

Application for IRB Review and Certification of Compliance
Expedited Cover Sheet

IRB# _____

Date Logged: _____

Expedited Review (Level 2) Application, Moderate Risk

(Review by one or more IRB Members—May lead to Full IRB Review)

Principal Investigator/Researcher's Name: _____

Student ID Number: _____

Type of Research Project (CRP, Dissertation, describe other) _____

Title of Research Project: _____

Principal Investigator/Researcher's Address: _____

Email Address: _____ Telephone Number: _____

Faculty Research Supervisor/CRP/Dissertation Committee Chair's Name: _____

College: ☐ Business ☐ Psychology and Behavioral Sciences
 ☐ Education ☐ Health Sciences ☐ OTHER _____

Program of Study: _____ Degree _____

Project Proposed Start Date: _____ Project Proposed Completion Date: _____

As the principal investigator, I attest that all of the information on this form is accurate, and that every effort has been made to provide the reviewers with complete information related to the nature and procedures to be followed in the research project. Additional forms will be immediately filed with the IRB to report any change in subject(s), selection process, change of principal investigator, change in faculty research supervisor, adverse incidents, or final completion date of project. I also attest that I will treat human participants' data ethically and in compliance with all applicable state and federal rules and regulations that apply to this study, particularly as they apply to research work conducted in countries other than the United States.

Signature of Principal Investigator/Researcher _____ / _____
Date

Approval Signature - Faculty Research Supervisor/CRP/Dissertation Committee Chair:

_____ / _____
Date

IRB Certification Signature:

_____ / _____
Date

The above named research project is certified for compliance with Argosy University's requirements for the protection of human research participants with the following conditions:

- 1. Research must be conducted according to the research project that was certified by the IRB.*
- 2. Any changes to the research project, such as procedures, consent or assent forms, addition of participants, or study design must be reported to and certified by the IRB.*
- 3. Any adverse events or reactions must be reported to the IRB immediately.*
- 4. The research project is certified for the specific time period noted in this application; any collection of data from human participants after this time period is in violation of IRB policy.*
- 5. When the study is complete, the investigator must complete a Completion of Research form.*
- 6. Any future correspondence should be through the principal investigator's research supervisor and include the assigned IRB research project number and the project title.*

NOTES:

- Please complete this cover and the Petition in detail. Every question must be answered. Please type your answers.*
- Attach the appropriate documents and submit the entire application materials under the cover of a completed Application Checklist to the CRP or Dissertation Chairperson.*
- Do not proceed with any research work with participants until IRB Certification is obtained.*
- If any change occurs in the procedure, sample size, research focus, or other element of the project impacts participants, the IRB must be notified in writing with the appropriate form (see ancillary forms).*
- Please allow 30 days after receipt of a complete application for processing.*
- DO NOT COLLECT DATA PRIOR TO RECEIVING
IRB CERTIFICATION**

Appendix B

Application for IRB Review and Certification of Compliance: Expedited Application Form Checklist

Expedited Review (Level 2) Application, Moderate Risk

(Review by the designated IRB member or the IRB Chair).

Application Form Checklist

To the Principal Investigator of a research project:

- 1. Please review the documents listed below that pertain to your research project. In the event that your project does require the use of any of the listed documents, attach a copy of that document to the application submitted for IRB review.*
- 2. Please be advised that research projects involving interaction with human participants must have an Informed Consent Form(s) attached. If a minor or incapacitated individual of any age is involved, parent/guardian permission must be noted and included.*
- 3. Parental permission does not negate the child's right to chose to not participate.*
- 4. If you are conducting a research project in another institution (e.g., a hospital or school), you must attach a signed permission letter from a supervisor/administrator who is in a position to grant you permission to conduct the research at that site. The letter must be on institutional letterhead and must have an original signature.*
- 5. If that institution also has a Human Subjects Review Committee--often referred to as the Institutional Review Board (IRB)-- then written permission from the participating institution's IRB must be attached to your IRB application.*
- 6. If you are conducting the research outside of the United States, attach a letter of assurance that where the research is being conducted.*

