

### **Example Section Write Ups for data in existence/Retrospective studies:**

This shows you examples of how to answer a few of the questions within the application.

**This document is an EXAMPLE of how to answer these questions. Note that necessary elements (location, contact information, procedures, etc.) are included in this document. However, your study will differ in that inclusion/exclusion criteria, purpose of study, and details of methodology should be unique to your study. This document should serve as a reference in terms of grammar and types of details necessary to move through the review process in a timely manner.**

#### ***Recruitment and Research Description:***

*Describe the source(s) of subjects and the selection criteria.*

This study will be a retrospective study analyzing data from EDD students that took EDED 4613 at TAMUK during the Spring of 2022 to the Spring of 2023. The information that will be analyzed is a pre-survey completed prior to starting their teaching experience and a post survey completed after their teaching experience.

#### ***Procedures:***

*You will provide a step-by-step description of each procedure, including the frequency, duration and location of each procedure. Describe procedures for protection of subjects. Describe procedures for the storage and protection of data.*

1. After IRB approval, the researcher will contact the Program Director via email.
2. The PD will de-identify all the pre and post surveys to remove all the students identifiable information before the surveys are emailed to the investigator.
3. The investigator will use Dedoose to analysis the pre and post surveys.
4. The data will be downloaded to the researcher's password protected computer and stored in a password protected Xcel file.
5. Only the investigator will have access to the study data.
6. The data will be kept for 3 years after the completion of the study before it is destroyed.

#### **Informed Consent/Risks/Benefits/Compensation**

*Describe the consent process.*

As this is a retrospective study of existing data, participants consent is not applicable as there will be no interaction with human subjects.

#### ***Confidentiality:***

*Describe the procedures you will use to maintain the confidentiality of any personally identifiable data. Please specify where your research records will be maintained, any coding or other steps you will take to*

*separate participants' names/identities from research data, and how long you will retain personally identifiable data in your research records.*

The data will be downloaded to the researcher's password protected computer and stored in a password protected Xcel file. Study data will only be accessible to the PI. There is no identifiable information provided on the data that was collected. The data will be kept for 3 years after the completion of the study before it is destroyed.