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IRB Expedited Form

INSTITUTIONAL REVIEW BOARD PROPOSAL FOR EXPEDITED REVIEW

Please submit the following **via email attachment to the IRB Coordinator.** Information and instructions can be found on the Goucher IRB site. If this is a resubmission to respond to IRB feedback, *please use track changes for revisions*.

a) *IRB Expedited Form* (current document, which includes prompts for all of the following)
b) Research Proposal
c) Consent Form
d) Additional materials (e.g., recruitment and research materials)
e) Research materials (e.g., stimuli, survey or interview questions, measures, debriefing)
f) Certificate(s) of completion of human subjects ethics training through CITI for "Social and Behavioral Science Investigators" (information and link on Goucher IRB site)
g) Submission checklist with researcher initials

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

Date of Submission: 4/24/23 ☒**New Submission** ☐**Revised Submission** *(use track changes)*

Researcher Information

Full Name	**Role (Student/ Faculty/ Staff/Other)**	**Affiliation (if not Goucher)**	**Contact Information (email required; phone optional)**
Sammy Student	Student	Goucher	Sammy.student@goucher.edu

Supervisor Information (if applicable, i.e., if researchers are students)

Full Name	**Role (Faculty/Staff/Other)**	**Affiliation (if not Goucher)**	**Contact Information (email required; phone optional)**
Pat Professor, Ph.D.	Faculty	Goucher	Pat.professor@goucher.edu

Academic Department in which the research is being conducted: Psychology
If this project is part of a course, list course ID and title [1]: PSY 419 Seminar in Cultural Psychology

Do you intend to publish or present this research outside of Goucher College? (e.g., at a professional conference or in a journal, a published Senior Thesis) ☒yes ☐no
[Optional: Provide details about your plans for sharing this work.]

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

*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. Be sure to submit requested modifications using tracked changes to expedite the approval process. If the IRB determines that Full Board Review is necessary, the review process may be longer.*

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

1. **Briefly outline the proposed project.** (This description should include 2-4 paragraphs describing the purpose and method of the proposed project. Typically this is an abbreviated version of the research proposal below that summarizes the overall purpose and design, highlighting aspects of the project that may have a bearing on the IRB's evaluation of risk and potential benefits to participants, for example, recording interviews, confidentiality of data, sensitive topics, potential for harm.)

   The objective of this project is to explore understandings and beliefs about masculinity, specifically how male-identifying and female-identifying people personally shape and navigate their lives around masculinity. I am especially interested in personal encounters with hyper-masculinity, or "unhealthy masculinity." Accordingly I will include some male-identifying participants who are currently or have recently been invested in male-dominated sports, either as players or avid fans, and/or other activities involving male bonding and competitive team play. I will recruit female-identifying participants to explore their encounters with hyper-masculinity.

   I will interview 2-8 male- and female-identifying participants 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:

   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.

Commented [MJ1]: Include the purpose and/or research topic/question of your study.

Commented [MJ2]: It is often the case, in qualitative research, that you don't know all the interview or 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.

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. 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 researchers and supervisor will have access to the transcribed interviews; only the researchers will have access to the audio files.

2. **Are subjects being selected for any specific demographic characteristics?** (e.g., gender, age, ethnic origin, religion, social or economic characteristics, or disabilities) ☒yes ☐no

   ***If yes,* specify the characteristics and provide a rationale/justification for the selection process.** (To qualify for *EXPEDITED* review, the research must not include individuals from vulnerable populations, e.g., minors under age 18, those with history of alcohol or drug abuse or other mental illness, victims/survivors of abuse and trauma, the homeless, those who are suicidal, undocumented immigrants, refugees, incarcerated people, and ex-convicts.)

   We are recruiting a mix of female- and male-identifying participants, and I will especially try to recruit males who are currently or have recently been invested in male-dominated sports, either as players or avid fans, and/or other activities involving male bonding and competitive team play.

3. **What are the risks to participants?** ("Risk" is defined as exposure to the possibility of harm and includes potential 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 or during performance of routine physical or psychological examinations or tests.)

