

FOR IRB USE ONLY:

Protocol Number: IRB-\_\_\_\_\_ Received:\_\_\_\_\_ Approved :\_\_\_\_\_ Date:\_\_\_\_\_

**Rowan University**  
**INSTITUTIONAL REVIEW BOARD**  
**HUMAN RESEARCH REVIEW APPLICATION**

INSTRUCTIONS: Check all appropriate boxes, answer all questions completely, include attachments, and obtain appropriate signatures. Submit an **original and two copies** of the completed application to the Office of Research, Bole Hall Annex.

NOTE: **Applications must be typed. Incomplete and handwritten applications will be returned.**

Be sure to make a copy for your files.

**Step 1: Determine if the proposed research subject to IRB review**

All research involving human participants conducted by Rowan University faculty and staff is subject to IRB review. Some, but not all, student-conducted studies that involve human participants are considered research and are subject to IRB review. See Appendix A for more information.

**Step 2: If you have determined that the proposed research is subject to IRB review, complete the identifying information below.**

Project Title: \_Oral History Video Compositions: A Class Project

Researcher: <u>_William I. Wolff</u>	Date: <u>_3/10/09</u>
Department: <u>_Writing Arts</u>	Location: <u>_Hawthorn Hall</u>
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Co-Investigator/s:	
<u>_Students enrolled in Writing, Research, and Technology, Spring 2009, with William Wolff: Cioffi, Devon M.; Davis, Justin Andrew; Ehrlich, Hannah; Fien, Melissa A; Gould, Sarah Theresa; Laute, Jillian Elizabeth; Leenig, Kelly Alyssa; McCormick, Kyle A.; Randolph, Charmaine E.; Robinson, Chanelle D; Straub, Victor Anthony; Tarasenko, Christina; Weiss, Kristina L.; Wenzel, Ryan P; Windle, Darcy Lee</u>	
_____ Faculty Sponsor (if student)* _____	
Department: _____	Location: _____
E-Mail: _____	Telephone: _____

**Step 3: Determine if your research study requires a full IRB review**

**The Rowan University IRB handles reviews on an expedited basis (meaning that the protocol is examined by one IRB reviewer and the chair) with the exception of those that put the participant at greater than “minimal risk” (see below).**

*(Note: "Minimal risk" means that the risks of harm anticipated in the proposed research are not greater, considering probability and magnitude, than those ordinarily encountered in daily life or during performance of routine physical or psychological examinations or tests. The concept of risk goes beyond physical risk and includes risks to the participant's dignity and self-respect as well as psychological, emotional, or behavioral risk.)*

**Please indicate the level of risk participants will face in your research study:**

Greater than minimal risk  Not greater than minimal risk

**Step 4: Complete the following information:**

**PROTOCOL DESCRIPTION:**

**1. THE HUMAN SUBJECTS INVOLVED IN THIS RESEARCH:**

**a) Who are the subjects?**

Subjects can be family members, colleagues, community members, strangers, and/or experts in a field relating to the Oral History subject area. All subjects will be approved by Dr. Wolff.

**b) How many subjects will be involved in the project?**

We will each have between 2 and 5 subjects depending on our project.

**c) Specify your plans for including women and minorities, if appropriate.**

There are no specific plans to target women or minority subjects. The subjects are determined based on the theme of the project.

**d) List all inclusion and exclusion criteria.**

College students and minors are excluded from the subject pool.

**e) Do your subjects include any of the following:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Pregnant Women or Human Fetuses or Neonates?         |
| <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Children and Minors ages seven through seventeen?    |
| <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Infants or Children younger than seven years of age? |
| <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Cognitively Impaired Persons?                        |
| <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Inmates/Prisoners?                                   |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Elderly/Aged Persons?                                |
| <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Non-English Speaking Persons?                        |

**NOTE:** These subjects, by virtue of their age or status, may not be competent or free to give their own consent and may be particularly vulnerable to coercion and undue influence. Investigators must

incorporate additional safeguards into the research plan and document fully the informed consent of these individuals and/or that of their legal representatives.

