PROTOCOLS

INDIANA UNIVERSITY

#21958 - BCSSE Check-In Survey

Protocol Information

Review Type	Status	Approval Date	Continuing Review Date
Expedited	**Approved**	**Feb 12, 2024**	**Feb 12, 2025**

Expiration Date	Initial Approval Date	Initial Review Type
--	**Feb 12, 2024**	**Expedited**

Feedback

Approval Comment

This research is approved under the following expedited category:

-Category 7

General Information

Principal Investigator

Cole, James

Lead Unit

BL-EDUC - EDUCATION

Study Title

BCSSE Check-In Survey

0100

Select your protocol type.

Expedited/Full Board

Research Personnel

This Personnel list is for Research Personnel Only. For individuals who need access to the protocol but are not research personnel, add them to the **Permissions** tab.
For NEW studies and Amendments changing the PI, you must click on the pencil icon to complete all required information in the person record.

Person

Cole, James

Email Address

colejs@indiana.edu

Researcher Role

Principal Investigator (PI)

Home Unit

BL-EDUC - EDUCATION

IU Faculty, Staff or Student?

Yes

Select IU Role
Other

IU Title/Role
associate research scientist (you need to update your roles to include scientist track faculty)

Is the researcher affiliated with any of the following? Select all that apply.
None of the Above

Permission Type

Full Access

0142
Training

Behavioral/Social Science Researcher - Stage 1 - CITI	11/03/22 - 11/03/27

0109
COI Disclosure
Status: Approved

People Attachments

Attachment

CURRICULUM VITAE FOR JAMES STUART COLE.DOC

Name

James Cole

Attachment Type

Curriculum Vitae

Comments

Person

Gonyea, Robert

Email Address

rgonyea@indiana.edu

Researcher Role

Key Personnel

IU Faculty, Staff or Student?

Yes

Is the researcher affiliated with any of the following? Select all that apply.

None of the Above

Permission Type

Read-Only

0142
Training

Behavioral/Social Science Researcher - Stage 1 - CITI	11/03/22 - 11/03/27

0109
COI Disclosure

Status: Approved

People Attachments

Person

Kinzie, Jillian

Email Address

jikinzie@indiana.edu

Researcher Role
Key Personnel

IU Faculty, Staff or Student?
Yes

Is the researcher affiliated with any of the following? Select all that apply.
None of the Above

Permission Type

Read-Only

0142
Training

Behavioral/Social Science Researcher - Stage 3 - CITI	07/14/23 - 07/14/28

0109
COI Disclosure
Status: Approved

People Attachments

Person

BrckaLorenz, Allison

Email Address

abrckalo@indiana.edu

Researcher Role
Key Personnel

IU Faculty, Staff or Student?
Yes

Is the researcher affiliated with any of the following? Select all that apply.
None of the Above

Permission Type

Read-Only

0142
Training

Behavioral/Social Science Researcher - Stage 1 - CITI	03/21/22 - 03/20/27

0109
COI Disclosure
Status: Approved

People Attachments

Person

Priddie, Christen

Email Address

cpriddie@iu.edu

Researcher Role
Key Personnel

IU Faculty, Staff or Student?
Yes

Is the researcher affiliated with any of the following? Select all that apply.
None of the Above

Permission Type

Read-Only

0142
Training

Behavioral/Social Science Researcher - Stage 2 - CITI 09/09/20 - 09/08/25

0109
COI Disclosure
Status: Approved

People Attachments

Person

Miller, Angela

Email Address

anglmill@indiana.edu

Researcher Role
Key Personnel

IU Faculty, Staff or Student?
Yes

Is the researcher affiliated with any of the following? Select all that apply.
None of the Above

Permission Type

Read-Only

0142
Training

Behavioral/Social Science Researcher - Stage 1 - CITI 02/25/22 - 02/24/27

0109
COI Disclosure
Status: Approved

People Attachments

Person

Dugan, Brendan

Email Address

bjdugan@iu.edu

Researcher Role
Key Personnel

IU Faculty, Staff or Student?
Yes

Is the researcher affiliated with any of the following? Select all that apply.
None of the Above

Permission Type

Read-Only

0142
Training

Behavioral/Social Science Researcher - Stage 3 - CITI	07/06/22 - 07/05/27

0109
COI Disclosure
Status: Approved

People Attachments

Person

Motley, Brian

Email Address

brmotley@iu.edu

Researcher Role

Key Personnel

IU Faculty, Staff or Student?