Please check: The attached Application for Certification of Compliance contains

Institutional Permission Letter (where research is taking place)

Assurance of Adherence to Governmental Regulations concerning Human Subjects (if Research project is conducted outside the US)

Letter(s) of Informed Consent

Parent/guardian Permission Letter (must have provision for written signature)

Oral statement of Assurance (used with minors)

Data-gathering instruments (s): Observation, Interview, Survey, other

CITI completion documentation for Principal Investigator and all Committee Members

Conflict of Interest Disclosure Statement

Principal Investigator and Faculty Research Supervisor's signatures Chair's Initials: _____

***Application for IRB Certification of Compliance
Expedited Application***

Expedited Review (Level 2) Application, Moderate Risk

(Review by one or more IRB Members— May lead to Full Review)

Research with minors, prisoners, mentally/emotionally/physically challenged persons, pregnant women, fetuses, in vitro fertilization, and/or individual or group studies where the investigator manipulates the participant's behavior or the subject is exposed to stressful or invasive experiences do(es) not qualify for Expedited status.

Please completely answer the requested information (NA is not acceptable for any question). DO NOT attach your research proposal – answer each specific question in the area provided. Begin typing in the blue boxes.

1. Purpose of the Study:

2. Summary of the Study. Methodology (Be Specific).

3. Subject/participant Demographics:

a. Anticipated Sample Size:

b. Special Ethnic Groups (describe):

c. Institutionalized

Y

N

Protected Group (describe):

d. Age group:

e. General State of Health:

f. Other details to describe sample group:

4. Will deception be used in the study? Y N (please describe)

5. Will audio or videotapes be used in the study? Y N (please explain)

6. Confidentiality protection issues (pertains to audio and video as well as written documents):

a. What precautions will be taken to insure the privacy and anonymity of the participants? (i.e. closed doors, private rooms, handling of materials where subject's identity could be discovered, etc.).

b. What specific precautions will be taken to safeguard and protect subject's confidentiality while handling the data (audio/video/paper) both in principal investigator's possession and in reporting the findings? (i.e., coding, removal of identifying data).

c. Describe procedures where confidentiality may be broken by law (e.g., child abuse, suicidal intent).

7. Review by institutions outside of Argosy University Y N
(Attach copies of permission letters, IRB certifications, and any other relevant documents).

8. Informed Consent and Assent (Attach copies of all relevant forms). If consent is not necessary (e.g., anonymous interview), describe how you will inform all participants of the elements of consent (see instructions).

9. If written or oral informed consent is required, describe the manner in which consent and/or assent was obtained for each level).

(a) Adult Participants (18 years and older – written consent required).

(b) Child Participants (under 18 – parent/guardian permission and participant assent required).

(c) Institutionalized participants (parent/guardian/conservator permission with appropriate participant assent).

10. Describe any possible physical, psychological, social, legal, economic or other risks to participants

a. Describe the precautions taken to minimize risk to participants.

b. Describe procedures implemented for correcting harm caused by participating in the study (e.g., follow up calls, referral to appropriate agencies).

11. Potential benefit of the study:

a. Assess the potential benefit(s) of the study for the participants.

b. Assess the potential benefits(s) to the professional community.

Attach any other required forms, including the principal investigator and faculty research supervisors' CITI completion forms, the principal investigator's Conflict of Interest form, tests, institutional permission slips, etc, related to this study. Failure to do so will result in delayed processing of the application.

APPENDIX A

Informed Consent Form

Dear Prospective Participant:

My name is Kristian Secor and I am a doctoral student in the education department at Argosy University-San Diego campus, working on my dissertation for a doctoral degree in instructional leadership. This study is a requirement to fulfill my degree and will not be used for decision-making by any organization. This study is for research purposes only.

You are cordially invited to volunteer your participation in my dissertation research. The purpose of this research is to examine google hangout™ as a tool for online group study and education for web designers learning programming, specifically aspects of the server-sided language, php. The quantitative aspect of the study will be participant performance before and after the online study sessions measurable with short quizzes. An online survey will measure anxiety toward the topic prior and after the sessions.

