

**Trinity College Institutional Review Board (IRB)
Request for Project Review (Form B)**

For use by IRB Office Administrator only:		
Proposal No.:	Date Received:	Receipt Sent:
Action Notes:		
Notification Sent:		

Please review the IRB Policies & Procedures Manual carefully before preparing this form.

Instructions (If you need help call (860) 297-2376 or e-mail james.hughes@trincoll.edu)

1. Copy this file to your computer.
2. Fill out (use tab key to navigate) and save the document.
3. Send the completed Form B and all supporting materials as electronic files by e-mail attachment to james.hughes@trincoll.edu **and** irb@trincoll.edu.

Date: 6/2/2011

Anique Thompson
Principal Investigator

- Trinity College faculty/staff/administrator
 Trinity College student
 Other (please specify)

E-mail: anique.thompson@trincoll.edu

Phone: 860-471-7736

Jack Dougherty
Faculty Sponsor (if applicable)

Course Name & Number (if applicable)

Title of Research:

A Comparative Study of Civil Rights Activist Oral History Interviews in Metropolitan Hartford

6/6/11
Estimated beginning date

6/1/12
Estimated completion date

NO RESEARCH may be done before IRB Approval of your protocol.

A. RESEARCH PERSONNEL:

Please list ALL research personnel involved in the conduct of this study. All personnel must complete the IRB approved educational program on the protection of human subjects.

Name	Position (e.g., Faculty, Student)	Date of Completion of NIH Online Human Subjects Research Education Program
Anique Thompson	Student	3/23/2010
Jack Dougherty	Faculty	9/7/2010

B. NATURE AND PROSPECTIVE BENEFITS OF THE PROJECT

Briefly describe your research project. What research, if any, has been done in this area and how does it inform your project? Why is this research important? How is this study novel or different from earlier research in this area? How will this project contribute to the discipline and society? How do the benefits of the research justify any possible risks that might be incurred by the participants in the study? You may attach a research prospectus if available.

Enter Text: Although the Hartford region became a focal point of nationally recognized civil rights struggles over schooling and housing, we still lack a publicly accessible collection of oral history interviews with leading activists from this period, to help us compare and contrast their ideas, actions, and memories over time. We will conduct, transcribe, analyze, and produce video recorded interviews with at least twelve key individuals. All interview materials and our analysis will be made publicly available and integrated into our web-based book, *On the Line: How Schooling, Housing, and Civil Rights Shaped Hartford and its Suburbs*. To supplement our research on the structural dimensions of schooling and housing segregation, this study will enrich our analytical narrative with video recorded interviews of the region's leading civil rights activists from the 1960s to date. By comparing perspectives of activists from different time periods and movements, we will have a clearer understanding the history of schooling and housing discrimination and efforts to combat them.

C. PARTICIPANT POPULATION

C1. Type of participants (check all applicable):

- Adults**
- Minors** (under 18 years old)
- Trinity College students** (check all classes that apply):
 - 1st year
 - Sophomore
 - Junior
 - Senior
- Vulnerable populations** (e.g., mentally or cognitively impaired, prisoners, parolees, pregnant women, or fetuses)
- Other** (specify):

C2. Explain any exclusion of particular groups (e.g., persons under age 18) or any oversampling (e.g., based on race/ethnicity).

Enter Text: n/a

C3. Institutional Affiliation:

Please note: Research involving off-campus institutions such as hospitals, schools, prisons, or other social service agencies requires approval from that institution's IRB or comparable research review board or agency official. **Documentation of approval from external agencies is required.**

No institutional affiliation outside of Trinity College is involved

Schools (specify*):

Hospitals (specify*):

Other (specify*):

*Please describe who you are working with (name, contact info) within the organization/agency. Describe any procedures or review process that you have been asked to follow. (Send copy of permission/approval along with this application.)

Enter Text:

C4. Estimated number of participants: 12

D. METHODOLOGY

D1. How will the participants be solicited or contacted (e.g., ads, telephone, letter, announcements made in courses)? Please include exact wording of recruitment letters, notices, or scripts.

Enter Text: For this oral history interview project, we will mail an invitation to each participant (see attached) and follow up by phone.

D2. Will any extrinsic incentives (e.g., money, course credit, etc.) be offered to the participants for their participation?

Yes No (If yes, please explain the nature and amount of incentive.)

Enter Text:

D3. How long will it take a subject to complete all study procedures? Be specific (15 mins., 2 hours, etc.).

Enter Text: Each interview will last approximately one hour.

D4. Please describe or attach a copy of all written materials, including questionnaires, surveys, or tests that will be administered to participants. (If using standardized or copyrighted tests, you may simply name the instrument.)