Yes

Is the researcher affiliated with any of the following? Select all that apply.

None of the Above

Permission Type

Read-Only

0142
Training

Behavioral/Social Science Researcher - Stage 1 - CITI	01/04/23 - 01/04/28

0109
COI Disclosure

Status: Approved

People Attachments

0259

Are there any affiliated personnel you are unable to add because they were not found in the drop down list?

No

0195

Are you requesting that the IU IRB serve as the IRB of record for any *non-affiliated* researchers?

No

Conflict Of Interest

0110

Do any of the research personnel have a significant financial interest which could affect this research?

No

0114

Are any of the research personnel aware of an institutional conflict of interest which could affect or be affected by this research?

No

Research Basics

0102

Will the study be funded, fully or partly, by any of the following sources (this includes pass through funding)? Select all that apply.

No external funding

0104

Select all of the following that are applicable to the research.

None of the above

0105

Select all of the following ancillary reviews that are required for the research.

None of the above

0107

Select all of the following participant types that will be included in the research.

None of the above

0108

Does any research activity in this study present more than minimal risk to human subjects?

No

0129

Does the research involve ANY subject interaction and/or intervention?

Select No if the research is limited to use of previously collected data or specimens.

Yes

Research Design

0150

Provide a brief statement (no more than 2 – 3 sentences) of the purpose of this study, in lay terms.

This is a very brief survey that institutions can send to their students who started in the fall term. Eligible students will be at institutions that registered and participated in BCSSE (406000001) that same academic year.

0151

Is there a separate Protocol document or research plan for this study?

No

0152

Provide the scientific background, justification for conducting the study, and if applicable, results of similar studies or pilot data.

This very brief survey is designed to be completed by new students at about mid-point of their fall semester. This is a critical time for new students and is often the time period when the student's start to feel difficult challenges and may not know how to get the help they need. Institutions use can use the information to reach out to students who may need assistance. Only current year registered BCSSE (406000001) institutions are eligible to participate.

0153

Describe the research interactions or interventions and data collection methods for the study. Include the frequency and duration of each procedure or activity.

Institutions that participated in BCSSE (406000001) that current academic year will have the option to administer this survey to their students in the same manner that BCSSE is administered. Each institution will be responsible for following their own campus IRB requirements. Just like BCSSE, each institution will be responsible for administering the survey which can include via email, posting to a student portal (e.g., Canvas), or group administration in a class where students are provided the opportunity to use their phone/tablet/laptop to complete. Institution will have the option of using student-specific links which will allow for connecting the student responses to their prior BCSSE survey responses or to other institutional data sources. Institutions can also choose to use an institution-only specific link. With this option, there will be no possibility of connecting student responses to BCSSE or any other data sources. An email invitation template is provide for schools using email administration. Instructions provided to participating institutions: Individuals distributing surveys in a classroom or other established setting must have no evaluative relationship with those asked to participate (e.g., a faculty member may not administer surveys to students currently enrolled in their own course.) Students should be told that the Informed Consent Statement that precedes the web survey (the first screen the student sees when they go to the survey URL) describes the voluntary nature of the survey and who they can contact for additional information. Campus staff administering the survey must not convey any message, implicitly or explicitly, to the student that they are required to complete the survey or that there is any penalty for non-completion. Instructions to the student cannot contradict the informed consent.

Research Settings

0116

Select all of the settings where the research interactions or interventions will take place.

IU campus
Other

0121

Name or describe the school or other settings where the research interactions or interventions will take place.

IU may or may not participate in this project. Institutions currently registered with BCSSE for that academic year can choose to participate. These institutions could be anywhere in the United States or Canada. Institution participation is up to each institution.

0122

Select one of the following as it relates to the other research settings.

Permission from the location is not required.

0123

Explain why permission from the location is not required.

These are institutions that already that collected BCSSE data from their new entering students in the prior weeks. This new survey is a companion to BCSSE that institutions can add to their BCSSE registration.

Confidentiality & Privacy

0133

Select any source of information listed below that will be used for the research, either to identify potential subjects or gather research data. Select all that apply.

None of the above

0135

Will any data generated as part of the research be entered into a subject's medical record?

