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) Certificates of completion of human participants training.

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: The Effects of Visual and Auditory Distractors on Word Recall

Researcher Information

Full Name	**Student/Faculty/ Staff/Other (specify)**	**Affiliation (if not Goucher)**	**Contact information (email required; phone optional)**
Sally Sample	Student	Goucher	Sally.sample@mail.goucher.edu 410-555-1234
Sammy Student	Student	Goucher	Sammy.student@mail.goucher.edu 410-555-6789

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)**
John Professor, Ph.D.	Faculty	Goucher	john.professor@goucher.edu

Academic Department in which the research is being conducted: Psychology

Is this project part of a course[1]? ☑ yes ☐ no

If yes, which course (course ID and title)? PSY 252: Quantitative Research Methods in Psychology

Date of Submission: 12/13/13 X New Submission ___Revised Submission

Please note: The IRB makes every attempt to give initial feedback on proposals within two weeks of their 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 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

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

1. **Description**. Briefly outline the proposed project. (This description should include 2-5 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.

This project is part of the required material for the Quantitative Research Methods course (PSY 252). Part of the purpose of this research project is to gain experience designing and conducting an experiment, as well as collecting and analyzing the results and data. The project focuses on memory recall using a word list (generated by the experimenters) and the influence of auditory and visual distracters presented to participants during the encoding process. Undergraduate students enrolled at Goucher College will be asked to participate in this research.

The experiment consists of three research groups: Participants receiving auditory distracters, participants receiving visual distracters, and participants receiving no distracters (Control condition). Each participant will be randomly assigned to one of the three groups. Each group will be presented with a randomly selected list of 15 words.

The experiment will be conducted in three phases: Phase 1 – Words are presented to the participants twice; Phase 2 – Distracter and accompanying task is presented to the participants; Phase 3 – Participants recall words from word list. The distraction will be presented to the participants immediately following the second presentation of the word list and will last for two minutes. During this time, participants will be instructed to complete a task depending on the type of distraction (either a color-changing screen-saver or instrumental classical music). After the distraction, participants will be instructed to recall the words from the word list on the sheet in any order. We will compare the mean number of words recalled based on the method of distraction.

Comment [DFW1]: Purpose of project

Comment [DFW2]: topic

Comment [DFW3]: participants

Comment [DFW4]: more (but brief) description of methods

[1]Some projects that are conducted for a classroom assignment may not require IRB review. Please see Goucher College Policy for the Use of Human Subjects (available at www.goucher.edu/irb).

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: n/a

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

4. 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).

   The risks to participants are no greater than those that would be encountered in a typical classroom activity. There is some risk of boredom or frustration during the distractor or recall tasks, but these should be mild and transitory.

Comment [DFW5]: There is always some risk.

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

   There are no anticipated benefits to society as a result of this study, except that researchers will gain experience conducting experimental research and thus be better-prepared to do so in the future.

Comment [DFW6]: Benefits are to society – not to the participant. Remember that the IRB engages in a risk-benefit analysis of your research.

6. 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 given information via the attached informed consent form. They will not be told the explicit hypotheses, so as not to bias their responding. However, they will understand the topic of the study and the procedures. Following their participation, participants will be told that they can contact the researchers for a summary of the study'

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 at the end of this document.)

Participants will sign an informed-consent form if they choose to participate in the study, having had the opportunity to ask any questions they may have.

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, B7____ **(number)**

Comment [DFW7]: Don't forget to complete this part of the form.

Explanation:
This research involves no more than minimal risk and involves collecting data regarding memory, a cognitive construct.

