



STUDENT IRB APPLICATION CHECKLIST

NO RESEARCH CAN PROCEED UNTIL YOU HAVE RECEIVED IRB APPROVAL

Use the following list to confirm that all required steps of the IRB Application process are completed. Complete this form by clicking on the boxes and submit a copy along with your IRB Application.

- ☒ The researcher has completed the PI Certification Training and mailed a copy of the training certificate to RSP. <http://phrp.nihtraining.com/users/register.php>
NOTE: (before research starts), ☐ or the researcher presented proof of recent PI Certification from another institution.
- ☒ The researcher using human subjects completed an electronic IRB Application for IRB Committee Review.
- ☒ The IRB Application was submitted both as hard copy and electronically to the Research and Sponsored Programs office (RSP).
- ☒ The researcher submitted one electronic copy, two hard copies, and the signed original of the completed IRB Application, a total of three copies. All proposals/applications should be received no later than close of business on Monday to make the Thursday review cut off for that week.
- ☒ The researcher attached copies of protocol, informed consent forms, and other instruments that will be used for research. (see example consent forms)
- ☒ The researcher has included an informed consent form for the parent/guardian for minors (under age 18) and an informative letter or script that explains the project to the minor, written in language appropriate for the participant's age.
- ☒ The researcher answered question # 22 of the IRB application in detail. For example, give the length of time that the data will be stored, where it will be stored, and when it will be destroyed. Data is not secure if it is stored on the CSU Channel Islands (CI) network, server, or desktop.
- ☒ The researcher has identified appropriate storage. If storing data on CD Rom remember that 7 year-old CDs will not retain data and data will need to be backed-up often.
- ☒ The researcher agrees to send notification via email to the RSP when the research project is finished or will submit a continuation form to IRB annually for approval of an extension.
- ☒ The researcher signed all paper copies of the IRB Application and obtained appropriate signatures on the last page.
- ☒ The researcher reviewed application with their faculty member and signed application before submitting to the IRB.

Email inquiries should be directed to: irb@csuci.edu

The IRB Chair and RSP **meet every Thursday** to review category 1 Research: Exempt/Expedited proposals. The IRB Committee meets as needed for category 2 Research: Full-review proposals.

All proposals/applications **should be received no later than 5:00 pm on Monday** to make the Thursday exempt/expedited review weekly meeting.

INSTITUTIONAL REVIEW BOARD (I.R.B)

APPLICATION FOR THE REVIEW OF RESEARCH INVOLVING HUMAN SUBJECTS

Directions: Please complete Sections I - IV. If you have any questions, contact the Research and Sponsored Programs, office at Solano Hall, Office # 1169, One University Dr., Camarillo, CA. 93012, or at 805-437-8495. **In all cases, no research may proceed on or off campus unless approved by the IRB.**

Submission Instructions: Email an electronic copy of the completed IRB Application, proposal and attachments to irb@csuci.edu in the following format:

1. **IRB application should be saved as: First letter of the first name and the last name of the Principal Investigator (Example: John Smith = jsmith IRB Application)**
- 2.
3. **Email subject heading: IRB Application**
4. **Attachments: Include all attachments**
5. **Interoffice mail or hand deliver: 2 copies and 1 signed original IRB Application and attachments to RSP at Solano Hall, Office # 1177**
6. **DO NOT SUBMIT IN PDF FORMAT**

All IRB Applications and proposals must be submitted **by 5:00pm on Monday to make the Thursday review.** An IRB Application is incomplete without the signature of the Principal Investigator and Program Chair/Administrator on the last page of the application. Before research starts the PI must take the PI Certification Training and present proof to RSP. <http://phrp.nihtraining.com/users/register.php>

SECTION I: Review Category Requested (Refer to Attached Appendix I) CLICK ON CHECK BOX

☒ Category 1 Research: Exempt/Expedited Review

☐ Category 2 Research: Full Review

SECTION II:

1. Name of Principal Investigator (<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student):	Phone:	Email:
Joel Iskovitch	805-437-3467	joel.iskovitch@csuci.edu
Paula Spreer	805-437-2700	paula.spreer@csuci.edu

2. Name of Investigator (if different):	Phone:	E-mail:

3. Program Affiliation:	4. Sponsor (if funded):
Education	Ventura County Community Foundation
5. Amount of Award: \$ 8,000	6. <input checked="" type="checkbox"/> Internal Funding or <input type="checkbox"/> External Funding

7. Title of Project:	Project Start Date:	End:
Enhancement of Preservice Teachers Intervention Skills (EPTIS)	July 2004	July 31 2005