**f) Are your subjects students?**

Yes  No If YES, name the institution(s) in which they are enrolled:

**g) Are there prospective subjects who, if selected for this project, would be especially vulnerable to risk because of the procedures you will be using?**

Yes  No If YES, describe the process you will use to screen such subjects:

**2. RECRUITMENT:**

**a) Specify how you will gain access to, recruit, and select your subjects.**

Subjects will be contacted directly by email or phone and asked to participate. How to find and select the best subjects will be discussed in class.

**b) Are you advertising or posting a notice for subjects/volunteers?**

Yes  No If YES, submit a copy of the advertisement or notice.

**c) Will the subjects be recruited from your place of employment?**

Yes  No If YES, explain how this research relates to your job role and provide any other information pertinent to your relationship with the subjects (e.g., how will you ensure against the possibility of coercion?):

**3. COST/PAYMENT:**

**a) Are you paying your subjects?**

Yes  No If YES, indicate the amount of payment and describe if (and how) you will pro-rate the payments to subjects who withdraw before they complete their participation:

**b) Will participation in the study involve any cost to the subject?**

Yes  No If YES, indicate the anticipated costs to the subject.

**4. INFORMED CONSENT:**

**a) Does your protocol involve the use of an informed consent form?**

Yes  No If YES, enclose a copy of the form. Informed consent must be obtained from the subjects and/or, in the case of minors under the age of 18, the parent or legal guardian. See Appendix B for instructions on informed consent. All requirements **must** be met. If NO, explain how consent will be obtained.

**NOTE:** If the only record linking the subject and the research would be the consent document and the research presents no more than minimal risk of harm to subjects, you may use an alternative procedure for consent. (See **Appendix B** for more information)

**b) Will the research be conducted at a site other than Rowan institution?**

Yes  No

If YES, list the institutions and provide letters from appropriate institutional official(s) with the authority to approve research at their institution (e.g. school principal, school superintendent, director of institution, IRB)

Oral histories will be conducted at locations determined by the researcher and the subject, most likely at the subject's home.

**5. THE RESEARCH PROCEDURES:**

**a) Describe in non-scientific language exactly what you will be doing to, or with, your subjects.**

**Include in your description:**

- **The goal/s of the research**
- **The procedures to be followed**

**Goals of the Research**

In their Introduction to the second edition of *The Oral History Reader* Perks and Thompson (2006) note that when one engages in the practice of oral history she is also challenging traditional notions of the construction of history. Correspondingly, by challenging history she is also challenging traditional conceptions that reliable research is the investigation of written texts found in libraries, databases, and archives. Later, in their opening words to Part I, they announce that human beings are now “in the middle of a fourth, dizzying digital revolution in oral history and its outcomes are impossible to predict” (p. 8). They describe this revolution as being a result of the proliferation of information technologies—email, the Internet, digital recording devices—and the potential for ubiquitous access to interviews. In short, “the future of oral history . . . has never been so exciting, or so uncertain” (p. 8).

With Flip Video Cameras in hand (or on tripod) we are going to engage that exciting uncertainty by composing video oral histories of individuals whose voices on important social issues might never have been recorded, preserved, and broadcast to a world eager to watch, listen, learn about what others think and do. Our videos will not be about people, though we will learn about them through their interviews. Rather, the videos will explore a particular issue as understood by the people you interview. The distinction is subtle, but important. When conceiving of your issue, think in broad strokes at first but then narrow down to local specifics.

This ten-week assignment will challenge our critical thinking, reading, writing, and composing skills. It will test our patience and bring us thrills. It will ask us to think visually and aurally. We will explore in depth questions writers of written texts often take for granted (or never have to think about), especially those relating to time, transition effects, sound, silence, blanks, color, among many others.

**Interview Subjects**

Our subjects can be family members, colleagues, community members, strangers, and/or experts in a field relating to your issue (the only subjects off limit are fellow students and minors). Due to the time constraints of the semester, it will be better if you have a relationship of some sort with your interview subjects prior to beginning the project. That relationship can be as close as a family member or as minor as belonging to the same church. The key will be finding subjects who have lived experiences directly relating to the issue you wish to explore.