Research Proposal

Title of Study: The Effects of Visual and Auditory Distracters on Word Recall

Researchers: Sally Sample
410-555-1234
sally.sample@mail.goucher.edu

Sammy Student
410-555-6789
sammy.student@mail.goucher.edu

Supervisor: John Professor, Ph.D.
john.professor@goucher.edu

Description/Background: *[What is this study about? What is already known about the topic? What is not known?]*

This project is part of the required material for the Quantitative Research Methods course (PSY 252). Part of the purpose of this research project is to gain experience designing and conducting an experiment, as well as collecting and analyzing the results and data. The project focuses on memory recall using a word list (generated by the experimenters) and the influence of auditory and visual distracters presented to participants during the encoding process.

Research has found that different types of distractors differentially impact memory, and specifically word-recall (Smith & Jones, 2004). Prior research has even found differences in the two types of distractors used here (visual and auditory; Jackson et al., 2007). This research will therefore not contribute to the extant knowledge on this topic, but will give researchers experience conducting experimental research.

Comment [DFW8]: These citations are made up. Yours should not be.

Undergraduate students enrolled at Goucher College will be asked to participate in this research. They will be provided with an informed consent form and given instructions for completing the experiment.

The experiment consists of three research groups: Participants receiving auditory distracters, participants receiving visual distracters, and participants receiving no distracters (Control condition). Each participant will be randomly assigned to one of the three groups. Each group will be presented with a randomly selected list of 15 words. These words all have an assigned frequency rating of 20 – 25, according to The Educators Word Frequency Guide. The list of words is attached to the proposal.

The experiment will be conducted in three phases: Phase 1 – Words are presented to the participants twice; Phase 2 – Distracter and accompanying task is presented to the participants; Phase 3 – Participants recall words from word list.

The distraction will be presented to the participants immediately following the second presentation of the word list and will last for two minutes. During this time, participants will be instructed to complete a task depending on the type of distraction. The visual distraction will be a presentation of a color-changing screen-saver. Participants will be asked to make a mark on the proper section of their sheet for each time the screen-saver changes color. The auditory distraction will be instrumental classical music presented on a cd. Participants will be asked to make a mark on the proper section of their sheet for each time they perceive a melody change. After the distraction, participants will be instructed to recall the words from the word list on the sheet in any order. We will compare the mean number of words recalled based on the method of distraction.

Participants:

Undergraduate students enrolled at Goucher College will be asked to participate in this research. They will be recruited via SonaSystems, the student participant pool used by Goucher College. We will try to enroll 30 participants in the study.

Instruments and Apparatus

The apparatus will be a blank data sheet and a writing utensil, the blank data sheet is attached. The word list to be used is attached. The visual distraction will be presented on a large screen and the auditory distraction will be presented via computer or cd player.

Comment [dfw9]: list EVERYTHING. And include all your measures, etc.

Procedure

Students will be given a copy of the informed consent form and asked to read over it before signing their name if they agree to participate. After the consent forms have been collected, students who wish to participate will be handed a blank sheet of paper with two labeled sections: the first section will be for the distraction task, the second section will be a list of 15 blank spaces for the recalled words. The experimenter will read the following instructions:

For all groups –

"Please note the top portion of your sheet and fill in the requested information. Please listen to the list of words that will be read to you. The list will be read twice."

Comment [DFW10]: Provide exact script.

When everyone has completed phase one, experimenter will begin phase two.

For Auditory Distraction Group –

"Please listen to the following musical selection. Whenever you perceive there to be a change in the melody that you will hear, please make a mark in section one of your paper."

For Visual Distraction Group –

"Please look at the screen and watch the display. Whenever you perceive a change in the color of the display, please make a mark in section one of your paper."

When all participants have completed phase two, experimenter will read the following instructions:

For all Groups –

"Please recall and write as many of the words from the word list presented to you in any order in section two of your paper. Spelling of the words does not matter. You will be given five minutes in which to recall the words."

After five minutes are up, the experimenter will collect the data sheets and thank the participants for participating. Experimenter will hand out the extra-credit sheets to the appropriate participants.

Data from these sheets will be analyzed and tested to determine the validity of the hypotheses proposed by the researchers. Gender and age will not be used to analyze the data, but are required for describing the sample of participants tested in this experiment.