8. Investigator is (CLICK ON CHECK BOX): ☒ Faculty ☐ Staff ☐ Graduate Student ☐ Undergraduate

9. This application is for (PLEASE SELECT FROM LIST BY CLICKING ON TEXT): New Project

10. Age Range of Subjects: 5-6 years and college age

11. Type of subject: ☐ Adult ☐ Non-student ☒ Minor ☒ CI Student
☐ Other (describe):

12. Subjects (CLICK ON CHECK BOX): ☒ Normal Volunteer ☐ In-patient ☐ Out-patient ☐ Mentally retarded
☐ Mentally disabled ☐ Pregnant women & fetuses ☐ Individual with limited civil freedom

13. Estimated # of Subjects/participants: 14 college students: 56 Kindergarten students # of Treatment Subjects (If Applicable):
of Control Subjects (If Applicable):

SECTION III:

DIRECTIONS: Please check the appropriate response for questions 14 to 18. Please be BRIEF and CONCISE in your responses to each of these questions. Failure to respond to any questions will cause significant delays.

14. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does this project involve secondary analysis of public data sets? If yes, skip questions 20, 21 and 23 of the IRB application. Please provide the following information in the explanation box below (name of the data set, public URL address, and the name of the organization)
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Explanation:

15. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will subjects receive payment or extra credit point compensation for participation? If yes, detail amount, form, and conditions of award.
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Explanation: Teachers who volunteer to have tutors in their classrooms will receive a \$50 gift certificate to buy supplies for the classroom, however teachers are not being evaluated as part of this research project, they are receiving the gift certificate for agreeing to have tutors work in their classrooms.

16. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Will access to subjects be gained through cooperating institution? If yes, indicate cooperating institution and attach copy of approval letter from that institution. (e.g. Copy of institution's IRB approval, copy of approval letter from school board, etc.)
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Explanation: Glen City Elementary School, Santa Paula School District, Principal Norah Byrom. Oral consent has been given and a request for a letter of support has been made. The letter of support will be forwarded to the IRB board upon arrival.

17. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does this project involve investigator(s) at another institution? If yes, identify investigator(s) and institution and attach copy of agreement to cooperate.
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Explanation:

18. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will the subjects be deceived, misled, or have information about the project withheld? If so, identify the information involved, justify the deception, and describe the debriefing plan if there is one.
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Explanation:

DIRECTIONS: In a total of no more than four pages, please answer the questions 18-23. Please be BRIEF and CONCISE in your responses to each of these questions. Failure to respond to any questions will cause significant delays.

Research Protocol Description (Please attached surveys and instruments to the IRB Application):

19. Describe the objectives and significance of the proposed research below.

Project Objectives:

- 1) Provide preservice teachers an understanding of early reading intervention techniques.
- 2) Provide opportunities for undergraduate preservice teachers to work with students in a classroom setting.
- 3) Improve low performing Kindergarten students' phonological awareness and word reading skills.

Significance of research: This research project is significant to the field of education. On a local level we will be impacting kindergarten students by providing tutoring services that are lacking at the chosen school. We also aim to have a significant impact on the undergraduate students who choose to participate. Through the use of field based placements we have the opportunity to improve the undergraduate preservice teaching program at CI. On a national level, we aim to add to the literature base in early reading intervention methods and field placements.

20. Describe methods for selecting subjects and assuring that their participation is voluntary. Attach a copy of the consent form that will be used. If no consent form will be used, explain the procedures used to ensure that participation is voluntary. (See attached: sample/standard consent form and guide)
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Undergraduate Students: Undergraduate students will be self-selecting. They will be students who participate in our fall 2011 capstone project and agree to have their tutoring evaluated for research. All undergraduate students will be students that are interested in pursuing a career in education. Their participation in this project will not affect their grade or ability to fully participate in the capstone. See attached consent form.

Kindergarten Students: Teachers will nominate K students for participation. All K students will be English Learners who are considered to be at risk for having difficulty learning to read. Permission slips will be sent home to parents to assure informed consent. See the attached consent form, (Note: A consent is being translated into Spanish for the Spanish speaking families. Parents will provide consent for students to participate as well as consent for student data to be provided to the classroom teacher at the completion of intervention.)

21. Describe the details of the procedures that relate to the subject's participation below. Attach copies of all questionnaires or test instruments. Additionally, (NOT IN LIEU OF) attach a copy of the technical portion of the grant application if this project is part of a sponsored funding request.