No

0159

Describe where identifiable electronic subject data will be stored, and how it will be protected to ensure confidentiality (e.g. all electronic data will be collected and stored on only encrypted devices).

The data are collected using a Qualtrics survey. Data will be stored by Qualtrics and at IU SOE Center for Postsecondary Research of which BCSSE is a part. There are no third party vendors or other partners involved in this project. All data in CPR are stored and managed in compliance with policies and procedures established by UITS and the School of Education Educational Technology Services. All data managed by BCSSE will be kept on university servers that are rated to store critical data as determined by UITS. Participating institutions will access their own data from the Qualtrics Dashboard. The dashboard does not store data, but pulls the data from the Qualtrics survey. Institutions are responsible for proper handling of identifiable data in accordance with their university policies.

0162

Describe the procedures that will be used to ensure confidentiality of written/paper records that contain subjects' identifiable data.

There will be no written or paper records of the data.

0163

Describe the setting where research procedures will occur and how that protects subjects' privacy. Consider recruitment, consent, and study interventions.

This is a web-based survey. Students can choose to complete anywhere at any time. The survey is compatible with all computers, tablets, and phones. Students are informed that their participation is completely voluntary and that there will be no penalty for non-participation. Informed consent will be provided at the very beginning of the survey. This type of survey is often called a "pulse survey" in that it is very brief and meant to just capture a few data points. The first page of the survey is designed to not feel overwhelming or too crowded with a wall of text. The goal is to get students to participate. That first page is critical to that. Basic elements of the informed consent are included on the first screen. Students can then click on a link to see the full informed consent. On the first screen the students can then choose to continue by clicking on: "I have read the informed consent and agree to participate". Here is a survey URL for a demo school named BCSSEville State University: https://bcsse.qualtrics.com/jfe/form/SV_804i0hO70MpylBc?UNITID=888888 The last screen of the survey provides an opportunity for the institution to provide a URL, email, or phone number. What the respondent will see will be specific to their school. If a school doesn't provide this information, then the student will see the same final screen but with no contact information. The "Contact:" will not be shown. The demo school above is using the IUB website as an example.

Multi-site and IU sIRB

0124

Is this a multi-site study?

No

Transnational Research

0475

Does the research involve any of the following transnational components? ***Select all that apply.***

Targeting subjects outside the US but with no direct interaction (e.g., online surveys)

Receipt of identifiable data about subjects outside the US

0384

List the country.

Canada. Canada schools are already eligible to participate in BCSSE.

0388

Provide a brief overview of the local laws and regulations regarding human research protections applicable to the non-US location(s).

Canadian Institutions that want to use BCSSE are responsible for making sure that they have their own campus IRB approval. They are responsible for making sure that data collected is in accordance with their own local laws and regulations. We make available to all schools all available IU IRB documentation.

0389

Describe any social, cultural, economic, and/or political considerations for the non-US location(s) which may impact the research or risks to subjects.

None known.

FDA

0200

Does this research involve the study of any of the following products (regardless of FDA approval status)?

None

Eligibility and Recruitment

0300

List the criteria that would make people eligible to be included in this study.

Eligible students are at institutions registered for BCSSE in that current academic year and are those who entered the institution as a new student in the Fall. Eligible may have completed BCSSE in the prior weeks or did not complete BCSSE. Each BCSSE institution chooses who is eligible, but they are instructed to only send to their new entering students (first-year student, transfer, or older adult).

0301

List the criteria that would exclude people from this study.

Students who are not new students to the institutions are excluded.

0304

Will subjects be offered any of the following for their participation in the study? All of these are forms of payment. Select all that apply.

None of the above. No payment.

0307

Describe your recruitment process, including how subjects will be identified and contacted.

Just like BCSSE, each institution will choose the best and most effective way to get the survey to the student. This may include using email, posting to a student portal (e.g., Canvas), group administration in a class where students are provided the opportunity to use their phone/tablet/laptop to complete, or other means as approved by their campus IRB. Institution will have the option of using student-specific links which will allow for connecting the student responses to their prior BCSSE survey responses or to other institutional data sources.

0308

Will any of the following sources be used to recruit subjects?

Neither of the above

0314

Will any information be kept about individuals who decline participation or are found to be ineligible?

No

0316

If a subject participates in this study, would it stop or prevent them from participating in another study?