All individual data collected will be kept anonymous and confidential. Participants will be instructed NOT to write their name or any other personally identifiable information on the question sheet. Data will be collected and analyzed as a group. No one other than the experimenters will have access to the individual data. These data sheets will be destroyed as soon as the group data have been assembled. Any written report of the findings of this research will not include any information that makes it possible to identify any individual research participant.

Comment [DFW11]: Be sure you are familiar with what these two words mean and how they differ and that you are using them appropriately. Then go on to describe all the steps you will take to protect confidentiality/anonymity.

GOUCHER COLLEGE

IRB CONSENT FORM

Title of Study: Word Recall

Comment [DFW12]: Remember that you may use a less-precise title here than in your other documents, if including the complete study title might introduce bias into your data.

For questions regarding the research project, please contact:

Researchers: Sally Sample
410-555-1234
sally.sample@mail.goucher.edu

Sammy Student
410-555-6789
sammy.student@mail.goucher.edu

Supervisor: John Professor, Ph.D.
john.professor@goucher.edu

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

IRB Contact: Provost's Office
410-337-6044

Description

The purpose of this research project is to examine how well memory is encoded when there are distracters during the encoding process and to give students experience in designing and conducting an experiment, in addition to collecting and analyzing data in experiments typical of research in psychology.

You will be given a list of 15 words. Each word will be read to you by one of the experimenters, the complete list will be read to you twice. After you have heard the word list twice, you will be presented with a distraction and a task to complete during the presentation of the distraction.

Once the distraction task has been completed you will be asked to complete a recall task.

Risks

The risks associated with your participation are no more than would be associated with any paper and pencil task conducted in a typical classroom.

Payments

You may receive extra-credit (or homework-credit) in Introduction to Psychology or another psychology class, at the discretion of the instructor. Those who do not receive extra credit will receive no benefits other than the personal satisfaction of helping your classmates learn about research in psychology.

Confidentiality

All data and information will be kept anonymous and confidential. You will be instructed NOT to write your name on the question sheets. Your gender and age will be required for the researchers in their final write up only in regards to their description of their sample group used in the experiment. Data will be collected and analyzed as a group. No one other than the experimenters will have access to your answers or individual data. These individual data sheets will be destroyed as soon as the experiment is complete. Any written report of the findings of this research will not include any information that makes it possible to identify an individual research participant.

Comment [dfw13]: Be sure you understand these two terms and how they differ.

Right to Withdraw

Your participation in this research is entirely voluntary and you may choose to withdraw from the study at any time. You have the right to withdraw consent and discontinue participation in the research project without penalty.

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 the form on file with the Provost's Office with my parent's or guardian's signature.
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 give a copy of this form to the researcher now. ☐ yes ☐ no

Printed Name: _____

Signature: _____

Date _____

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

CHECKLIST FOR COMPLETE IRB SUBMISSIONS

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

Initials	Criterion
SS, SS	I/we understand the guidelines for choosing to submit the proposal for EXPEDITED, EXEMPT, or FULL review, and the appropriate form has been chosen.
SS, SS	All fields and questions are completed accurately in the EXPEDITED/EXEMPT/FULL Review section of this IRB form.
SS, SS	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.
SS, SS	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.
SS, SS	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.)
SS, SS	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.
SS, SS	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.
SS, SS	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.
SS, SS	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.
SS, SS	All IRB materials are completed using full sentences and are free of spelling/grammar errors. Details of the proposed research are clearly communicated.
SS, SS	A certificate of completion of human participants ethics training from *each* researcher is submitted to the IRB, both electronically and in hard copy.
SS, SS	All IRB materials are submitted in hard copy (to the IRB chair) and electronically to IRB@goucher.edu.
SS, SS	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 *approval* 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 ____

_____

Chair (or Chair's Designate), IRB

_____

DATE