



AZUSA PACIFIC
UNIVERSITY

INSTITUTIONAL REVIEW BOARD (IRB) APPLICATION

**Student/Classroom Research Project(s)
(Form B)**

Use this form for:

- a) any individual student research project involving human subjects (independent study, capstone, thesis, dissertation, etc.), or;
- b) course or classroom research that is not excluded from full IRB review.
(For research in specific courses, see forms K and L in the appendix).

(For studies that required full review, please note that the IRB board meets once a month and to be considered the project must be submitted ten working days prior to the board meeting.)

Student (if more than one, attach list of names with ID numbers and signatures)

(Please print) Heather Bixby ID# 000372903

Phone (818) 523-9859 Email hbixby08@apu.edu

(Please print) Erin Lind ID# 000496411

Phone (714) 926-6974 Email elind@juno.com

Responsible Faculty Member (Please print) Sharyn Slavin Miller Dept College Student Affairs

Phone (805) 493-3021 Email smiller@calluthern.edu

Project Title Jesus Said "Go!" Why are the H.I.S. Years Participants Choosing to Follow: An Exploration of the Motivations of and the Support for Millennial Students Committed to Two Years of Global Service

Type of Research (please check)

- Classroom project
- Independent study project
- Other:
- Master's capstone or thesis
- Doctoral capstone, thesis, or dissertation

Submission Type (please check)

- New
- Revision

Research Start Date February 2, 2009 **Expected End Date** April 2, 2009

Recommendation for IRB Review Category (see IRB instructions)

- Exempt because (number) _____ (see page 8 in this handbook)
- Expedited because (number) _____ 6 _____ (see page 6 in this handbook)
- Full Board Review

INSTITUTIONAL REVIEW BOARD (IRB) APPLICATION

Student Research Project (Form B) cont'd.

Please complete the following sections in enough detail for the IRB to understand the nature, intent and procedure of your project. Please type the following information within this document.

1. Title: Jesus Said, "Go!" Why are H.I.S. Years Participants Choosing to Follow?:

An Exploration of the Motivations of and Support Systems for Millennial Students Committed to Two Years of Global Service

2. Project Summary: Summarize your project in enough detail to give the IRB an overview of the project:

The purpose of this qualitative study is to determine the factors that motivate Hearing Investing Serving (H.I.S.) Years participants to engage in a two year voluntary global service project, their perceived expectations for their overall experience and whether their support systems, coursework and past experiences have prepared them for their extended overseas service trip.

3. Research Question: State your research questions and hypotheses if applicable.

What are the factors for Hearing Investing Serving (H.I.S.) Years participants attending Azusa Pacific University that motivates them to engage in a two-year global service project.

4. Sample: Please describe your data source including where you are procuring your sample. Include:

- **target sample demographics**

Participants in this study will be individuals from Azusa Pacific University who have been accepted into the Hearing Investing Serving (H.I.S.) Years program. There are currently approximately 15 students who meet this qualification. A list of the qualified participants will be provided to the Primary Investigators, Heather Bixby and Erin Lind by Jillian Gilbert who currently oversees the H.I.S. Years program. These students will be contacted during one of their weekly meetings and interviews will be set up through a sign-up sheet and/or email.

- **inducement to obtain sample**

No inducement will be offered to students who participate.

- **inclusion and exclusion criteria, and any other pertinent data.**

If communication can be made, several of the Hearing Investing Serving (H.I.S.) Years participants who have previously matriculated from the university and are currently serving and/or will depart within the year will be interviewed. In the published research these individuals will be noted as a separate group. There are currently approximately 4 students who meet this qualification.

5. Procedure: Describe all applicable research procedures. Please include:

a) recruitment procedures

Participants will be recruited through personal interaction at one of their weekly meetings and/or through email

b) recruitment materials such as posters and emails

None

c) randomization procedures

None

d) research design and data collection procedures

Field Notes and voice recording of the interviews; review of participants' applications to the Hearing Investing Serving (H.I.S.) Years program (upon approval from program director and participants)

e) description of treatment and control conditions and

f) qualitative methodology

g) all instructions given to participants at all phases of the research.

6. Data Collection Instruments: Please list all instruments and provide a copy of all measures, surveys and instrumentation. Document source of all instruments. Include copyright permission if indicated.

Instruments will not be used in this study. Students will participate in an interview process where they are asked open-ended questions (see attached) and their responses will be noted by the researchers through note taking and voice recording. Each interview will last approximately 60 minutes, and participants will be interviewed in a closed and quiet room on campus to ensure confidentiality and minimal interruptions. Data will also be obtained from participants' applications to the Hearing Investing Serving (H.I.S.) Years program (upon approval from the program director and the participants)

7. Privacy and Confidentiality: Explain how you will safeguard the participant's privacy and confidentiality.

Participants will be interviewed in a closed and quiet room. The field notes and voice recordings will be kept confidential after the completion of the qualitative study.

8. Foreseeable Benefits: What are the potential benefits associated with this project?

The Hearing Investing Serving (H.I.S.) Years program will have research to guide development and future practice within the program. The research can also provide insight into the student populations on campus that should be targeted for recruitment.

