Application form:

**Limited Review for SoTL Research**

Investigators (including faculty sponsor):

Department/Program:

Name of Project:

Directions: Research proposals that qualify for exemption are eligible for Limited Review. If you believe that your project qualifies for Limited Review, please submit the following materials to the IRB Chair: (a) a completed electronic copy of this form; and (b) a copy of your certificate of completion for the IRB online training program. Note that we are no longer requiring the Research Review Declaration for faculty work. Please check all applicable items in Parts A and B and provide all relevant information in Part C**. Research activities will only be considered for exemption from further review if all items in Part A and at least one item in Part B apply.**

**PART A:**

1. \_\_\_\_\_\_ The research does not involve prisoners, fetuses, pregnant women, the seriously ill, or mentally or cognitively compromised adults as subjects. (Note: research with prisoners may be considered for limited review when the research only incidentally includes prisoners as part of a broader population. Research on incarcerated people in which their status as prisoners is part of the research question is not eligible for limited review.)

2. \_\_\_\_\_\_ The procedures of this research present **no more than minimal risk** to the subject (where minimal risk means that the probability and magnitude of harm or discomfort anticipated in the proposed research are no greater than those ordinarily encountered in daily life or during the performance of routine physical/psychological examinations or tests).

3. \_\_\_\_\_\_ Either the research requires subjects to provide informed consent prior to participating or the research qualifies for Category 1 in Part B below and does not involve the collection of identifiable information.

**PART B** (Check all categories that apply to your research project) **– please underline or highlight the relevant portion(s) of the chosen bullet points)**

1. \_\_\_\_\_\_ The research will be conducted in established or commonly accepted educational settings and will involve normal educational practices (e.g., research on regular and special education instructional strategies, research on instructional techniques, curricula, or classroom management methods).

2. \_\_\_\_\_\_ The research will only include interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording). Category 2 research must also meet at least one of the following criteria (check applicable criterion) and be described in Part C(4)(c) below:

(a) \_\_\_\_\_\_ Subject identity could not be ascertained from the collected information. (Note: research with minor children is eligible for Limited Review under Category 2 as long as the researchers do not take part in the activities being observed; distributing surveys to children and interviewing children are considered “taking part” in activities and are not eligible for exemption); or

(b) \_\_\_\_\_\_ Subject identity could be ascertained from the collected information but such a discovery would not reasonably place the subject at risk of harm, criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation. (Note: research with minor children is eligible for Limited Review under Category 2 as long as the researchers do not take part in the activities being observed; distributing surveys to children and interviewing children are considered “taking part” in activities and are not eligible for exemption.); or

(c) \_\_\_\_\_\_ Subject identity could be ascertained from the collected information but there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data, where *privacy* means that no data will be collected in a time, place, or manner where the subject would reasonably expect that no information is being collected and *confidentiality* means that all information collected is stored and safeguarded in a manner that prevents unauthorized access and disclosure of information and all efforts are made to separate storage of personally-identifying information and research data. (Note: research with minor children is not eligible for Limited Review under Category 2 if this criterion applies); or

(d) \_\_\_\_\_\_ Elected or appointed public officials or candidates for public office serve as subjects.

## PART C

**Please provide the information that is requested below.**

**1. What is your SoTL study designed to study, what is your SoTL research question?**

 **2. Describe the proposed subject sample. If subjects under the age of 18 will participate in your research, indicate the expected age range of the samples. For Wabash students who are not yet 18 years old, please send them to the IRB chair to obtain parental consent.**

 **3.**  **How will subjects be recruited and selected?**

 **4. Describe fully the following:**

**(a)**  **all research methods and procedures that will be employed in this SoTL study. Which specific assignments, or which unit(s) of the semester, will help you address your SoTL research question?  Are you asking anything additional of those students participating in your SoTL project, over other students in the class?  If new materials for this SoTL project are developed during the semester, please submit them to the IRB as an addendum to this proposal.**

**(b)**  **approximately how much time each subject is expected to devote specifically to the SoTL research, beyond regular course assignments.**

**(c)** **how personal information and research data will be collected and recorded:**

**(1) *Personal information*. Either describe how and where you will collect and store any information that could be used to connect subjects’ identities with the collected data (considering that subjects may be identifiable through combinations of demographic information like age, race, nationality, etc.) or clearly state that the research will not collect any data that could be used to identify the subject.**

**(2) *Research data*. Describe how data (e.g., student work samples) will be collected and recorded (with or without identifiers? what instruments, materials, or equipment will be used? will audio- or videotapes be employed in data collection?). Append copies of all written instruments and/or describe any apparatus with which subjects will be in direct contact.**

**(d)** **methods for obtaining informed consent. Append copies of all materials used to obtain informed consent or assent. Model forms may be found at Forms and Instructions. For research qualifying for limited review under Part B Category 1, informed consent is not required if no identifiable information is collected from subjects.**