Regarding elderly subjects: Elderly subjects will have the goals of the project explained to them in the company of a trusted non-elderly family member, friend, or guardian. The family member, friend, or guardian will be required to sign the consent form, as well. The elderly subject will have the ability to request that the family member, friend, or guardian stay in the room during the duration of the interview.

## Procedures

Researchers will complete the following during the research process:

- video proposal due
- Protecting Human Research Subjects training (completion will be verified by Dr. Wolff before the student can begin the research process)
- list of potential subjects
- two-page researched topic summary with bibliography
- potential interview schedule
- final interview schedule due on wiki
- conduct interviews (to be conducted between 3/26 and 4/30)
- detailed notebook that records the subject name, number of the interview with the subject, date, time started, time completed, location of interview, type of interview (formal or informal), questions asked, topics covered, questions for follow-up interview, file name of the digital file
- compose video oral history (8 – 10 minutes)
- post video to YouTube

**b) Will you be carrying out procedures or asking questions that might disturb your subjects emotionally or produce stress or anxiety?**

Yes  No If YES, describe your plans and criteria for counseling such subjects:

Oral History interviews often result in subjects discussing topics that are emotional in nature. These topics can also produce stress. The subject has the right to discontinue lines of discussion at any time during the interview, and the interview entirely, as described in the Informed Consent document.

**c) Are you using a questionnaire, survey, and/or an interview as part of your procedure?**

Yes  No If YES, submit a copy of the questionnaire(s) and/or interview questions.

Research on Oral History interviews argues against having a list of questions (Anderson & Jack, 1991; Parker, 1997; Perks & Thomson, 2006). Rather, researchers should have an idea of the general theme(s) they wish to cover. Each them will be approved by Dr. Wolff prior to the interview process beginning.

**d) Are you using focus group discussions as a part of your procedure?**

Yes  No If YES, submit a copy of the focus group guide.

**e) Does your study involve deception of your subjects?**

Yes  No

If YES, describe the deception, justify its need, and describe the procedure you will use to debrief your subjects. Submit a copy of the debriefing statement, which should include a statement of your willingness to allow subjects to withdraw from your study after debriefing and to remove from your files all records of their involvement.

**f) Will this study involve the use of existing data, documents, records, pathological specimens, or diagnostic specimens?**

Yes  No

If YES, include authorization to access the data if not publicly available from an official with authority to provide such permission.

## 6. DATA STORAGE/DISPOSITION:

**a) Will participants' names be kept:**

confidential  anonymous  neither

(See Appendix B (Informed Consent) for definitions of these terms)

**b) If participants' names are to remain confidential how will confidentiality be maintained?**

**c) Describe how you will keep your data secure:**

All researchers will keep raw interview footage in secure locations on their personal computers and/or on secure locations on the Rowan server system set up for Dr. Wolff by ITS.

**d) Describe how you will ultimately dispose of your data** (notes, drafts, lists of subjects, photographic records, tapes, computer disks, etc.) **after you have completed your research** (e.g. shredding, burning) (please note that all research records must be maintained for **at least three years after the completion of the research**, including consent forms, flyers, etc.). **If you do not plan to destroy research data, please provide a justification for maintaining the data for an indefinite period of time and how you will ensure confidentiality:**

Oral History research is conducted to preserve the history. Destroying files would destroy the history that is contained within the files. Confidentiality is not an issue.

**7. RISK/BENEFIT:**

**In three or four sentences, summarize the risk/benefit ratio of the proposed research, with regard to the human subjects, the risks to them, and the potential benefits to knowledge or society:**

Oral History projects provide opportunities for people to speak about their lives and experiences, giving voice to those who for one reason or another have not had the opportunity to express themselves. These histories contribute to the richness of society by providing alternate perspectives on history, culture, and society as a whole. They also contribute to the development of effective, professional, and ethical researchers. Though there are risks of emotional or stressful memories emerging from the conversation, these are minor when considered in relation to the benefit to society and the students' education.

