Example Section Write Ups for Surveys and Interviews (Exempt 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.

Study participants will be recruited through flyers placed on social media open and closed groups.

The social media platforms that will be used are Facebook and Instagram. The flyer will be posted on the investigator's account. The investigator will request to join closed groups using their personal account and will state the purpose for joining is to recruitment for a research study.

Example Inclusion criteria:
- Ages 25-60
- Special Education teachers that have graduated and been teaching for 5+ years
- Must be able to speak and understand the English language.

Example Exclusion criteria:
-individuals under 25 or over 60 years of age
- Special Education teachers that have not been teaching for at least 5 years.
-Individuals who do not speak or understand English

The reason this population and topic has been chosen is because little is known about SpEd teachers perceptions of their role and impact they have on individuals they educate that have special needs.

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.

After IRB approval:
1. The study recruitment flyer will be posted on the social media sites Facebook and Instagram. The recruitment flyer will include basic study information, the investigator's contact information, and a QR code that will take them directly to the consent form, followed by the inclusion criteria and then the survey questions.

2. Individuals interested in participating in the study will scan the QR code which will take them directly

to the informed consent followed by the inclusion criteria. If they meet the inclusion criteria then the link will take them to the survey questions.

3. The one-time Microsoft Forms survey will take 15 minutes to complete the 10 questions. Once the survey is completed the participants will have the option to participate in a one-time 30-minute audio recorded interview that will take place on Microsoft TEAMS. If the participant is interested they will email the investigator who's information will be available at the end of the survey.

4. The interviews audio recordings will be used to ensure the accuracy of transcripts and will be deleted from Microsoft Teams once transcript accuracy is confirmed. The interviews will not collect any identifying information from participants. The investigator will designate a random numerical identifier at the beginning of the recording. This identifier will be used for confidentiality and storage purposes.

5. Transcripts will be downloaded and saved using the unique identifier code assigned in a password-protected folder on the investigator's password-protected computer. Only the investigator will have access to the 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.

Individuals interested in participating in the study will scan the QR code which will take them directly to the informed consent followed by the inclusion criteria. If they meet the inclusion criteria then the link will take them to the survey questions.

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.

Audio recordings will be kept on Microsoft Teams' server until deleted. Study transcripts will be downloaded and saved using a random identifier code in a password-protected folder in the investigator's password-protected computer. Only the investigator will have access to study data.

The data will be kept for 3 years after the completion of the study before it is destroyed.