Undergraduate students: Undergraduate participation will consist of 12 hours of training over 6 weeks followed by 40 hours over 10 weeks of tutoring. Undergraduate students will complete a survey at the beginning of training and at the end of tutoring. Students will also submit a final report summarizing the outcomes of their tutoring sessions. A partner tutor will submit a report that summarizes the fidelity of intervention provided by their partner. This is based on the attached fidelity worksheet. (See attached survey and fidelity worksheet)

Kindergarten students: Kindergarten students will participate in intervention for 20 minutes a week over a 10-week period. They will also participate in ongoing assessments once a week for 3 minutes. Undergraduates will conduct ongoing assessments with their partner students. (See attached ongoing assessment data sheets)

22. Describe below the methods that will be used to ensure the confidentiality of all subjects' identities and the stored data (include how data will be handled after research is completed). Confidentiality of data is required.

All data will be stored in a locked cabinet in the principal investigators' offices at CSU Channel Islands for a minimum of seven years and then disposed.

Undergraduate data: ID numbers will be assigned to each undergraduate participant. Following the completion of the capstone, all identifying information will be removed from student reports and replaced with the ID number. There will not be identifying information on survey forms. A list of ID numbers and student names will be stored in a different office to assure confidentiality.

Kindergarten data: ID numbers will be assigned to each undergraduate participant. All identifying information will be removed from student data sheets and replaced with ID numbers. A list of ID numbers and student names will be stored in a different office to assure confidentiality.

23. Describe below the risks to the subjects and precautions that will be taken to minimize the risks to the subjects. Risk goes beyond physical risk and includes risks to the subject's dignity and self-respect, as well as psychological, emotional, employment, legal, and/or behavioral risk. (Note: There is always minimal risk (s) associated with a project.)

Undergraduate students: There are few risks to be taken by students participating in this project. There is a small risk that the anonymity of the students may be violated by their participation in the study. Students may also have a risk of additional stress while learning to tutor young students who are struggling educationally. K students' behavior may be challenging at times for undergraduates. The Principal Investigators will speak to the undergraduates about this risk and visit the school sites often to provide support and guidance throughout the tutoring sessions. The classroom teachers will also be available for support and guidance. The teachers will be in the classroom at all times during tutoring sessions and intervene if they feel it is necessary or if the tutor requests assistance.

Kindergarten students: There are few risks for the K students. The primary risk would be that students become more aware of their difficulty in reading by receiving extra support. We feel this risk is minimal, as the positive effects of intervention have been shown to diminish problems with self esteem. When students become more confident in their academic abilities, these skills can transfer to an increase in their general self esteem.

24. Describe below the benefits of the project to science and/or society. Also describe benefits to the subject, if any exist. The IRB must have sufficient information to make a determination that the benefits outweigh the risks of the project.

Undergraduate students: The benefits to the undergraduates are great. They will gain knowledge about intervention techniques that will assist them in the future when they become educators. They will also gain insight into what the role of a teacher truly is and be able to make an informed decision about their career path. This project will also provide students with a means to fulfill their preservice teacher experience that is required to be admitted to the teacher credential program.

Kindergarten students: The benefits to the Kindergarten students are two fold. First they have the benefit of extra assistance with pre-reading skills. If students respond positively to the intervention they will reduce their risk of having reading difficulties, which will benefit them throughout school. Research has shown time and again that a short duration of intensive intervention at a young age can greatly reduce later difficulties. Secondly, K students have the benefit of meeting college students. College students can be role models for a group of students who are not likely to have many college graduates in their families. The more often and earlier a child learns about college the more likely he/she is to aspire to attend.

25. Describe below how the results of your study will be disseminated.

The results of the study will be published in the form of a project report, in appropriate educational journals and also presented at appropriate professional conferences.

APPLICATION FOR THE REVIEW OF RESEARCH INVOLVING HUMAN SUBJECTS

SECTION IV – ASSURANCES

This protocol review form has been completed and typed. I am familiar with the ethical and legal guidelines and regulations (i.e. The Belmont Report, The Code of Federal Regulations Title 45 Part 46, and CI's Policy) and will adhere to them. Should material changes in procedure involving human subjects become advisable, I will submit them to the IRB for review prior to implementing the change. I understand that I have to notify the IRB when the project is completed. Furthermore, if any problems involving human subjects occur, I will immediately notify the IRB. I understand that IRB review must be conducted annually and that continuation of the project beyond one year requires submission of Research Continuation Form for IRB approval.

_____/_____
Responsible Project Investigator / Date

_____/_____
Program Chair/Administrator / Date

End of Application – THIS SECTION MUST BE COMPLETED FOR IRB REVIEW.