What Will Be Involved If You Participate?

Your participation in this study is completely voluntary. If you participate in this research, you will be asked to:

- Take a programming quiz before and after the study
- Take a survey before and after the study

How Long Will This Study Take?

The research will be conducted between August 1, 2014 and September 1, 2015. You will be asked to participate during this timeframe for one hour per week for four weeks. Time will be required to complete the 2 quizzes and the 2 surveys

What If You Change Your Mind About Participating?

You can withdraw at any time during the study. Your participation is completely voluntary. If you choose to withdraw, your data can be withdrawn as long as it is identifiable. Your decision about whether to participate or to discontinue participating will not jeopardize your future relations with Argosy University-San Diego. You can do so without fear of penalty or negative consequences of any kind.

How Will Your Information Be Treated?

The information you provide for this research will be treated confidentially, and all data (written and recorded) will be kept securely. Written documentations will be stored in a locked file cabinet, accessible only by me, in my home. Recordings of the video sessions will be saved on youtube and will be kept private. You will have access to the sessions during the study. The videos will be deleted after the study. Results of the research will be reported as summary data only, and no individually identifiable information will be presented. In the event your information is quoted in the written results, I will use pseudonyms or codes to maintain your confidentiality.

All information obtained will be held with the strictest confidentiality. You will be asked to refrain from placing your name or any other identifying information on any research form or protocols to further ensure confidentiality is maintained at all times. Any additional recorded information will be stored securely for three years, as per Argosy University-San Diego requirements. At the end of the three years, all recorded data and other information will be deleted and all written data will be shredded.

What Are the Benefits in This Study?

You will be participating in free learning sessions where a topic will be introduced and then problems will be introduced that can be solvable with the introduced content. Participants will exercise logic ability and add php knowledge. For the professional audience, the potential benefit of this research will provide the results of a modern group study tool at teaching a challenging topic online. The potential benefit of this research may also help online schools decide on a tool for peer support, tutoring and online education

You also have the right to review the results of the research if you wish to do so. A copy of the results may be obtained by contacting Kristian Secor at:

Email: kdsecor@gmail.com or Phone: 619-727-8541

Additionally, should you have specific concerns or questions, you may contact my dissertation chair, Dr. Adrienne Anderson at Argosy University-San Diego, by phone at 619-321-3000 or email at adranderson@argosy.edu.

I have read and understand the information explaining the purpose of this research and my rights and responsibilities as a participant. My signature below designates my consent to voluntarily participate in this research, according to the terms and conditions outlined above.

Participant's Signature: _____ Date: _____

Print Name: _____

APPENDIX B

Quantitative Survey Questions

Web Programming Survey

Name:

This purpose of this survey is to determine your perception of web programming. Honest responses will help dictate the speed of the sessions and will remain private. Please take this seriously as the quality of the data will your experience positively.

The following survey is two sections and should not take more than one half hour to complete. You will need to sign in under the username and password given to you.

Section 1.

The purpose of the first section is to gauge your feelings after reading each question. You do not need to perform any task; you only need to accurately report your feelings toward the request. Responses will be ranked from negative reactions on the left, to positive reactions on the right.

My web page has a dynamic checkout. Please add 7% to the total of my checkout page in either PHP or Javascript.

	Frustrated	Worried	Nervous	Comfortable	Confident	Fine
After reading this question, describe your feelings:	☐ -3	☐ -2	☐ -1	☐ 1	☐ 2	☐ 3

In any language, detect the browser's screen resolution

	Frustrated	Worried	Nervous	Comfortable	Confident	Fine
After reading this question, describe your feelings:	☐ -3	☐ -2	☐ -1	☐ 1	☐ 2	☐ 3

With Javascript, validate this checkout form

	Frustrated	Worried	Nervous	Comfortable	Confident	Fine
After reading this question, describe your feelings:	☐ -3	☐ -2	☐ -1	☐ 1	☐ 2	☐ 3

Your company has offered to pay you \$10,000 to take care of its email blasts. Write the cron job.