Enter Text: See attached interview guide.

D5. Are you planning to conduct open-ended interviews or focus groups?

Yes No (If yes, please submit a schedule of interview or focus group questions.)

Enter Text: see attached

D6. Do you plan to film-, video-, or voice-record participants?

Yes No (If yes, please provide details.)

Enter Text: We plan to video record participants, as explained in the consent form.

E. RISKS

E1. Will the participants incur any psychological, social, physical, or legal risk? (This includes any psychological distress associated with experimental manipulation.)

Yes No (If yes, please explain the nature of the risk.)

Enter Text: No, other than the fact that some participants may be asked to discuss their involvement in civil rights activism.

E2. Will the participants be deceived or misled in any way?

Yes No (If yes, please explain the nature of the deception.)

Enter Text:

E3. Will there be any probing (either verbal or in written form) for information that participants might consider to be personal or sensitive?

Yes No (If yes, please explain the nature of the information.)

Enter Text: No, other than the fact that some questions will ask them to recall their past activism.

E4. Will participants be presented with materials, or be exposed to social interactions, that they might consider to be offensive, threatening, or degrading?

Yes No (If yes, please explain the nature of the materials or social interaction.)

Enter Text:

E5. If you answered “YES” to any of the questions in this section, please explain how you will minimize any risks.

Enter Text:

F. INFORMED CONSENT/ASSENT

F1. Will a written consent form be used?

Yes No* (If no, provide justification.)

Enter Text:

Federal law requires that, except in special circumstances, informed consent must be obtained. In brief, consent forms must include: 1) a statement explaining the purpose, procedures, and duration of the project; 2) a description of benefits to the participant and others; 3) a statement describing the manner in which confidentiality will be maintained; 4) a statement of any risks involved; 5) contact information should questions arise in the future; and 6) a statement that participation is completely voluntary. (Include a copy with your application.)

**If a consent form is not to be used, the researcher must provide a justification, for instance in the case of web-based surveys where consent can be implied by participants accessing a website. In addition, researchers must provide participants with contact information for a person affiliated with the project and with the name of a member of the IRB committee (usually the committee chair) should questions arise.*

F2. If participants are minors (under 18 years old), will parents' or guardians' consent be obtained?

Yes No N/A (If NO, please explain. If YES, include a copy with the application.)

The copy you send to the IRB should be the exact version you will use with parents/guardians.)

Enter Text:

F3. If participants are minors, will minors' assent be obtained?

Yes No N/A (If NO, please explain. If YES, include a copy with the application.)

The copy you send to the IRB should be the exact version you will use with minor participants.)

Enter Text:

G. CONFIDENTIALITY

G1. Will data be collected that identifies individuals or that will be recorded in a way that allows observations to be linked to individuals?

Yes No (If yes, please explain the nature of the information being collected and the manner, if any, in which the information may be publicly disclosed.)

Enter Text: Yes, our normal practice is to identify participants by name, because this is an oral history project. However, our consent form permits individuals to remain anonymous if desired.

G2. What steps will be taken to insure confidentiality of personal data? (Be specific. How will confidentiality be preserved as data are collected, stored, analyzed and published? When and how will data identifying individual participants be destroyed?)

Enter Text: If a participant indicates on the consent form that s/he wishes to remain anonymous, the transcript of the interview will remove all individually-identifiable information, and no video recording will be made available.

G3. Who will have access to these data? List individuals by name and role on project (e.g., PI, student investigator, staff, public).

Enter Text: As stated on the consent form, all oral history interview materials will be made publicly available, unless the individual requests anonymity (as described above).

ASSURANCE PAGE

I certify that the procedures described above are accurate and will be followed in the course of the research project. I will notify the IRB immediately of any changes to procedures and if unanticipated problems arise during the research process.

Anique Thompson

A Comparative Study of Civil Rights Activist Oral History Interviews in Metropolitan Hartford

Researcher's Full Name

Project Title

860-471-7736

anique.thompson@trincoll.edu

Phone Number

Email Address

Jack Dougherty

Faculty Advisor/Supervisor

6/2/2011

Date

Completing Form B:

-
1. Once you have filled out the form completely, save the Word document using a unique filename. (It is suggested that you use your surname and the date in the filename.)
 2. Send the completed Form B and all supporting materials as an e-mail attachment to the chair of the IRB james.hughes@trincoll.edu and to irb@trincoll.edu.
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For IRB Use Only:

- The proposal is exempt from further review.
- The proposal is eligible for expedited review.
- The proposal should be given a full IRB review.