   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 a password-protected computer in password-protected files. Researchers will transcribe the recordings and store the transcriptions on the same computer in 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, 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 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 we will give each participant at the end of the interview, or whenever needed, with researcher 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) but rather refer to benefits to society/humanity.)

   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.

Commented [MJ3]: Focus on benefits to society – not to the individual participant. Remember that the IRB engages in a risk-benefit analysis of your research.

5. **State specifically what information the subjects will receive about the investigation and at what point in the procedure the information will be provided.** (Such information may be communicated 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.

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. The interview will commence only if the participant agrees to proceed and signs the form.

6. **State how subjects' consent will be obtained. As relevant, 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 the researchers. 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.

Commented [MJ4]: Most human subjects research requires a consent form.

Reason for Expedited Review

The list below contains the most commonly used categories for research appropriate for Expedited IRB review. Select the reason for Expedited review (from OHRP 45 CFR 46.110, 1998) and explain below.

A. Research activities qualify for expedited review if they involve no more than minimal risk, as defined in Question 3 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 Vol 63, No 216 (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.

Content created by Office for Human Research Protections (OHRP)

Reason for expedited review (letter/number): __A, B6, B7___

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

Commented [MJ5]: Many/most behavioral research projects, such as those in the social sciences, fall under B7.

Commented [MJ6R5]: B6 is also appropriate for video or audio recording.

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.

Research Proposal

Title: "Who Wants to be a Macho Man?"

Researcher(s): Sally Sample and Sam Student

Supervisor(s): Pat Professor, Ph.D.

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

This project is a required assignment for the Seminar in Cultural Psychology course (PSY 419) at Goucher College. The purpose of the assignment is to gain experience in qualitative research involving in-depth interviews. The objective of our project is to explore male- and female-identifying people'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 male-identifying participants 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 female-identifying participants on the assumption that most have had encounters with hyper-masculinity.

Commented [MJ7]: 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 male- and female-identifying participants 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.

IRB USE ONLY: Proposal #
Approval #

Participants: *Who will participate in the study? How will they be recruited? How many participants do you plan to recruit?*

I will use purposeful and convenience-sampling techniques. Specifically, I will recruit Goucher students as well as additional adults from among our 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 male-identifying participants 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 female-identifying participants more generally, on the working assumption that most 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 am 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."

Materials: *Describe materials and methodology, including any stimuli/survey items/interview questions here. Attach complete materials to this proposal (e.g., complete interview questions or the content of an online survey).*

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

Commented [MJ8]: 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),

Procedure: *Describe the steps in the research, including elements of consent and procedures relating to confidentiality and, more generally, human subjects protections. Include any scripts that will be used by researchers, the content of the debrief, etc.*

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 our 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.

Commented [MJ9]: At a minimum, researchers are expected to keep completed consent form for three years.

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 am 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 their life and relationships.

Commented [MJ10]: 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.)

I will take great care to protect the identity and confidentiality of the participants. While it is true that many 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 conversation will be audio-recorded. The recording will be destroyed as soon as it is transcribed, and will be carefully stored until information will be removed at transcription. On a similar note, we will 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 such as in one of the small rooms in the Athenaeum on the Goucher campus or in a far corner of a public library.

Commented [MJ11]: 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.

Commented [MJ12]: Be very aware of your surroundings and the potential to be overheard.

Because hyper-masculinity can be unhealthy for everyone, and because young adults 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 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

Commented [MJ13]: It is critical that you be aware of, and demonstrate awareness of, the social complexities inherent in interviewing people about your topic.

Commented [MJ14]: Anticipate the likely and unlikely possibilities and be prepared.

case they would like to consult with a professional. I have prepared the attached Information Sheet (Debrief Form) to 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.

Commented [MJ15]: 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.

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INSTITUTIONAL REVIEW BOARD

IRB CONSENT FORM

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

For questions regarding the research project, please contact:

Researcher(s): Sally Sample (sally.sample@goucher.edu)
Sammy Student (Sammy.student@goucher.edu)

Supervisor: Pat Professor, Ph.D. (pat.professor@goucher.edu)

For questions regarding your rights as a research subject, contact the Provost Office via irb@goucher.edu.