	Frustrated	Worried	Nervous	Comfortable	Confident	Fine
After reading this question, describe your feelings:	☐ -3	☐ -2	☐ -1	☐ 1	☐ 2	☐ 3

Your company has asked you to install oscommerce, an open-source shopping cart.

	Frustrated	Worried	Nervous	Comfortable	Confident	Fine
After reading this question, describe your feelings:	☐ -3	☐ -2	☐ -1	☐ 1	☐ 2	☐ 3

Your database has been hacked...secure it.

	Frustrated	Worried	Nervous	Comfortable	Confident	Fine
After reading this question, describe your feelings:	☐ -3	☐ -2	☐ -1	☐ 1	☐ 2	☐ 3

Section 2:(Attitude Instrument)

Section two will gauge your perception of your own ability to answer a programming problem. Your honest responses will help direct course content toward your comfort level. Remember, you do not have to complete the task required, only to select one of the answers that best fits your feelings toward the task. Responses will be ranked from negative reactions on the left, to positive reactions on the right.

In either PHP or Javascript find the remainder of 29032902049 / 8988908

	I am not good at programming like this	I would not try to answer this programming problem if I didn't have to.	I think this problem would not be easy to answer.	I think programming like this is important in the world.	I think answers to problems like this might be useful in my life.	I like this kind of programming problem.
After reading this question, describe your feelings:	☐ -3	☐ -2	☐ -1	☐ 1	☐ 2	☐ 3

Using any programming language, detect the language setting of the browser

	I am not good at programming like this	I would not try to answer this programming problem if I didn't have to.	I think this problem would not be easy to answer.	I think programming like this is important in the world.	I think answers to problems like this might be useful in my life.	I like this kind of programming problem.
After reading this question, describe your feelings:	☐ -3	☐ -2	☐ -1	☐ 1	☐ 2	☐ 3

You have been assigned to make your company's website accessible to the handicapped.

	I am not good at programming like this	I would not try to answer this programming problem if I didn't have to.	I think this problem would not be easy to answer.	I think programming like this is important in the world.	I think answers to problems like this might be useful in my life.	I like this kind of programming problem.
After reading this question, describe your feelings:	☐ -3	☐ -2	☐ -1	☐ 1	☐ 2	☐ 3

You've been asked to take all of the content for a well-established web site and put it in a database.

	I am not good at programming like this	I would not try to answer this programming problem if I didn't have to.	I think this problem would not be easy to answer.	I think programming like this is important in the world.	I think answers to problems like this might be useful in my life.	I like this kind of programming problem.
After reading this question, describe your feelings:	☐ -3	☐ -2	☐ -1	☐ 1	☐ 2	☐ 3

You been asked to make your company's website accessible for all mobile devices.

	I am not good at programming like this	I would not try to answer this programming problem if I didn't have to.	I think this problem would not be easy to answer.	I think programming like this is important in the world.	I think answers to problems like this might be useful in my life.	I like this kind of programming problem.
After reading this question, describe your feelings:	☐ -3	☐ -2	☐ -1	☐ 1	☐ 2	☐ 3

You've been asked to become a designer for less money than a programmer, performing design tasks only with your web firm, would you accept?

	I am not good at programming like this	I would not try to answer this programming problem if I didn't have to.	I think this problem would not be easy to answer.	I think programming like this is important in the world.	I think answers to problems like this might be useful in my life.	I like this kind of programming problem.
After reading this question,	-3	-2	-1	1	2	3

	I am not good at programming like this	I would not try to answer this programming problem if I didn't have to.	I think this problem would not be easy to answer.	I think programming like this is important in the world.	I think answers to problems like this might be useful in my life.	I like this kind of programming problem.
describe your feelings:						

APPENDIX C

Qualitative Survey Questions

1. Please describe your experience with the online education.
2. Please describe your experience with on ground group study sessions.
3. Please describe your experience with the sessions offered for this study.
4. What were your feelings toward programming before the sessions?
5. What were your feelings toward programming after the sessions?
6. Please describe your interactions with other study group members.
7. What is your opinion of google hangout™ as a group study tool?
8. What is your opinion of google hangout™ as an educational tool?