9. Foreseeable Risks: What are the risks associated with this project and what will you do to minimize the risk?

We do not see any obvious foreseeable risks. However, if a question asked by the interviewers elicits some distressing experience and the student appears to be stressed, the interview will be terminated and the student will be referred to the Counseling Center.

10. Informed Consent: Please indicate the procedures for obtaining consent from the agency that provides access to participants (if applicable) and from participants and/or their legally responsible representative. (See Informed Consent Templates, page 40-43.)

If applicable:

- a. **If the agency is other than APU, attach a letter of agreement from the responsible agency to the IRB application. If Informed Consent is for research that involves minors, address the parent or guardian using language such as “your child...”**
- b. **If the research involves minors ages 12-17, the Student Assent form (page 43) should be included in addition to the Informed Consent form.**
- c. **If research is conducted exclusively through the use of self report questionnaires or opinion surveys, include an Informed Consent for Electronic Survey Questionnaires.**
- d. **If clinical research involves human subjects, the following additional forms must be signed by the participant: California Experimental Subjects Bill of Rights (Form F), and Use of Private Health Information (Form G)**
- e. **Disclosure of any conflict of interest (Form M)**

Students will be given an Informed Consent Form (Form E) customized for this research project to read and sign. This form will be described to them before the interview begins, and the researchers will notify them that their participation or non-participation in the study will not be known by the Hearing Investing Serving (H.I.S.) Years staff. When the students come to the interview, after the Informed Consent Form is explained, along with the research project, they will be given an opportunity to ask questions and then if they agree to proceed, will be asked to sign a hard copy of the Informed Consent Form. Participants will receive a copy of the consent form and a signed copy will be retained by the researchers.

11. Data Analysis: Please include your strategy for data analysis.

Students' interviews will be recorded via field notes and voice recording. In the qualitative tradition, open, axial and selective coding will be used to analyze the field notes for themes. The participants' applications to the program will also be reviewed and coded for themes that are influential to this qualitative study. The notes from the interviews will be kept in a locked drawer and will be kept confidential after the research is completed.

12. Dissemination: Please describe your plan for dissemination of your data including targeted conferences and publications.

The results of this research project will be disseminated to Dr. Sharyn Slavin Miller, Matthew Browning, George Bache, and Jillian Gilbert. The results will also be posted on a website that serves as a capstone project for our Master of Education in Student Affairs degree. There is potential for this research to be presented at the Associations of Christians in Student Development national conference as well as at the Go Summit. Publication of this research, in the *Journal of College Student Development*, *Growth: The Journal of Association of Christians in Student Development*, and/or *Christian Scholar's Review* and other applicable Christian student development resources will be pursued by the researchers.

13. Explanation of reason for exempt or expedited status (if applicable):

We are requesting this expedited review because this qualitative study is a student class project and we will be interviewing undergraduate students at Azusa Pacific University.

Signatures:

- ✓ Conflict of Interest form completed and attached. (See Form M in the IRB Handbook appendices.)
- ✓ The undersigned have reviewed the standards for exempt, expedited, and full review by the IRB and attached the complete project description as required.

If requesting approval as **Exempt**, please confirm the following:

Exempt category _____ (see Exempt categories 1-6 , IRB Handbook, page 8)

- Vulnerable population? No
- Sensitive topic? No
- Exceeds minimal risk? No

If requesting approval as **Expedited** please confirm the following:

Expedited category 6 (see Expedited categories 1-8, IRB Handbook, page 6)

- Vulnerable population? No
- Sensitive topic? No
- Exceeds minimal risk? No

(See definitions of vulnerable populations, sensitive topics and minimal risk in Handbook on page 3)

Student _____ Heather N. Bixby _____
Print Name Signature Date
(If more than one, attach list of names with email addresses and signatures)

Student _____ Erin N. Lind _____
Print Name Signature Date
(If more than one, attach list of names with email addresses and signatures)

Reviewed and Approved by Certified Faculty

Print Name Signature Date

Reviewed and Approved by Certified Department Chair

Print Name Signature Date

Submit two complete hard copies and an electronic copy for Exempt or Expedited research, or fourteen complete hard copies and an electronic copy for research requiring Full Board Review to the Office of the Vice Provost for Graduate Programs and Research.

For IRB Use Only

Approved as **Exempt**. No further review needed unless protocol changes.
Certified Faculty: _____ Date _____

OR

Signature: IRB Chair or Designee _____ Date _____

Approved as **Expedited**. No further review needed unless the protocol changes or research continues past one year.

Signature: IRB Chair or Designee _____ Date _____ Approval Expires _____

Full Review

Approved as submitted. Not approved, re-submission required

Signature: IRB Chair or Designee _____ Date _____ Approval Expires _____

Please note: The Institutional Review Board (IRB) at Azusa Pacific University (APU) is charged with oversight of the protection of human subjects in experimental research. Receiving IRB approval does not constitute institutional approval of the project by APU. If the responsible investigator believes that the project might be inconsistent with the mission and values of APU or potentially not represent the University in a favorable light, it is recommended that the responsible investigator contact the Vice Provost for Graduate Programs and Research