University of La Verne

View xForm - Initial La Verne IRB Application V4 New Regs

Please use this form for all new initial applications for the Institutional Review Board.

Initial Application Data Entry

Instructions

Most applications at La Verne fall under exempt review. Please review our exempt decision charts website and exempt application policy before starting your application to ascertain if you have an exempt study.

Human Subjects Research

Are you a researcher who is NOT affiliated with University of La Verne?

No

Is this human subjects research?

Yes

Select "No" if this is a secondary data study or other type of research that does not use human subjects (e.g., analysis of policy).

Review Type Determination

The worksheet below will help you determine if you should apply for an exemption (exempt review) or if your application is better suited for an expedited or standard review.

Does your study completely fall into any of the exemption categories listed below?

Category 2: Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording)

You must have reviewed the federal regulations at §__.104 prior to making a selection as the categories are summarized from the regulations and are not comprehensive.

Please select the appropriate description of your study.

Anonymous - this means there is no identifiable information in the data that can be traced back to a specific individual

*If you have designed a study that is **only** confidential **or** anonymous, please be consistent throughout the application and only use the appropriate term (i.e., don't use the terms interchangeably)*

Would "any disclosure of the human subjects' responses outside the research... reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation" in your study?

No

Does your study contain children (persons under the age of 18)?

No

Does your proposed study target prisoners and/or adults with cognitive impairment?

No

Your study appears to be qualified to apply for an exemption. As such you may use an information sheet in lieu of an informed consent. Please see examples of information sheets on the La Verne IRB website.

Please check the Exempt box to continue.

Exempt — ***Please check the Exempt box to continue.***

Application Header and Instructions

Submitter

Guerrero, Amanda

Email: aguerrero@laverne.edu **Phone:**

Title of proposed research study:

A Change in the Electoral System Structure from an At-Large to a District Structure

Principal Investigator (PI) email address: the name will populate once you move to the next question.

Putter, Natasha

Email: nputter@laverne.edu **Phone:**

Please enter the email address of the principal investigator. If you are the principal investigator please enter your own email address.

Choose the most appropriate research category for this application

Doctoral Dissertation

*If you are an **external researcher wishing to conduct research at La Verne,** select "Outside Research by Non-Affiliated Researcher"*

Principal Investigator (PI) Position:

Doctoral Student

Enter the appropriate position for the principal investigator.

Chair/Advisor/Mentor email address:

Chrisco, Kanya Godde Ph.D.

Email: kgodde@laverne.edu **Phone:**

Provide the email address of your supervisor. If you receive a message stating "Contact not found." it simply means your Chair/Advisor/Mentor does not yet have an IRBManager login. You can click here to create a new contact for them right now, and then continue filling out this form.

Mentor Email Status
No

Please list the names of all members of your Masters or Dissertation Committee

P. Walley
J. Doe

Which type of training did you complete?

CITI

Do you have a funding agency associated with this proposed research study?

No

In which doctoral program are you enrolled?

DPA

In which college is your program/department housed?

College of Business and Public Management

What is your anticipated semester of graduation? You may round to the first of the month.

5/23/2018

Have you reviewed the La Verne IRB policies and procedures located on the on the IRB website?

Yes

If you have not reviewed the website, please make sure to review it (http://sites.laverne.edu/institutional-review-board/policies-and-procedures/) prior to submission of your application.

Do you have additional proposed research personnel associated with this study?

No

Additional proposed research personnel may include; advisor, students, mentor, other investigators, research coordinators, etc...

This field automatically populates the date of your first submission. No action is required by you.

5/16/2017

Study Details

Briefly describe the purpose(s) of the study:

This research is a study in one municipality's change in its electoral system structure from an At-Large to a District structure. The study will also examine the public process leading up to the policy change.

*Give as many details as possible for study purpose. If this is a **Senior Thesis** or **Graduate Capstone** that you plan on publishing/presenting, you are **required** to state this in your application, here.*

What are your research questions, hypotheses, and key variables?

Research Questions
#1: What precedents lead to the call for change in the structure of Narnia's electoral system?
#2: What factors led to the policy window of opportunity opening when it did to accomplish this change?

