

# IRB New Project Proposal Form

[Redacted]

Academic Affairs

Approved

Date: Sun, Aug 14, 2022 3:41 PM

By: Christine Helfrich

Comment: Approval Letter attached

## Primary Investigator Information

Principle Investigator Name

[Redacted]

PI Level:

Staff

PI AIC Email Address:

[Redacted]

PI Phone:

[Redacted]

Where did you complete Human Subjects Research Protection Training?

[Redacted]

PI Research Ethics Training Certificate Number:

[Redacted]

PI Research Ethics Training Certificate Expiration Date:

(Note: If your certificate does not include an expiration date, indicate the date 3 years from your training date)

[Redacted]

Are there additional co-investigators, research staff, or student assistants involved in the project?

If you are a student, you MUST include your faculty advisor as an investigator.

Yes

## Additional Investigators

Investigator Name

[Redacted]

Investigator Department/Program/Division

[Redacted]

Investigator Level

Other

Investigator Email

[REDACTED]

Investigator Phone Number

[REDACTED]

Investigator Research Ethics Training Certificate Number:

[REDACTED]

Investigator Research Ethics Training Expiration Date:

[REDACTED]

Are there additional co-investigators, research staff, or student assistants involved in the project?

No additional personnel are involved in the project.

If there are additional investigators, please upload one file that includes the above information for all additional investigators here. Please note student assistant information will be entered on a separate page.

n/a

---

## Conflict of Interest

Does a potential conflict of interest exist for the Principal Investigator or any of the research team members with this study?

No

---

## Section II: Proposal Submission Information

Date of Form Submission

8/8/2022

Research Project Title

American International College: Assessment of Climate for Learning, Living, and Working

Please indicate which of the following criteria apply to your proposed research:

The research involves educational tests, survey procedures, interview procedures, or observation of public behavior.

Participation in the research poses no more than minimal risk to the subjects.

Submission Type and Rationale: *(Please visit Human Subjects Regulations Decision Chart (<https://www.hhs.gov/ohrp/regulations-and-policy/decision-charts/index.html#c2>) before checking box.*

Exempt Review - Exemption 45 CFR 46.104(d)(2) for Educational Tests, Surveys, Interviews, or Observation of Public Behavior applies

---

## Recruitment Process

How many total subjects will be recruited for the study? *Please remember that posting a recruitment statement on Social Media IS recruiting.*

3000

Where will subjects be recruited from?

Public announcements or advertisement

Social Media (Where?)

AIC campus announcements

Educational settings

Institutional settings

Describe what subjects will be told during recruitment. You must also attach copies of all consent forms, assent forms, information scripts, and scripts for oral consent with this application.

Subjects will be told that they have been asked to participate in a survey as part of AIC's One Hive Many Voices campaign. Participants will be informed that the campaign entails completing a survey to help the college (1) identify successful initiatives; (2) uncover challenges that AIC community members face; and (3) build on successes and address challenges experienced by community members. Participants will also be told that the survey is voluntary and anonymous, that all responses will remain confidential, and that they may terminate their participation at any time without penalty. (Please see attached letter of invitation.)

Describe your inclusion criteria for the study and how subjects will be selected. Include rationale for any excluded groups of participants (age, gender, race, ethnicity, abilities).

Because we are assessing the living, learning, and working environment at AIC, participants will include faculty, staff, and students at AIC (students, N = 2,876; employees, N = 200). All members of the AIC community, except those 17 and under, will be invited to participate. All participation will be voluntary and anonymous. Additionally, participants may terminate their participation at any time without penalty.

Are additional permissions required to recruit your sample? (*This includes, but is not limited to, permissions to post a recruitment blurb on a website, social media page or to conduct secondary data analysis*).

No

Will participants be paid or otherwise compensated for research participation?

Yes - Twenty-four \$100 Amazon gift cards have been purchased as an incentive for survey participants. At the end of each week of survey implementation (survey implementation will take place over 4 weeks), a raffle will be held and two members of each constituent group (students, faculty, staff) will win one \$100 Amazon gift card. This means that six gift cards will be awarded each week.

## Research Project Procedures

Provide a brief **Brief Summary** and non-technical description of the study using everyday vocabulary.

**(LIMIT 150 words)**

The purpose of this project is to provide information about the climate at AIC via a survey instrument. Climate is defined as the current attitudes and behaviors of faculty, staff, administrators, and students, as well as institutional policies and procedures, which influence the level of respect for individual needs, abilities, and potential. The results will enable AIC to improve the environment for learning, living, and working for all its community members.

### **Purpose and Rationale**

Provide a brief summary of the background information, state the research question(s), and tell why the study is needed. **(LIMIT 300 words)**

Campus climate influences individuals' sense of belonging within social and academic institutional environments. The degree to which individuals experience a sense of belonging in their roles as students, faculty members, or staff members frequently correlates with their intention to remain or persist in their roles at the institution. Individuals from various identity groups often perceive campus climate differently from their peers, and those perceptions may adversely affect a variety of social, academic, and work-related outcomes. These outcomes include, but are not limited to, academic success, physical and emotional well-being, personal and social development, and professional success. Campus climate assessments endeavor to measure the intersectional experiences (how multiple aspects of one's identity combine and influence another identity) of students, faculty, and staff. By understanding these experiences, we can measure the campus climate at AIC and determine ways to increase the retention and persistence of all community members. The key research question is: What is the current climate on AIC's campus?