Per:

Full Name of Reviewing IRB Member

Date



Trinity College

HARTFORD CONNECTICUT

June 2, 2011

Dear

We invite you to participate in an oral history interview regarding your role as a civil rights activist in the Hartford area, particularly your involvement in the Sheff v O'Neill school desegregation case.

Our goal is to keep Hartford's civil rights history alive by preserving your personal story and making it available to the public. If you agree to be interviewed, we will video record and type a transcript of your interview and give you a free copy to share with your friends and family. Also, you will retain the copyright to the interview, and with your permission, allow us to freely share a copy with the public on our website.

We are currently scheduling interviews during the months of June and July. If you wish to participate, please contact Anique Thompson (a Trinity student and Hartford resident) to set up a time that is convenient for you.

Sincerely,

Anique Thompson
Trinity College Box 700992
Hartford, CT 06106
mobile: 860-471-7736
email: Anique.Thompson@trincoll.edu

Professor Jack Dougherty
Trinity College, Hartford CT
On The Line web-book
<http://OnTheLine.trincoll.edu>

Cities, Suburbs, and Schools Project

Informed consent and copyright permission
for oral history interviews, images, and personal documents of civil rights activists

Participant's name:

Mailing address:

Phone and/or email:

(please print)

I voluntarily agree to be interviewed for this historical study of the experiences of civil rights activists in the Greater Hartford area. I understand that the following items may be created from my interview:

- an audio and/or video recording
- an edited transcript and summary
- a photograph of me
- copies of any personal documents or additional photos that I wish to share

I understand that my interview (and other items above) may be distributed to the public for educational purposes, including formats such as print, public programming, and the Internet.

Also, I agree to freely share my interview (and other items above) under the terms of a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License. This means that I retain the copyright, but that the public may freely copy, modify, and share these items for non-commercial purposes under the same terms, if they include the original source information.

In return, the interviewer promises to send one free copy of the interview recording, transcript, and related items to my address above.

Any exceptions to this agreement [such as a request for anonymity] must be listed below:

Permission granted:

_____	_____
Participant's signature	date
_____	_____
Interviewer's signature	date

Questions? Prof. Jack Dougherty, Trinity College, 860-297-2296; jack.dougherty@trincoll.edu
Reminder: Sign TWO copies: one stays with the participant, and the other returns to Trinity.

Interview guide for activists involved in Sheff v O'Neill case, by Anique Thompson (6/2/11)

REVIEW AND SIGN CONSENT FORM

ORIGINS

- What is your earliest memory about your role/involvement in this case?
- How did you come about making the decision to be a plaintiff in the case?
- What was the importance of being a plaintiff/committing to this responsibility?
- What was the journey like for you?
- Describe the neighborhood that you lived in and the schools you or your children attended while the case was going on.

LEGAL PROCESS

- When the Sheff case was moving through the legal process, what was your role?
- What do you remember most about the court case?
- How did your friends and family feel about your involvement in the case?
- Did you encounter opposition to your role in this case, and if so, what type?
- Do you still attend hearings/follow changes made to the ruling?

LONG-TERM REFLECTIONS

- Looking back, what lessons have you learned from the Sheff case?
- In hindsight, would you have done anything differently?
- Did being involved in the Sheff case change your life in any way?
- How have public education opportunities changed in the Hartford area over time?
- Are you still involved in the case? Do you still keep in touch with other plaintiffs/lawyers?

BACKGROUND QUESTIONS (if not answered above)

- When were you born, and how long have you lived in the Hartford area?
- In what neighborhoods have you lived in the Hartford area before/during/after the Sheff trial?
- What schools did you and/or your children attend?
- What type of work do you do?
- How do you identify your race or ethnicity?

THANK YOU and ask if they would like a DVD video and/or paper transcript of the interview

Date: June 6, 2011
To: Anique Thompson
Jack Dougherty
From: James J. Hughes Ph.D., Chair
Trinity College Institutional Review Board
Federalwide Assurance: FWA00013955
Re: Approval of Research Proposal 2011-99



I have reviewed your request for IRB review and approval of your research on the “A Comparative Study of Civil Rights Activist Oral History Interviews in Metropolitan Hartford.” Your proposed research project meets the ethical standards for research involving human participants with respect to obtaining informed consent, assuring confidentiality of participants’ responses, and posing little or no risk to participants. Your project is hereby approved and you may proceed with your research when you wish. If the need arises for any further communication about this proposal, please use the identifier number above.

Please note this approval extends for a period of one year from the date above. Should you continue your research beyond that period a new IRB application is required.

If you change your research methodology in any way, please contact me so that I can verify that your research still meets the appropriate ethical standards.

cc. Melanie Stein, IRB Administrator

Sincerely,

James J. Hughes Ph.D.
Chair, Institutional Review Board
Trinity College