Since this is a qualitative study, there are no hypotheses or variables.

*If your study does **NOT** have research questions, hypotheses, and/or variables as a result of experimental design, please state this for auditing purposes (e.g. state, "A XX (study type) study does not require the use of variables").*

Will all participants be age 18 or older?

Yes

Describe the characteristics of the expected sample of human participants (i.e., inclusion and exclusion criteria):

In addition to secondary data analysis, approximately 20 interviews will be conducted and transcribed to create documents for analysis. The secondary analysis will be done using public records obtained from the City of Gotham, California's website and City Clerk archives. City council agendas from regular, special or workshop meetings from January 2012 through November 2014 will be examined as well as newspaper reports from the Pumpkin Valley Register during the same time frame. The articles will be accessed from the newspaper's website public archives. No special permissions are required for the documents being analyzed.
Participants will be identified from the same public records and serve in roles such as elected officials, city administrators or community advocates. This purposive technique is designed to select participants that will bring increased meaning and understanding to the setting, events, actors and the processes that are related to the research questions. Those interviewed will not be identified by name, but rather by an assigned study number.

Please make sure to include all characteristics associated with the population (e.g. age range, total number of participants, gender, inclusion or exclusion criteria, how you plan to gain access to the potential participants, etc...)

What is your expected (maximum) sample size?

20

Number of total (or maximum) participants expected to recruit for this study.

Select any of the following vulnerable populations/populations that require special considerations included in your proposed sample.

No Vulnerable Populations

Proposing to study any of these populations may require full (standard) La Verne IRB review.

Recruitment

By signing below you are agreeing to the following: 1) you have reviewed the University policies prohibiting misappropriation of research and agree to conduct your proposed research in accordance with such policies; 2) you understand that it is your responsibility for determining and obtaining appropriate and correct permission(s) for recruiting participants, using an organization's name, employees, and/or other resources, and to conduct your research at a specific location; 3) that you have already determined and obtained the appropriate permissions for the items listed in 2) and which you also describe in this IRB application; 4) you understand that the La Verne IRB does not provide approval for or take any responsibility for the acquisition of necessary permissions for the items in 2); and 5) you agree to indemnify and hold harmless the University, the La Verne IRB and individual members of the La Verne IRB for any claims and liabilities resulting from your failure to obtain the necessary and correct permissions for the study as submitted in this application.

Signed Tuesday, January 9, 2018 7:15:11 PM ET by Guerrero, Amanda

Proposed Protocol

Data Collection Method (check all that apply)

Interview - In Person (face to face)
Interview - Telephone
Sound/Video recording

Please attach the final version of the survey, interview script, focus group materials, etc. you propose to administer.

Survey:Interview Script.docx	Survey/Interview Script	*Attach any tests, questionnaires, surveys, interview scripts or other instruments to be used.*

What will you do with the human participants?

1)Interviews will be conducted and transcribed to create documents for analysis.
2) Interviews will be conducted in person at public buildings or spaces determined by discussion with the interview subject.
3)Questions will be asked to measure factors that led to electoral change.
4)Each interview will last approximately forty-five minutes, however, individual interviews could extend longer based on any follow up questions that occur during the interview. If a participant is unable to meet in person, then a telephone interview will be conducted. If requested, interview questions will be provided to the participant in advance of the interviews.

*Describe in detail all the methods and procedures that involve human participants. This section should help the La Verne IRB Committee understand from initial contact to completion of the research protocol what will happen to participants and is the **most important part of your application**. State the following in chronological order and number your answer: 1) what the participants will be asked to do, 2) where the research will occur, 3) what measures will be used (e.g. test), what data and information will be collected, and how, and 4) how long it will take to complete the instrument and/or task (if multiple items, break down by item).*

Will you be using audio/visual recording?

Yes

What type of recording will you be using?

Audio

Will participant name be recorded?

No

It is highly suggested to not record participant name as it increases the identity risk if the recordings were ever obtained outside of your study.

How will you identify participants on the recordings?

Use of a study number

If participants do not agree to be recorded, can they still participate?