No

Consent/Assent/Authorization

0410

Will all or some subjects consent to participate in the research?

All subjects will consent to participate in the research.

0443

Does your study require any research procedures to occur prior to discussing study participation with subjects?

No

0415

Describe your typical consent process for this study.

The first page of the survey will briefly describe the survey and the informed consent. Here is the current wording of the first page:
==========
<<Insert school name> cares about how you are doing. Let us know how your first few weeks have been going. Your participation is voluntary and confidential. Information from the survey is used by your advisors, faculty and other staff who provide student services at your institution. See the informed consent for more details. Click on the "agree to participate" statement below to continue.
========== The Informed consent is hyperlinked to a document with the full IC statement. Here is a survey URL for a demo school named BCSSEville State University: https://bcsse.qualtrics.com/jfe/form/SV_804i0hO70MpylBc?UNITID=888888

0418

Will the study include deception, incomplete disclosure, or withholding information from subjects?

Yes

0471

Describe what information will be omitted.

The main BCSSE survey has utilized a waiver for an alteration of informed consent in order to shorten the consent form for the entire study's existence; this check-in will do likewise.

0419

Explain how the omission of information will not adversely affect the rights and welfare of the subjects.

As currently worded, the Informed Consent Statement described protections against the sole risk of participation (loss of confidentiality). The direct benefits of completing the survey are generally known to be minimal while the indirect benefits of helping an institution improve are also described. Maintaining a shorter statement of informed consent may increase the likelihood that students will read all the relevant information. Research on college students indicates the need for brevity in order to maintain their attention, and a longer statement may deter them from reading important information.

0420

Explain how the research could not practicably be carried out without deception, incomplete disclosure, or withholding information.

As noted above, research indicates the need for short, direct messages when communicating with students, and the burden of reading lengthy recruiting messages and the longer Informed Consent Statement may deter participation in the study at a time when survey response rates are declining. The intent of these modifications is to communicate the critical information that students need to know in a way that is easily digestible. Lengthy statements of informed consent may not be read fully by prospective participants.

0421

Explain how the research could not practicably be carried out without using identifiable information.

This survey exists in order to provide students with resources from their institutions if requested by the students. This is impossible without the collection of identifiable information.

0422

Will subjects be debriefed or provided additional information after participation in the study?

No

0424

Justify why subjects will not be debriefed or provided additional information after participation in the study.

The waiver for an alteration exists in order to streamline the information for students. There is no deception in which a debrief would be necessary.

0425

Will any member of the research team be in a position of authority (e.g. instructor and his/her students, manager and his/her employees) over the subjects to be consented?

No

0427

Do you plan to consent subjects who do not speak English?

No

0416

Describe how you will protect against, or minimize, each of the risks listed in the consent document(s).

By way of the data security procedures described in "Describe where identifiable electronic subject data will be stored, and how it will be protected to ensure confidentiality".

0430

For those subjects who will consent to participate, choose whether the consent process will be documented by a signature from subjects.

No subjects will provide a signature as documentation of consent.

0440

For subjects who will not sign consent, is the research minimal risk and involves only procedures which do not require written consent outside of a research study?

Yes

Protocol Attachments

Select +Add Line to add each attachment
Select Replace to replace an existing document

Attachment Type

Data Collection Instrument

Attachment

CHECK-IN SURVEY.PDF

Description

Attachment Type

Informed Consent Statement

Attachment

CHECK-IN SURVEY INFORMED CONSENT.PDF

Description

Attachment Type

Other

Attachment

EMAIL INVITE.DOCX

Description

Email invitation template for schools using email to administer the survey

Administrative Details Form

Protocol Details

9031

Protocol Type
Expedited

Billing Account #

Study Status

Submission Details

9000

Submission Review Level
Expedited

9030

Expedited Category. Check all that apply.
Category 7: Survey, interview, focus groups, human factor, group behavior or characteristics

9002

Criteria for Approval. Select to confirm.
Approved: The criteria for approval of the research are satisfied in accordance with IU HRPP Policies, and applicable federal regulations.

Protocol Determinations

9003

Protocol Level of Risk.

Minimal risk

9020

Is renewal required for this research?

No

9004

Check all determinations that need to be made.

Informed Consent Waiver

9005

Informed Consent Waivers

Waiver of documentation of informed consent granted in accordance with IU HRPP Policies.

9028

Other Determinations.