Member**
 Goucher College
 1021 Dulaney Valley Road, Towson, MD 21203
 410-555-6789

Please remember, you have the right to rescind your permission for us to use your data in our study. You have the right to change your mind about having your name associated with summaries and reports involving your interview. All you would need to do is contact Student One or Dr. Faculty Member and let us know.

If our procedures have triggered unpleasant feelings for you, or if you are experiencing distress and would like to talk to a counselor or therapist, you may seek assistance from the following services:

Location	Agency	Contact	Details
Goucher College; Towson, MD	Goucher College Health and Counseling Services	(410) 337-6481	http://www.goucher.edu/student-life/student-services/health-and-counseling-services/overview-of-counseling-services
Goucher College; Towson, MD	Goucher College Peer Listeners	(443) 632-7799	http://www.goucher.edu/student-life/student-services/health-and-counseling-services/peer-listeners
Baltimore, MD	Baltimore Crisis Response, INC	(410) 433-5175	http://www.bcreponse.org/
Nationwide	National Suicide Prevention Lifeline (24 hours)	1-800-273-TALK (1-800-273-8255)	www.suicidepreventionlifeline.org

If this is an emergency (if you feel you are at risk of hurting yourself or someone else), please call 911 or go to the nearest emergency room.

[Please insert here any other materials required: recruitment materials, stimuli/measures/interview questions, debriefing form, etc.]

CHECKLIST FOR COMPLETE IRB SUBMISSIONS

After printing, but before signing below, please read and initial each statement.

Initials	Criterion
SO	I/we understand the guidelines for choosing to submit the proposal for EXPEDITED, EXEMPT, or FULL review, and the appropriate form has been chosen.
SO	All fields and questions are completed accurately in the EXPEDITED/EXEMPT/FULL Review section of this IRB form.
SO	For EXPEDITED and EXEMPT review, the reason for choosing the review category is chosen from the provided list, along with a statement further explaining the reason why my/our study qualifies for this review category.
SO	A complete research proposal follows the EXPEDITED/EXEMPT/FULL Review form, and contains the information requested in the model form. This information is sufficient for IRB members to evaluate the proposed research for ethical concerns.
SO	Consent form is included after the research proposal, typically based on the model form provided by the IRB. Each section provides adequate information for participants to decide whether to participate in the study. (Write "n/a" if you are requesting that informed consent be waived for this study.)
SO	I/we understand that if any potential participants are Goucher College students under the age of 18, they can participate only after providing a form signed by a parent/guardian to the IRB (available on the IRB web site). This signed form must also be presented to me/us prior to signing the consent form for this study.
SO	I/we understand that all signed copies of the consent form must be returned to the IRB Officer in the Provost Office, to be kept on file.
SO	Information about recruitment materials, such as flyers or the text(s) of recruiting emails, are submitted to the IRB both electronically and in hard copy.
SO	Additional materials related to the proposed research, such as stimuli, materials, measures, interview questions, and debriefing questions, are submitted to the IRB both electronically and in hard copy.
SO	All IRB materials are completed using full sentences and are free of spelling/grammar errors. Details of the proposed research are clearly communicated.
SO	A certificate of completion of human participants ethics training from <i>each</i> researcher is submitted to the IRB, both electronically and in hard copy.
SO	All IRB materials are submitted in hard copy (to the IRB chair) and electronically to IRB@goucher.edu .
SO	I/we acknowledge that ordinarily an initial response from the IRB will be received within two weeks of submission, via email from IRB@goucher.edu . I/we understand that final IRB <i>approval</i> may take longer, depending on whether revisions to the IRB forms are needed and whether or not Full Board Review is necessary.

Goucher College Institutional Review Board

RESEARCHER SIGNATURE PAGE

RESEARCHER(S)' Signatures:

SUPERVISOR Signature _____

DATE _____

For IRB Use

Action Taken:

Expedited Review approved _____ Expedited Review not approved _____

Modifications Requested: _____ Referred for Full Board Review _____

Approval #: _____

Chair (or Chair's Designate), IRB

DATE