**Institutional Review Board Application Form**

**FOR EDUCATIONAL PURPOSES ONLY**

**MUS 772**

**Dr. Wendy van Gent, Instructor**

**Completion is required for all research involving humans. Applications are due at 12:00 noon each Tuesday. Institutional Review Board approval is required before experimentation begins.**

Name: Charlene Blondo

Title of Project: Parental Involvement and Music Attitudes of Vocal Music Students

 Supervising Faculty Dr. Wendy van Gent

**To be completed by the researcher:**

***Part 1. Summary of Activities***

**Briefly describe the research study design, providing a short overview using layman’s terms:**

* 1. **Describe the tasks research subjects will be asked to perform. Attach surveys, instruments, interview questions, focus group questions, etc. Describe the frequency and duration of procedures, tests, and experiments.**

The subjects will be asked to complete a survey. This survey will be administered during a regular 30 minute class period. If they do not complete it during that time, they will have the opportunity to complete it the following day during the same 30 minute period. The survey is the only task the subjects will be asked to perform.

* 1. **Provide a full description of risks and measures to minimize risks. Include risk of psychosocial harm (emotional distress, embarrassment), economic harm (e.g., loss of employment or insurability, loss of professional standing or reputation, loss of standing within a community), and legal jeopardy. Describe what will be done to minimize those risks.**

There are minimal risks. Administration will be asked to approve the research first. Second, parents and guardians of the subjects will be asked to give consent. Third, the subjects whose parents and guardians gave consent will be asked to give their own consent to the research survey. Fourth, subjects with limited comprehension will be provided support by in-house staff who work with those students every day. Those staff members will help interpret the consent request so the subjects may understand what is being asked of them before they choose to participate. The subjects who consent to the survey will not be asked to provide any demographical information aside from gender and grade. The only foreseeable risk of harm is the potential for emotional distress if any of the questions provoke emotional feelings. Since the questions are open-ended, the subjects will have the opportunity to answer the questions in a way that is safe for them. The completed surveys will be submitted into a slotted, locked file box.

* 1. **Describe any potential for direct benefit to individual subjects, as well as the benefit to society based on scientific knowledge to be gained; these should be clearly distinguished. Monetary payment or other compensation is not considered a benefit.**

Potential benefit to the subjects will emerge over time. As I, their teacher, am able to gain more knowledge and understanding of how the subjects, my students, view musical achievement and the role of parental involvement in their musical education and endeavors, I will be able to better meet their needs and develop a curriculum that will support and scaffold successful learning and experiences. I will be able to identify similarities between student perceptions of parental involvement and student attitudes towards musical achievement which will aid in my understanding of how the students value music education.

* 1. **Does the research involve (Check all that apply):**

**[x] Use of private records (e.g. medical, educational financial)**

**[x] Possible invasion of privacy of subject or subject's family**

**[ ] Deception**

**[ ] Deprivation of physiological requirements such as sleep or food**

**[ ] Surveys requesting disclosure of sensitive information or illegal activities**

**[ ] Diet and exercise interventions**

**[ ] Presentations of materials that might cause stress to a particular population**

**[ ] Infectious or hazardous materials**

**[ ] Risks to job security or financial stability**

**[ ] Invasive medical procedures other than blood draws**

**[ ] Blood draws**

 **Other (please describe)**

 **1.6 Does the research involve a collaborating agency, institution, school district or other**

 **organization (entity)?**

 YES [x]

 NO [ ]

 **IF YES, please complete the following:**

**A. List all collaborating entities.** Ipswich Public School

***Part 2. Characteristics of the Subject Population and Location of Study***

* 1. **Expected total maximum number of subjects: Must be an exact number – cannot be a range.**

**Note: You may not exceed the number of subjects approved by the IRB. If you wish to enroll more subjects, you must first submit a request to the IRB.**

The total number of possible subjects is 49.

* 1. **Expected age range of subjects:**

The age range of subjects will be 8th grade – 12th grade: ages 13-19.

* 1. **Briefly describe the subject population. Specify number, sex, ethnicity, race and age. Justify exclusion of any group, especially by criteria based on gender, ethnicity, race or age.**

There are 23 males and 26 females. 8th Grade: 19

 9th Grade: 7

 10th Grade: 10

 11th Grade: 7

 12th Grade: 6

* 1. **Vulnerable populations to be recruited for this project (Check all that apply):**

|  |  |  |
| --- | --- | --- |
| [x] Children (17 or under) | [ ] URI Students | [x] Cognitively impaired |
| [ ] Prisoners | [ ] URI employees | [ ] Frail elderly |
| [ ] Pregnant Women | [ ] Employees of Researcher | [ ] Other:\_\_\_\_\_\_\_\_\_\_\_\_ |

2.5 Describe the location(s) where subject recruitment will take place (e.g. university,

 agency, hospital, shopping mall)? (Private settings require an authorization letter.)

Subject recruitment will take place at Ipswich School during a regular high school choir class period.

#### Part 3. Recruitment and Informed Consent Process

**3.1 Describe the recruitment process, being sure to explain who will approach potential subjects and how the privacy of potential subjects will be protected. Describe any incentives or inducements that will be offered. List all recruitment materials to be used (e.g. advertisements, bulletin board notices, emails, letters, phone scripts, or URLs) and attach copies to this form: (2 Principal investigators are responsible to see that reasonable steps are taken to ensure that subjects are fully informed and understand the study. Considering that consent involves a process of communication in addition to use of a consent form, describe how you plan to consent your subjects.)**

I will begin with asking the administration for consent to conduct the research.