**8. COLLABORATION:**

**Does this research project involve the IRB approval of one or more participating institutions or organizations other than that of Rowan?**

Yes  No

If YES, list the institutions and submit copies of the related IRB approval notices.

**9. ADDITIONAL INFORMATION (OPTIONAL) (Attach a separate sheet if needed)**

Prior to beginning the research process all students must take and pass the Protecting Human Subjects Training Courses located online at <http://phrp.nihtraining.com/users/login.php>. Dr. Wolff will keep a copy of all students' certification of completion.

**CERTIFICATIONS:**

Rowan University maintains a Federal-wide Assurance (FWA) with the Office of Human Research Protection (OHRP), U.S. Department of Health & Human Services. This Assurance includes a requirement for all research

staff working with human participants to receive training in ethical guidelines and regulations. "Research staff" is defined as persons who have direct and substantive involvement in proposing, performing, reviewing, or reporting research and includes students fulfilling these roles as well as their faculty advisors.

Please attach a copy of your "Completion Certificate for Human Participant Protections Education for Research Teams" from the National Institutes of Health.

If you need to complete that training, go to the Web Tutorial at <http://cme.nci.nih.gov/>

**Researcher:** I certify that I am familiar with the ethical guidelines and regulations regarding the protection of human participants from research risks and will adhere to the policies and procedures of the Rowan University Institutional Review Board. I will ensure that all research staff working on the proposed project, who will have direct and substantive involvement in proposing, performing, reviewing, or reporting this research (including students fulfilling these roles), will complete IRB approved training. I will not initiate this research project until I receive written approval from the IRB. I agree to obtain informed consent of participants in this project if required by the IRB; to report to the IRB any unanticipated effects on participants which become apparent during the course or as a result of experimentation and the actions taken as a result; to cooperate with the IRB in the continuing review of this project; to obtain prior approval from the IRB before amending or altering the scope of the project or implementing changes in the approved consent form; and to maintain documentation of consent forms and progress reports for a minimum of three years after completion of the final report or longer if required by the sponsor or the institution. I further certify that I have completed training regarding human participant research ethics within the last three years as indicated below my signature.

Signature of Researcher: \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty Advisor** (if Researcher is a student): I certify that I am familiar with the ethical guidelines and regulations regarding the protection of human participants from research risks. I further certify that I have completed training regarding human participant research ethics within the last three years as indicated below my signature (attach copy of your "Completion Certificate for Human Participant Protections Education for Research Teams" from the National Institutes of Health).

Signature of Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 5: Complete the checklist below.**

INVESTIGATOR CHECKLIST

DIRECTIONS: *(Use NA if "not applicable")*

- Yes  NA      Application typed or computer-generated, not hand written
- Yes  NA      Identifying information complete
- Yes  NA      Principal Investigator's signature on application
- Yes  NA      Names of all investigators specified
- Yes  NA      Summary in non-technical terms
- Yes  NA      Risks and benefits specified
- Yes  NA      Informed Consent form appended
- Yes  NA      All instruments appended (e.g. questionnaires, standardized tests, interview schedules)
- Yes  NA      Advertisement for recruitment of participants appended, if relevant
- Yes  NA      Approval letter(s) from ALL relevant off-campus site(s) (e.g. school principal, other IRB's) appended
- Yes  NA      If applicant is a STUDENT, advisor signature included
- Yes  NA      "Certifications" form completed and signed

**Step 6: Submit an original and two copies to the Office of Research, Bole Hall Annex. If you have technical questions about your IRB application, you may send an e-mail to [hartman@rowan.edu](mailto:hartman@rowan.edu). If you have administrative questions, you may send an e-mail to [heiser@rowan.edu](mailto:heiser@rowan.edu) or call 856-256-5150.**

**DO NOT INCLUDE THE FOLLOWING APPENDICES IN YOUR SUBMISSION. THEY ARE FOR YOUR INFORMATION ONLY.**