APPENDIX D

CITI Forms Principal Investigator and Faculty Research Supervisor

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI)

AU STUDENTS CURRICULUM COMPLETION

REPORT Printed on 06/21/2014

LEARNER	Kristian Secor (ID: 3184927)
PHONE	619-7278541
EMAIL	
	ksecor@stu.argosy.e
du INSTITUTION	Argosy University
EXPIRATION DATE	11/09/2017

AU STUDENTS	
COURSE/STAGE:	Basic Course/1
PASSED ON:	11/10/2012
REFERENCE ID:	9089349

REQUIRED MODULES	DATE COMPLETED	SCORE
History and Ethical Principles - SBE	11/10/12	No Quiz
Assessing Risk - SBE	11/10/12	5/5 (100%)
Informed Consent - SBE	11/10/12	5/5 (100%)
Argosy University	11/10/12	No Quiz

For this Completion Report to be valid, the learner listed above must be affiliated with a CITI Program participating institution or be a paid Independent Learner. Falsified information and unauthorized use of the CITI Program course site is unethical, and may be considered research misconduct by your institution.

Paul Braunschweiger Ph.D.
Professor, University of
Miami
Director Office of Research Education
CITI Program Course Coordinator

APPENDIX: E

EDMC Code of Business Ethics and Conduct: Conflicts of Interest

EDMC Code of Business Ethics and Conduct: Conflicts of Interest

EDMC's directors and employees must be free of conflicting interests that might influence, or be perceived to influence, their decisions when representing EDMC. Consequently, you must not maintain any interest that conflicts with the interests of EDMC, and should make every effort to avoid even the appearance of any such conflict.

A "conflict of interest" occurs when your private interest interferes in any way, or even appears to interfere, with EDMC's interests as a whole. A conflict of interest can arise when:

- a. You take actions or have interests that may make it difficult to perform your work on behalf of EDMC objectively and effectively;
- b. You, or a member of your family, receive any improper personal benefits as a result of your position with EDMC.

Employees who believe that they may have a potential conflict of interest must report their concerns to the General Counsel immediately. Directors or executive officers who believe that they may have a potential conflict of interest must report their concerns to the Chairman of the Board, who will consult with the Nominating and Corporate Governance Committee to resolve the situation.

Following are guidelines that will help you recognize and avoid potential conflicts of interest. Please remember that conflicts of interest are not restricted to these guidelines.

- a. Your dealings with students, employers of our graduates, suppliers, contractors and others should be based solely on what is in EDMC's best interest, without favor or preference to any third party, including close relatives.
- b. If you deal with, or influence decisions of, individuals or organizations seeking to do business with EDMC, you must not own interests in, or have other personal stakes in, those organizations that might affect your decision-making process and/or objectivity.
- c. You must not do business with close relatives on behalf of EDMC unless you have disclosed the relationship and received written authorization.
- d. Personal loans, or any guarantee of such loans, by EDMC to you or to members of your families are strictly prohibited.
- e. Unless you have received approval in writing from your supervisor, you must not accept or attempt to accept costly entertainment or gifts from third parties with whom EDMC directly or indirectly does, has, or is seeking to do business. The following direct and indirect forms of compensation are strictly prohibited:
 - Separate individual payment or commission arrangements;
 - Personal loans or services;
 - Excessive entertainment and travel;
 - Gifts of more than nominal value.

If such a gift is unavoidable because of local custom, you must report the gift to the General Counsel, who may consult with the Nominating and Corporate Governance Committee, for a determination whether, or the extent to which

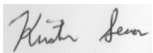
Example Conflict of Interest (Disclosure) Statement

To the Institutional Review Board:

I have reviewed the ***EDMC Code of Business Ethics and Conduct Statement*** found in SECTION 5.0 of the *Argosy University Institutional Review Board Handbook* and state that I have no potential conflicting interests that might influence or be perceived to influence how I professionally conduct my research study.

Signed and Dated (under printed name).

Kristian Secor



06/20/2014