**(e)** **methods for preserving confidentiality. This includes both plans for keeping students’ identity separated from research data and plans for storing/disposing of tapes and other data records at the conclusion of the research (such as storing data or recordings in your private files or computer and any plans to post data to a public repository, e.g., Open Science Framework).**

**5. Describe any relationship between researcher and participants that could make potential subjects vulnerable to undue influence or coercion. Will you be collecting data on your own class, or someone else’s, or both?  Please explain how a teacher/student relationship will affect the student’s ability to participate voluntarily and how the principal investigator will handle it.**

**6.  Please provide the debriefing that you will provide to the subjects after they have participated in your study.  Explain to them what your hypothesis is, what your experimental manipulations (if any) were.  This should also include your contact information and how/where the subjects can see the results of the study that they participated in.**

**Note to PI**: Please make certain that surveys are easily legible: font at least 11 point, scans not faint or blurry. Sample in person or online study consent forms are available on the Wabash IRB website. Please compile this information into a single MS Word document.

Also include a copy of the certificate of completion for the CITI online human subjects certification training program for each of the researchers. (Please submit the certificate, not the listing of grades on each module.)

For student projects, also include a scanned signed Research Review Declaration.

The CITI certificates and Research Review Declaration should be in their own files, separate from the proposal.

**Consent for Scholarship of Teaching and Learning Research Study**

**Principal Investigator:** Faculty name

**Title of Study:** Fill in your title

**Institution:** Wabash College

Name of participant (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_

**The following information is provided to inform you about the research project and your participation in it.  Please read this form carefully.  Please feel free to ask any questions you may have about this study and the information given below.**

An important aspect of innovative teaching in an ever-changing world is to continually develop new ideas for \_\_discipline-specific statement\_\_; this area of research is known as Scholarship of Teaching and Learning, or SoTL.  When a new classroom activity is successful, educators often share their ideas through publication in journal articles.  Consequently, I would like to collect information from you to determine the educational effectiveness of the materials developed in \_\_course name/number\_\_.

**1. Purpose of the study**

The purpose of this SoTL study is to obtain information about the effectiveness of new activities as they relate to the learning outcomes for this course.  Details concerning the specific purposes of this research will be described at the conclusion of the study, \_\_state when this is – end of the semester?\_\_.  You may withdraw your consent for having your work included in the study at any time.

**2. Description of procedures and approximate duration**

Participation in this SoTL study will involve completing the assignments regularly associated with the course throughout the semester. The materials that will be collected for this study are \_\_list potential data sources here\_\_. The materials will be stored in a location (physical or electronic) that is accessible only to me, and any identifying information will be removed to the extent possible.

Participation in this SoTL study should not take any additional time beyond traditional coursework.

**3. Description of the discomforts, inconveniences, and/or risks that can be reasonably expected as a result of participation in this study.**

There are no anticipated discomforts or risks from participating in this research, beyond any that would normally arise from schoolwork.

**4. Confidentiality of participant identification.** [Choose either the top option, or the bottom two options, and delete the others.]

The information in the study records will be kept confidential.  Data will be stored securely.  If there is a document that I might like to quote from, I will specifically ask on that document for consent to quote your work, anonymously.Participant identification will not be included in any publications or presentations of this SoTL study.

**5. Anticipated benefits resulting from this study**

Although we do not anticipate any direct benefit to you outside your learning experience, your participation in this SoTL study may lead to the publication of materials for use in other classrooms and will help educators understand what strategies can help students learn new material and retain that knowledge more effectively.

**6. Contact information**

If you have questions about this study, you may contact \_name\_ at \_phone number\_ (or email@wabash.edu). If you have general questions about giving consent or about your rights as a participant, you may contact the chair of the Wabash College Institutional Review Board, Dr. Eric Olofson, at olofsone@wabash.edu or 765-361-6328.

**7. Access to the results of this study**

The results of this SoTL study may be presented at professional conferences.  The results may be submitted for publication in an academic journal.  Contact \_\_your name\_\_ if you are interested in the final results.

**8. Your rights as a volunteer:**

**Your participation in this SoTL study is voluntary and will in no way affect your grade in this or any other course.  Although I do expect you to do the work required of all students enrolled in this course, you may choose to not have your work included in the data for this study.  You also are free to withdraw permission for use of your work for this study without penalty, as long as you request so before the work is presented or published.**

**STATEMENT BY PARTICIPANT**

**I have read this consent form, or the material in this consent form has been explained to me verbally.  All my questions have been answered, and I freely and voluntarily choose to participate. By signing here I also verify that I am at least 18 years old.  (For participants under 18 years old, please contact the Chair of the IRB, Dr. Eric Olofson, at olofsone@wabash.edu, to arrange for parental consent.) I understand that I may withdraw my consent to have my information include in the publication or presentations as long as I notify the Principal Investigator by DATE.**

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_