INSTITUTIONAL REVIEW BOARD DESCRIPTION OF RESEARCH FORM

For Research Projects Involving Human Participants

GENERAL INFORMATION

This form is to be filled out by the Principal Investigator (PI) of the research project being submitted to the Institutional Review Board (IRB) of Wesleyan University for exemption or review.

The required convention for IRB project labels is YYYYMMDD-username-project (e.g., 20090215-jross-memoryproj). The project label you use here should match the name you use for the folder you create to submit this document. If you would like other members of your research team to have access to the folder you create, please put asterisks after their names below.

Project title:	How Do School Choice Programs Communicate with Families at Public Events in the Hartford region?
IRB project label:	20150204-jdougherty01-schoolchoice
Submission date:	20150204
Principal Investigator:	Jack Dougherty
Affiliation:	Wesleyan University, Harber Fellow Spring 2015
Department:	Center for Study of Public Life
Email:	jdougherty01@wesleyan.edu
Phone:	860-655-0982 mobile

Faculty/Staff Advisor:

Advisor email:

Advisor name required for student submissions.

Research team members (investigator, affiliation, department, email):

16 students enrolled in CSPL 341 seminar

Organizations affiliated with project (e.g., student groups):

RESEARCH OVERVIEW

(a) Describe the type of research being proposed by checking as many boxes as appropriate:

- ☐ **Administrative or institutional research**
- ☒ **Faculty research (including student involvement in faculty project)**
- ☐ **Thesis or independent undergraduate research**
- ☐ **Thesis or independent graduate research**
- ☒ **Course-related research**
- ☒ **Off-campus research**
- ☐ **Other (describe):**

(b) If this is faculty research funded by an external research grant (e.g., from a federal agency) to the faculty member, provide the granting agency and grant number:

(c) Provide a brief paragraph overview of the proposed research including the specific goal of the research and the methods by which the goal will be achieved.

In the CSPL 341 Choice seminar, we seek to answer this research question: How do school choice programs communicate with families at public events in the Hartford region?

Students in the seminar will do non-intrusive ethnographic research at public events in the Hartford region, such as open houses and choice fairs for magnet and charter schools. Students have been instructed to observe, listen, and write up field notes such as:

- What type of event was this, what time of day, and what did you notice about the location?
- Who were the event organizers and what role did they play?
- What different types of people attended the event?
- Which key themes did organizers communicate to participants? How did they convey them?
- Who asked questions? Who answered them? Who did not participate?
- What kinds of questions did participants ask? What were they most concerned about?
- Did anyone discuss any successes or challenges of school choice? How?

- Did anyone discuss curriculum? Transportation? School uniforms? Odds of admission by lottery? How?

Students have been instructed NOT to conduct interviews for this assignment (but they may engage in normal conversation). Also, students have been instructed NOT to record audio or video during the event (but they may speak their notes into a recorder immediately afterwards to help with the write-up process).

After students collect field notes, I will review them to remove any individually-identifiable information (such as names of school staff or parents at these public events). Our seminar will thematically analyze the field notes to identify any patterns.

Students in our seminar may share our findings on the public web, and I may wish to include them in future research publications.

RESEARCH EXEMPTION STATUS

If you believe that this research is exempt from IRB review, please check any one or more of the below that jointly describe your proposal in its entirety. You should then fill out the Participants and Research Methods sections but can omit the other sections of this form. If the Board does not concur that the work is exempt, you will be asked to complete the rest of the form at that time.

☐ **Research conducted in established or commonly accepted educational settings involving normal educational practices such as: (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or comparison among instructional techniques, curricula, or classroom management methods. Research with prisoners is not included in this exemption. (45 C.F.R. § 46.101(b)(1))**

☒ **Research involving educational tests, surveys, interviews or observations of public behavior, unless: (i) information obtained is recorded such that subjects can be identified directly or indirectly through identifiers linked to the subjects; and (ii) any disclosure of subject responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to their financial standing, employability or reputation. Research involving children is included when limited to education tests or observation of public behavior and the investigator does not participate in the activities being observed. Research with prisoners is not included in this exemption. (45 C.F.R. §46.101(b)(2))**

☐ **Research involving collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that participants cannot be identified directly or through identifiers linked to the participants. Data collected from prisoners is not included in this exemption. (45 C.F.R. § 46.101(b)(4))**

Feel free to further explain why you believe an exemption is appropriate, if desired:

All of the school choice fairs and open houses are public events. I will review all field notes to remove individually identifying information.

DETAILED PRESENTATION OF RESEARCH

Some questions here will not be relevant to research methods using existing records or data sets. However, even in these cases, please try to interpret the questions in such a way that they apply to your work whenever possible. E.g., describe the types of participants in the data set you have obtained, or the data collection procedure you will use for extracting information from confidential personal records, etc.

PARTICIPANTS

(a) Check all groups that are central in your study (by design or likely circumstance):

- ☒ **Adults (18 years of age or older)**
- ☐ **Minors (below 18 years old)**
- ☐ **Economically or educational disadvantaged persons**
- ☐ **Persons with physical or mental disabilities**
- ☐ **Pregnant women or fetuses**
- ☐ **Prisoners**
- ☐ **Other (describe):**

(b) Please describe what types of participants you will seek out and how you will recruit them. As applicable: How will they be recruited and how many will be recruited? Are there specific eligibility or screening criteria? Will you offer incentives or compensation? Are there circumstances that might lead to the perception of coercion or undue pressure on the part of participants and, if so, how will you ameliorate this perception? Describe or separately upload recruitment flyers, letters, and/or ads.

