IRB USE ONLY: Proposal #
Approval #

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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: The Effects of Visual and Auditory Distractors on Word Recall

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)
Sally Sample	Student	Goucher	Sally.sample@goucher.edu
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 422 Seminar in Cognitive 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.)

   This project is part of the required material for Seminar in Cognitive Psychology (PSY 422). The project focuses on the impact on memory recall of auditory and visual distractions presented to participants following a word list. Approximately 30 undergraduates at Goucher College will be asked to participate in this research in exchange for course credit through Sona Systems, with instructor approval.

   The experiment consists of three groups, or conditions. Participants receiving auditory distractors, participants receiving visual distractors, and participants receiving no distractors (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 to remember. 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 screensaver 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.

   This study has minimal risks and no sensitive topics. We will maintain confidentiality of the data by removing names (replace with ID numbers) and keeping all data in a password-protected folder, to which only the researchers have access.

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

Commented [MJ1]: Topic of the research, sometimes called the research question.

Commented [MJ2]: Basic information about participants.

Commented [MJ3]: Additional - but still summary - description of methods.

Commented [MJ4]: Summary of risk level and maintenance of confidentiality.

illness, victims/survivors of abuse and trauma, the homeless, those who are suicidal, undocumented immigrants, refugees, incarcerated people, and ex-convicts.)

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.)

   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.

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.)

   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 in the future. The results may also shed light on conditions that are optimal for learning verbal material.

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 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 (i.e., debrief).

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.)

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

Commented [MJ5]: All research has some level of risk. Do not say "no risk"; instead use language of "minimal risk" or "low risk" (or higher, if appropriate).

Commented [MJ6]: Benefits are to society – not to the individual participant. Remember that the IRB engages in a risk-benefit analysis of your research.

Commented [MJ7]: A debrief is especially important if deception is used. Otherwise it is acceptable to say that participants are given the option to contact researchers to learn more about the study.

Commented [MJ8]: 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, B7**

Commented [MJ9]: Many/most behavioral research projects, such as those in the social sciences, fall under B7.

Explanation: This research involves no more than minimal risk and involves collecting data regarding memory, an aspect of human cognition.

Research Proposal

Note: This is a model for information that should be included in the Research Proposal. Not every study will use these exact headings. You may replace this model with your own proposal, or you may submit the proposal as a separate document. The most important elements are the research question/goal and rationale, who will participate in the study, the method and materials used during the study, and the procedure to carry out the study, with a focus on elements of human subjects protections such as consent and data confidentiality.

Title: The Effects of Visual and Auditory Distractions on Word Recall

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 part of an assignment for Seminar in Cognitive Psychology (PSY 422). 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.

Commented [MJ10]: Include citations (typically in APA or another style for your discipline) to support the statements of background information.

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

Undergraduate students enrolled at Goucher College will be asked to participate in this research. They will be recruited via Sona Systems, the student participant pool used by Goucher College. They may receive course credit in exchange for participation, at the instructors' discretion. We will try to enroll 30 participants in the study.

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).*

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 also attached. The visual distraction will be presented on a large screen and the auditory distraction will be presented via computer.

Commented [MJ11]: List EVERYTHING you need for your study, including materials and measures. Append specific stimuli and other materials (e.g., survey or interview questions) below.

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.*

Participants 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, those 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:

Commented [MJ12]: For laboratory/behavioral studies, provide exact script.

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."

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. They will be invited to contact the researchers to learn more about the study.

Data from these sheets will be analyzed and tested to determine the validity of the hypotheses proposed by the researchers. Gender identity 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 de-identified 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 researchers 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.

Commented [MJ13]: Be sure you are familiar with what these words mean and they differ and that you are using them appropriately. Truly ANONYMOUS research means there is no way to connect names with data. Unless you are conducting an online survey, most studies use DE-IDENTIFIED data (any identifying information removed ASAP, as opposed to truly anonymous). Go on to describe all the steps you will take to protect confidentiality.

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INSTITUTIONAL REVIEW BOARD

IRB CONSENT FORM

Title of Study: Word Recall

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

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. The entire session will last less than 30 minutes.

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 0.5 credits toward your psychology course through Sona Systems, 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 de-identified and kept confidential. You will be instructed NOT to write your name on the question sheets. Your gender identity and age will be required for the researchers in their final write up only with regard to their description of their sample group used in the

Commented [MJ14]: Here, in the Consent Form, address the signee using the second person singular "you."

Commented [MJ15]: Be sure you understand these two terms and how they differ from anonymous (see above).

experiment. Data will be collected and analyzed as a group. No one other than the researchers 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.

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 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: _____

Commented [MJ16]: For online surveys, the above may be an e-signature with full name instead of printed name/signature/date. For anonymous surveys, replace the above section with, for example, "By clicking the link to continue the survey, you are consenting to participate."

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..]

Word list: butter, home, prize, fork, grape, table, leaf, boat, plate, chair, rose, cork, white, vine, paper

Data sheet for recall:

Please provide the following demographic information. DO NOT write your name on this sheet.

Gender Identity: _____ Age: _____

Please recall as many words as you can from the list as you can remember, in any order:

CITI Human Subjects Ethics Training Certificate(s)

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 [MJ17]: 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 [MJ18]: 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:

_____

_____

_____

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_____

_____

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