I will next contact parents/guardians of the subjects. They will be sent a letter explaining what I would like to do and why. They will be asked to return the consent form to me. Once I receive parental/guardian consent, I will proceed with seeking consent of the subjects.

I will approach the potential subjects during a regular class period. I will explain what I am asking and why. I will explain the potential benefits from the research study. I will explain what their involvement will consist of: a 12 question survey completed during regular class time. There will not be any incentives or inducements offered. Participation in the survey will be of the subjects’ free will. I will distribute subject consent forms and ask them to complete the forms within 1 week.

* 1. **If any potential participants could have limited decision-making capacity, language barriers or hearing difficulty, describe how capacity to consent will be assessed.**

Once I receive consent of parents/guardians I will talk with school staff who work in the resource area with students who have limited decision-making capacity. I will ask them to sign a consent form if they are willing to assist subjects with comprehension of consent and the survey itself. When it is time to distribute the survey, students needing special assistance will be asked to complete the survey with the help of resource staff.

* 1. **If your study population includes a substantial number of people who speak a foreign language, a consent form should be provided in translation. Please provide the name/credentials of the person who will do the translations.**

**NA**

**If translated by the PI, a second fluent translator should also review the translation.**

* 1. **Parent/Guardian Consent and Assent – If enrolling children, describe how parent(s) or guardian(s) will provide consent and how child will provide assent.**

I will contact parents/guardians of the subjects. They will be sent a letter explaining what I would like to do and why. They will be asked to return the consent form to me. Once I receive parental/guardian consent, I will proceed with seeking consent of the subjects.

I will approach the potential subjects during a regular class period. I will explain what I am asking and why. I will explain the potential benefits from the research study. I will explain what their involvement will consist of: a 12 question survey completed during regular class time. Subjects will be given 1 week to consider and return their consent form. If they choose to decline, there is a space on the form for them to mark that they do not wish to participate.

* 1. **Waiver or alteration of consent: The IRB may approve waiver or alteration of one or more of the elements of consent in some minimal risk studies. Do you plan to request one of the following:**

     **Waiver of signed consent form**

     **Alteration of consent (i.e. deception)**

     **Waiver of any other elements of informed consent, or entire consent**

 **If so, please explain why the study is considered to be of minimal risk and why the waiver would be necessary to conduct the research:**

***Part 4. Privacy and Confidentiality***

**4.1 Describe any links between data collected and subject identity. Examples of links include names, addresses, telephone numbers, etc.**

The actual survey will not ask for any demographical information aside from gender and grade.

**4.2 Describe the provisions made to maintain anonymity and/or confidentiality of data collected, including assignment of identification numbers, coding systems, etc.**

The only personal information being collected with the survey itself will be grade and gender. No other identifying information will be used. Students consenting to the survey will submit it by dropping it into a locked, slotted file box.

* 1. **Where, how long, and in what format (such as paper, digital or electronic media, video, audio, or photographic) will data be kept? Include details about where data will be stored (address), how it will be secured and who will have access to the data. For example, storage and security methods can include such methods as locked cabinets, password protection, encryption, firewalls, etc.**

The survey will be in paper format. The completed surveys will be stored in a locked file box inside my office until the data has been completely analyzed. At that time, the surveys will be shredded and destroyed. This process may take up to 2 weeks to complete.

**4.4 Is Investigator requesting authorization for use and disclosure of Protected Health Information (PHI) from a covered entity? (Ex. Hospital, pharmacy, physician office)**

 YES [ ]

 NO [x]

* 1. **Describe how the results of this research will be publicly disseminated (e.g. thesis, publication, public presentation):**

The results of this research will be compiled in a research report, submitted to my graduate professor and presented to colleagues in the graduate program. The final research report will be posted on my website: [www.musicbyheartstudio@weebly.com](http://www.musicbyheartstudio@weebly.com) as part of my portfolio at the completion of the research course.

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| --- |
| **Training in Responsible Conduct of Research With Human Subjects** |

**Have all study investigators and other key personnel completed training in the responsible conduct of research with human subjects within the past three years?**

YES [ ]

 NO [x]

 **If NO**, it is the principal investigator’s responsibility to ensure that all key personnel complete responsible conduct of research with human subjects training and to provide documentation to the OIRB in order to receive IRB approval. Use the following link to access URI’s training program, the CITI Program:[**https://www.citiprogram.org/default.asp**](https://www.citiprogram.org/default.asp)

####  CITI CERTIFICATES MUST BE SUBMITTED WITH YOUR IRB SUBMISSION

#### Part 5. Assurance Statement

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| As the signature below testifies, the principal investigator is pledged to conform to the following: As one engaged in investigation utilizing human subjects, I acknowledge the rights and welfare of the participants involved. I acknowledge my responsibility as an investigator to secure the informed consent of the participants by explaining the procedures, in so far as possible, and by describing the risks as weighed against the potential benefits of the investigation. I assure the IRB that all procedures performed under the project will be conducted in accordance with those Federal regulations and University policies which govern research involving human subjects. **Any deviation from the project (e.g., change in principal investigator, research methodology, subject recruitment procedures, etc.) will be submitted to the IRB in the form of a change of protocol for its approval prior to implementation. I agree to report all protocol deviations or adverse events IMMEDIATELY to the IRB.** |
|  |
| **PRINCIPAL INVESTIGATOR:**  | Charlene Blondo | 10/13/16 |
| (typed name) (signature) (date) |
| The Faculty Adviser's signature on the Research Proposal confirms that they have supervised the composition of the proposal and they approve of the research proposal as submitted. |
| **FACULTY ADVISOR:**  |   |  |
| (typed name) (signature) (date) |