Example Section Write Ups for Surveys and Interviews (Expedited 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 posted at the Student Union building of each university. The flyer will provide the potential participants with the study title, study information, the inclusion criteria, and investigator contact information. If the participant feels they meet the inclusion criteria, they can contact the investigator.

Example Inclusion criteria:
- Ages 18 and older
- Individuals student athletes who have had post-concussion symptoms.
- Must be able to speak and understand the English language.

Example Exclusion criteria:
-Individuals under the age of 18
-Individuals student athletes who have not had post-concussion symptoms
-Individuals who do not speak or understand English

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 at the Student Union building of each university. The recruitment flyer will provide the potential participants with the study title, study information, the inclusion criteria, and investigator contact information.

2. Individuals interested in participating in the study will email the investigator to schedule an in-person meeting at the university in a private room. Once the individual has scheduled a time, the investigator will email over a copy of the adult consent form. Email communications will be stored on the investigator's university Outlook account and deleted once the interview has been completed.

3. During the scheduled meeting, the investigator will provide an adult consent form for the study participant to look over again if needed. The investigator will review the adult informed consent form with potential participants before beginning the survey. Once the consent has been reviewed, all the participants questions have been answered and the consent has been signed, then the survey can be completed.

3. The one-time survey will take 15 minutes to complete. The survey will be completed in person and each survey will be provided with a unique identifier code. Only the investigator will have access to the participant information and the identifier code. Once the survey is completed, the participants will have the option to participate in a one-time 30-minute audio recorded interview.

4. The audio recordings will be used to ensure the accuracy of transcripts and will be deleted once transcript accuracy is confirmed. The interviews will not collect any identifying information from participants except for the participant's voice. The investigator will designate the same 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. The hard copies of the consent forms and surveys will be secured separately in locked cabinets in the investigator's office. 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 email the investigator to schedule an in-person meeting at the university in a private room. Once the individual has scheduled a time, the investigator will email over a copy of the adult consent form.

During the scheduled meeting, the investigator will provide an adult consent form for the study participant to look over again if needed. The investigator will review the adult informed consent form with potential participants before beginning the survey. Once the consent has been reviewed, all the participants questions have been answered and the consent has been signed, then the survey can be completed.

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

Transcripts will be downloaded and saved using the unique identifier code assigned in a password-protected folder on the investigator's password-protected computer. The hard copies of the consent forms and surveys will be secured separately in locked cabinets in the investigator’s office. Only the investigator will have access to the data.

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