Yes

How will you handle participants who do not wish to be recorded?

I will take handwritten notes

Copyright Permissions Signature

By signing below you are agreeing to the following: 1) you have reviewed the University policies prohibiting misappropriation of research and agree to conduct your proposed research in accordance with such policies; 2) you understand that it is your responsibility for determining and obtaining appropriate and correct permission(s) to use instruments, measurements, scales, etc. as dictated by each individual item created by someone other than you that you use in your study, 3) you are following the La Verne policy on Copyright, which can be reviewed by clicking here, 4) that you have already determined and obtained the appropriate permissions for the materials you have attached as a part of this IRB application, 5) you understand that the IRB does not provide approval for or take any responsibility for the acquisition of necessary permissions for using work by someone other than yourself, and 6) you agree to indemnify and hold harmless the University, the IRB and individual members of the IRB for any claims and liabilities resulting from your failure to obtain the necessary and correct permissions for the study as submitted in this application.

Signed Tuesday, January 9, 2018 7:17:18 PM ET by Guerrero, Amanda

Inducements

Are incentives being offered to participants?

No

Will you offer money or other incentives for participants' time?

Proposed Risk

Describe any benefits to the participant(s) and/or society that may reasonably be expected from the research.

As government and community leaders, this narrative, descriptive case study could provide a broader perspective on the community as a whole. This research could be beneficial in future policy processes and decision making.

Provide a summary of research findings where appropriate, benefits to organizations, professionals, the discipline, or others.

Please select the appropriate description of your study.

Anonymous - this means there is no identifiable information in the data that can be traced back to a specific individual

*Most studies are **EITHER** confidential **OR** anonymous. If you have designed a study that is **only** confidential **or** anonymous, please be consistent throughout the application and only use the appropriate term (i.e., don't use the terms interchangeably)*

Check all confidentiality/anonymity procedures you have put in place. Per the La Verne IRB Policies and Procedures, signed informed consent forms must be stored for 3 years.

Use of protocol numbers that do not link participants to answers
Signed consents will be stored separate from data so they cannot be re-associated
Audio/visual transcription will be conducted by you

Do you need to request permission from La Verne to use their name in your research as the institution at which you conducted the research?

No

Please mark the box below to add the safeguard that you will not be naming the institution in your research.

Institution at which research is conducted will not be named

Please sign here to 1) agree to storing the signed consent forms (if applicable) and data for 3 years upon which time they will be destroyed, and 2) agree to put this information in the confidentiality section of your information sheet/informed consent.

Signed Tuesday, January 9, 2018 7:30:36 PM ET by Guerrero, Amanda

Are you using an app on a cell phone, tablet, or any unprotected device to record participants?

Yes

By signing below you are agreeing to: 1) transfer recordings from an unprotected app/software/device to a non-mobile, password protected device upon completion of recording, and 2) describing this process in your informed consent/information sheet.

Signed Tuesday, January 9, 2018 7:30:29 PM ET by Guerrero, Amanda

Electronic Storage Procedures

Data will be stored on a password protected computer (DO NOT SELECT THIS OPTION IF YOU ARE STORING PAPER COPIES, ONLY)
Data will be stored in a password protected file (DO NOT SELECT THIS OPTION IF YOU ARE STORING PAPER COPIES, ONLY)

Location of storage of computers, disks, and/or paper documents.

Storage will be in mentor/chair/advisor's office

Storage procedures for paper documents and mobile devices (e.g., laptops, phones, tablets).

Data will be stored in a locked cabinet (DO NOT SELECT THIS OPTION IF YOU ARE STORING ONLINE OR ON A PASSWORD PROTECTED COMPUTER THAT CANNOT BE LOCKED IN A CABINET)

Who all will have access to the data and/or consents/assents?

myself and mentor	*Please name all people and their association to this study with access to the data and/or consents/assents.*

Will a form of debriefing be needed for this study protocol or for this population?

No	*If sensitive issues are raised in the research protocol, or if deception or incomplete disclosure is used, mark "Yes."*

Informed Consent

Choose your informed consent/information sheet option

Informed Consent	*An information sheet is the minimum required for an exempt review.*

Please mark all conditions that are contained in your study for obtaining informed consent.