We will observe people who attend these public events, and will not recruit people.

RESEARCH METHODS

(a) Check all of the research methods that you will use in your study:

- ☒ **Observation of public behavior**
- ☐ **Educational testing or assessment**
- ☐ **Interview, focus group, or questionnaire**
- ☐ **Experimental procedures or testing**
- ☐ **Specimen collection (e.g., blood)**
- ☐ **Use of records (e.g., medical)**
- ☐ **Existing data set from:**
- ☐ **Other:**

(b) Please describe your research procedure. As applicable: Describe the number and duration of sessions, the location where research will take place, who will interact with participants and their qualifications for doing so, what participant will be asked to do, what behaviors or other measures will be collected

and how, whether audio and/or video tape will be used, and whether different participants will receive different experimental treatments. If you are using only existing data, describe the source and content of the data set and whether IRB approval was obtained for the original study. Describe or separately upload all questionnaires, interview questions, or experimental materials that you plan to use.
Students will write ethnographic field notes of what they observe and hear at these public events. They have been instructed NOT to conduct interviews and NOT to record audio or video during the event.

Stop here if you have submitted a request for an exemption, otherwise continue.

INFORMED CONSENT

(a) Check all of the types of informed consent that you will use in your study:

- ☐ **Written participant consent**
- ☐ **Written parent/guardian consent**
- ☐ **Oral participant consent**
- ☐ **Oral parent/guardian consent**
- ☐ **I will not be documenting consent**
- ☐ **Other (explain):**

(b) Written consent of the participant or of his or her parent/guardian (for minors) is expected unless waived by the IRB. If you will not be obtaining written consent, please explain why. For participants under the age of 18 years old, both parental consent and participant agreement to participate ("assent") is expected unless waived by the IRB. If you will not be obtaining some form of parental consent and participant assent, please explain why.

(c) Please separately upload copies of consent forms. If oral consent is planned, include the verbal consent script below or in an uploaded file. Note that when written consent forms are used, a copy must be given to the research participant. If consent will be obtained electronically via the web, please describe below the procedure by which consent will be obtained.

TREATMENT OF DATA

(a) Check all that describe the privacy conditions of your study:

- ☐ **No names or any identifying information will be collected or retained**
- ☐ **Identifying information will be collected but will not anywhere be associated with data**
- ☐ **Identifying information will be linked to data in a file stored separately from data**
- ☐ **Identifying information will be collected and stored with data**

☐ **Data themselves provide identifying information (e.g., audio/video data)**

(b) Check all that apply in terms of how individual data will be reported:

☐ **Names and identifying information will never be reported**
☐ **Names or identifying information will be reported with participant permission**
☐ **Names or identifying information will always reported**

(c) Please explain your privacy goals (e.g., anonymity, confidentiality, giving public recognition) and how you will ensure that these goals are met. If you will be linking participant names with identifiers to data in a file separate from the data, please explain your procedure. For confidential data, be sure to describe where data files will be stored, in what format, who will have access to them, password protection procedures, and when/how data will be destroyed.

RISKS AND BENEFITS

(a) Please check the types of potential risks, if any, that might reasonably occur with this study:

☐ **Physical or psychological risks**
☐ **Informational risk (e.g., if data were inadvertently made public)**
☐ **Risk by association with study (e.g., participant perceived as informant)**

(b) Please elaborate on physical, psychological, and informational risks to participant as well as any risks of being associated with the study. What steps are you taking to minimize these risks?

(c) Please elaborate on whether there are specific benefits to society for your study or to the participant other than cash or other payment for participation (e.g., medical study might treat illness, etc.). If necessary, explain why you believe these benefits outweigh the risks.

DEBRIEFING

(a) If applicable, describe how individuals will be debriefed as to the purpose of the study or provided further information. If a formal oral or written debriefing sheet will be used (required for studies involving Introductory Psychology Participant Pool participants), please upload it separately.

CONFLICTS OF INTEREST

(a) Discuss any conflicts of interest for any of the researchers involved in this study. How are such conflicted being removed, minimized, or otherwise managed?

CO-INVESTIGATORS, COOPERATING DEPARTMENTS, COOPERATING INSTITUTIONS

If you are working with/conducting your research at another institution or organization, upload separately a letter of cooperation from that institution. If that cooperating institution is a primary data collection site, the Wesleyan IRB will need a letter of approval from that institution's IRB (or an administrator, if there is no IRB) before you begin to collect data at that site.

ELECTRONIC SIGNATURES

As Principal Investigator, by typing my name below, I accept the following pledge:

I acknowledge the rights and welfare of the subjects of my research as described in the Belmont Report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. I acknowledge my responsibility as an investigator to weigh the risks of their participating in the research against the potential benefits of the investigation, and to take whatever steps are practicable to minimize those risks. I assure the IRB that this research will be conducted in accordance with federal regulations that govern research involving human subjects as described in the Code of Federal Regulations (Title 45, Part 46) of the U.S. Department of Health and Human Services. Any deviation from the project as described here (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. The PI agrees to report all protocol deviations or adverse events IMMEDIATELY to the IRB.

Principal Investigator: Jack Dougherty

As Faculty Advisor (if applicable), by typing my name below, I accept the following pledge:

I have supervised my student in the development of this proposal, I have read the proposal in its entirety, I fully support the research as proposed, and I will work my student to implement the proposal. (Student proposals will not be accepted unless accompanied by this faculty acknowledgement.)

Faculty Advisor:

See instructions at www.wesleyan.edu/IRB for how to submit this document. Contact the IRB Administrative Coordinator if you have any difficulty submitting materials.