Example Section Write Ups for Surveys only:

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.

The participants of this study will be 1st semester undergraduate education students from TAMUK who are entering hands on training in a local elementary school (Cook Elementary). Recruitment flyers will be posted in the classroom at TAMUK and will have a QR code. Participants will scan the QR code, which will direct the participants to the informed consent followed by the eligibility questions and then the survey questions. If participants are unable to access the QR code, participants can email the investigator. The investigator's contact information will be provided on the flyer.

Example Inclusion Criteria:

- 1st semester undergraduate education students majoring in general education
- Between the ages of 18-45
- Primary language is English

Example Exclusion Criteria

- 1st semester undergraduate education students who are not majoring in general education
- Not between the ages of 18-45
- Their primary language is not English

This group of individuals are desired for this study because this research study aims to gain comprehensive insights into 1st semester education students' well-being and stress level due to navigating the classroom environment as a student and as a teacher assistant at the elementary school.

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 participants will be recruited prior to any study-related activities. Recruitment flyers will be posted in the classrooms on campus with a QR code attached to the flyer.

2. The recruitment flyer will have the investigator's institutional Microsoft outlook e-mail if they choose

to contact the investigator via email to participate versus using the QR code. The investigator will provide directions to access the survey using Microsoft forms.

3. The first item once potential participants access the link will be the informed consent, followed by pre-survey questions, and then survey questions. After participants consent to participate in the survey, they will be directed to complete the pre-survey questions which will determine if they meet the inclusion criteria. If they answer “No” to any of the inclusion questions then they will be thanked for their time and the form will close. If participants meet the inclusion criteria they will move onto completing the one-time survey of 16 questions that will take approximately 10 minutes to complete.

4. After the participants finish the survey, the investigator will export data from Microsoft forms and import it to SPSS to complete data analysis to determine if statistical relationship exists.

5. The participants data will be assigned a number-coded identifier with a master key located on the investigator’s password protected laptop. The investigator will ensure the coded data is only available to the approved researchers, upholding the respondents' anonymity throughout the study.

6. All data will be kept for a maximum of 3 years and then will be destroyed. No identifiable information will be published, and all identifiers will be concealed.

Informed Consent/Risks/Benefits/Compensation

Describe the consent process.

The first item once potential participants access the link will be the informed consent, followed by pre-survey questions, and then 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.

The research data will be stored on the investigator's personal password protected laptop. The data will only be available for access by the researchers listed on the application, the participants will remain anonymous by assigning each respondent a number-coded identifier with a master key which is kept on the investigator’s password protected laptop that only the researchers have access to. Once statistical analyses have been performed, the researchers will immediately destroy the master key and keep the coded data protected on the investigator’s password protected laptop for three years from the end of the study. All data will be kept for a maximum of 3 years and then will be destroyed. No identifiable information will be published, and all identifiers will be concealed.