If collecting surveys, interviews, focus groups, etc. in person/signature will be obtained: the consents and completed instruments will be collected and stored separately so they cannot be re-associated

Briefly describe when and how you will get informed consent (or an altered informed consent) from the participants. If using an information sheet in an exempt study, describe when and how you will provide it.

The consent will be submitted to each participant via email when the request for participation is made. The researcher's contact information will be provided in the email message in the event the participant has questions or concerns with the document. A signed original (mailed) or signed and scanned copy of the consent (emailed or faxed) will be requested and received by the researcher before any interview questions are sent or interviews conducted.

See the La Verne IRB Forms and Examples webpage for template and examples.

The federal regulations state that adequate time must be given to participants to review and accept the informed consent. Please describe the amount of time given in your study and indicate how it is proportional to your research design.

Potential participants will be given 10 days to review the Informed Consent form.

For example, an informed consent is provided to the participants and they are told that your study is accepting participants until a particular date, at which time they will turn in an informed consent. That time frame is 10 days from the date they are provided the informed consent. 10 days is provided as it is a clinical trial testing the effectiveness of a medical device.

Will you be providing a copy of the informed consent to the applicants?

Yes

Please detail how applicants will receive a copy of the informed consent.

The consent will be submitted to each participant via email when the request for participation is made, at which time they are given the option to save a copy of the informed consent.

Will you go over the informed consent/information sheet?

Yes

Will the potential participants have an opportunity to ask questions?

Yes

Will participants be in a confidential location?

Yes, if they choose to be (typical of surveys administered in SurveyMonkey, Qualtrics, and similar media)

Do all of the sections in your consent/assent/information sheet match the content of the answers in your application?

Yes

Is the language appropriate to your participants (e.g. it is at a level of understanding appropriate for their education level)?

Yes

Is the language in your consent/assent/information sheet directed to your audience? In other words, if you copied and pasted text from your dissertation or paper, did you change the language so that it no longer reads as your dissertation/paper and instead reads as a document directed to the participants?

Yes

Is the IRB contact information in your consent/assent/information sheet listed exactly as follows: IRB Office, University of La Verne, 1950 Third St, CAFE 112, La Verne, CA 91750, irb@laverne.edu, 909-448-4564.

Yes

Is your mentor/chair/advisor listed as your supervisor in the Identification of Investigators section of the consent/assent/information sheet (including their contact information, specifically phone number)?

Yes

Were you consistent in using the appropriate term (confidential or anonymous) in the application and the consent/assent/information sheet? In other words, if your study is confidential, did you only use that term throughout? Refer to the prior question (previous page) that defines confidential and anonymous in order to ensure you are using the terms correctly.

Yes

Do you have a separate section in the consent/assent below the description of your protocol that contains a checkbox to agree or disagree to the audio or visual recording and an area for the participants to initial next to their selection (i.e. agree or disagree)?

Yes

Is your protocol (procedures in your study) described in detail in the informed consent or briefly in the information sheet?

Yes

Did you describe *ALL* of your inclusion/exclusion criteria?

Yes

Please mark the following items that are applicable to your study.

Your study was designed to sample participants who are employees/teachers of a particular company/institution you targeted, or are students of a particular educational institution

Have you stated there is social group risk by being an employee/teacher/student and added the following safeguard to your study (modified to fit the details of your study) and specifically stated it in the informed consent or information sheet? Safeguard: The participants' positions with their employer, institution, school, etc. will not be jeopardized by participating or not, nor by the content of their answers.

Yes

Attach your informed consent/assent. Please *CHANGE* the document type to match the type of document you are uploading (e.g. consent, assent).

Informed Consent.docx	Consent Form (Informed) - Participant	***If you have multiple consent forms/information sheets*** *in your study, please upload all consent forms prior to application submission.* ***All consent forms are required to be submitted prior to review.Please only upload Word versions of the consent/information sheet.***

Optional Informed Consent Oral Explanation/Script.

No answer provided.