**Describe the research study methods and procedures.** Be sure to provide sequential description of what subjects will be asked to do, how data are to be collected (e.g., questionnaire, interview, focus group, etc.), and who will collect data. Indicate the number and duration of contacts with each subject and follow-up procedures.

**Limit:**300 words *Hint: Put this information in a numbered list for clarity!*

Copies of all materials (e.g., questionnaires, surveys, measures, tests, interview questions) to be used with participants must be included with the project submission. If a specific item cannot be included with the submission, it must be thoroughly described. Items may be attached at the end of this document.

To assess the climate at AIC, all faculty, staff, and students at AIC will be invited to participate in an online survey via a letter of invitation from President Hubert Benitez. Other recruitment messages will be placed around campus in accordance with AIC approval, and included within the climate project website, myAIC Portal, e-mails, orientation meetings, retreats, faculty/staff meetings, campus newspaper, ENGAGE, and Internal Student Life communications, and shared through meetings with student groups and faculty and social media (e.g., Facebook, Instagram). Community members will be instructed that they must be 18 years of age or older to participate. All members of the AIC community, except those 17 and under will be invited to participate. Participation is voluntary and anonymous and participants may terminate their participation at any time without penalty. The survey will take between 20 and 30 minutes to complete and it must be completed in one sitting. The survey will be available online. Rankin & Associates (consultant) will be responsible for collecting the data through their server. There will be no direct contact with subjects. There are no follow-up procedures. The survey will be administered for four weeks from October to November 2022.

**Describe the study sample. Include age range, gender, race, ethnicity.**(*Be specific, if you are doing secondary analysis or studying regular educational procedures, your sample consists of your de-identified data.*)

The study sample is all members of the AIC community who are over the age of 18, including students, faculty, and staff.

**Data Monitoring and Analysis:** *Describe how the qualitative and/or quantitative data will be analyzed. Describe the provisions for monitoring the data to ensure the safety of participants (eg Codes/pseudonyms/etc.).*

Survey responses will be submitted directly to a secure server where any computer identification that might identify participants is deleted from the submissions. The data from on-line participants will be submitted to a secure server hosted by the external investigators (Rankin & Associates Consulting, LLC). The survey is run on a firewalled web server with forced 256-bit SSL security. The survey is stored in a SQL database which can only be accessed locally. The server itself may only be accessed using encrypted SSH connections originating from the local network. The web server runs with the SE-Linux security extensions (that were developed by the NSA). The server is also in RAID to HIGHLY reduce the chance of any data loss due to hardware failure. The server performs a nightly security audit from data acquired via the system logs and notifies the administrators. The data are kept for 6 months. Survey data (quantitative data) will be analyzed to compare the responses (in raw numbers and percentages) of various groups via SPSS. Missing data analyses (e.g., missing data patterns, survey fatigue) will also be conducted. Descriptive statistics will be calculated by salient group memberships (e.g., by gender identity, racial identity, campus position status) to provide additional information regarding participant responses. Several survey questions provide respondents the opportunity to describe their experiences at AIC, elaborate upon their survey responses, and append additional thoughts (qualitative data). Comments were solicited to give voice to the data and to highlight areas of concern that might have been missed in the quantitative items of the survey. These open-ended comments will be reviewed using standard methods of thematic analysis

**Data Monitoring and Safety - Please be specific!**

Where will data be stored - The data from on-line participants will be submitted to a secure server hosted by the external investigators (Rankin & Associates Consulting, LLC).

How will data be protected (Passwords/encryption/locked cabinets) - The survey is stored in a SQL database which can only be accessed locally. The server itself may only be accessed using encrypted SSH connections originating from the local network. The web server runs with the SE-Linux security extensions (that were developed by the NSA). The server is also in RAID to HIGHLY reduce the chance of any data loss due to hardware failure.

How will audio or video data be protected - N/A

How and when will data be destroyed - The data are kept for 6 months. The anonymous data will also be transferred to the principal investigator upon completion of the survey.

## Investigator's Assurances

I certify that the information provided in this application is correct to the best of my knowledge, and that all persons directly involved in this project agree to follow the applicable policies and procedures regarding the protection of human subjects. I agree to inform the Human Subjects Review Committee of any substantive changes made after this project is approved. **This form will not be accepted or approved without signatures and dates.**

By placing a check next to my role and typing in my **Full Name and Date**, I am providing my electronic signature.

Principle Investigator

Additional Investigator

Please upload an additional page to include any additional assurances. Every person involved must sign an assurance.

n/a

## Attachments

Please upload all Human Subjects Protection Training Certificates here:

 DOWNLOAD FILE

Please upload your Consent form here. Upload consent language if conducting an anonymous survey.

 DOWNLOAD FILE

Please upload your Assent Form here  
*Note: Assent forms are used for Minors under age 18.*

n/a

Please upload your Information Sheet here.  
*Note: Information sheets are ONLY required in cases where consent is being waived.*

 DOWNLOAD FILE

Please upload your Recruitment materials or script here:

 DOWNLOAD FILE

Please upload any Permission Letters here

n/a

If you need permission from another IRB, please upload that documentation here

n/a

Please upload any additional documents here:  
*Possible items here include: Survey or data collection tools, additional IRB certificates. etc.*

 DOWNLOAD FILE

## Discussion

 Christine Helfrich

Write a message


 [Add an Attachment](#)

CANCEL POST

 Christine Helfrich  
Sun, Aug 14, 2022 3:40 PM

Project Approved: Letter attached

## Your Review

 Christine Helfrich  
Your Vote: None



## Reviewers



Voting Reviewers