Description

This project is a required assignment for the Semin in Cultural Psychology (PSY 419) course at Goucher College. In this study I will explore male- and female-identifying people's understandings of and beliefs about masculinity, and how people personally shape and navigate their lives around masculinity. In addition to this I would like to obtain information about personal 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 participation is completely voluntary, and you have the right to terminate the interview and withdraw from the study at any point without penalty.

Commented [MJ16]: Here, in the Consent Form, address the signee using the second person singular "you."

Risks

The risks associated with your participation are minimal 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 store it in a password-protected file on a password- protected computer. Further, 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.

Commented [MJ17]: 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 freely volunteer to participate in this research project.
2. I understand that all aspects of this project will be carried out in the strictest of confidence used 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 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 understand that I must be at least 18 years old to participate in this project. If I am under the age of 18, I have a "Parental Consent Form for Research Participation" with parent/guardian's signature submitted via DocuSign (contact irb@goucher.edu for details). I understand that researcher(s) need to check this form before continuing with my participation in the 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: My parent/guardian has approved my choice to consent to participate in research, via DocuSign. Researchers can obtain proof of this approval via irb@goucher.edu. ☐yes ☐ no

Printed Name: _____

Signature: _____ Date: _____

Additional Materials

Insert below any other materials required, which may include recruitment materials, study materials such as stimuli/measures/survey/interview questions, script, debriefing form, etc..]

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: **Sammy Student**
410-555-1234
sammy.studentgoucher.edu

Research Supervisor: **Pat Professor, Ph.D.**
410-555-6789
Pat.professor@goucher.edu
Goucher College
1021 Dulaney ValleyRoad
Towson, MD 21204

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	Organization	Contact
Goucher College; Towson, MD	Goucher College Counseling Services	(410) 337-6481
Nationwide	988 Suicide & Crisis Lifeline	988 (talk or chat)

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.

CITI Human Subjects Ethics Training Certificates

Insert below a Certificate of Completion of CITI Program for Social & Behavioral Research Investigators for every researcher listed above. Find information and login link on the IRB web site.

Commented [MJ18]: Be sure to submit these certificates in this form (preferred) or by email attachment when you submit to irb@goucher.edu.

CHECKLIST FOR COMPLETE IRB SUBMISSIONS

The lead research or supervisor must read and electronically initial each statement before submitting.

Initial	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. See FAQ on the Goucher IRB web site for more information.
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 selected from the provided list, along with a statement further explaining the reason why the study qualifies for this review category.
SS, SS	A complete research proposal is included, and contains the information requested in the model form. The information provided is sufficient for IRB members to evaluate the proposed research for ethical concerns.
SS, SS	As relevant, a consent form is included after the research proposal, typically based on the model form provided by the IRB. Each section of the consent form provides adequate information for participants to make an informed choice whether to participate in the study.
SS, SS	I/we understand that if any potential participants are Goucher College students under the age of 18, they can participate only if they have a parent/guardian complete the Parental Consent DocuSign. Contact the IRB Coordinator to confirm before they participate.
SS, SS	I/we understand that hard copy and/or electronically signed copies of the consent form must be retained by the research supervisor for a period of at least three years.
SS, SS	Additional materials related to the research, such as recruitment materials, stimuli, measures, interview questions, and debriefing questions, are submitted as part of this form.
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 CITI certificate of completion of human participants ethics training from *each* researcher is submitted electronically. This/these can be pasted above or submitted as a separate email attachment(s).
SS, SS	All IRB materials are submitted 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 the IRB Coordinator. 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.

Commented [MJ19]: Read and initial each statement to indicate acknowledgement.

Goucher College Institutional Review Board

RESEARCHER SIGNATURE PAGE

Leave this page blank until sent to you via DocuSign for final approval.

RESEARCHER(S)' Signatures:

_____

_____

_____

_____

_____

_____

SUPERVISOR Signature: _____

DATE: _____

For IRB Use

Action Taken:

Expedited Review Approved (1 year) ☐ Expedited Review Not Approved ☐

Modifications Requested ☐ Referred for Full Board Review ☐

Approval # and Expiration Date: _____

_____

IRB Chair (or Chair's Designate)

_____

DATE