QUESTIONS?

(419) 372-7716
irb@bgsu.edu

BGSU
Bowling Green State University

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INSTITUTIONAL REVIEW BOARD
UPDATED 02/10/2022
Application for Approval of Research Involving Human Subjects
EXEMPT REVIEW

- Complete electronically and use the most current form.
- ***Applications judged to be incomplete or vague will be returned to the Principal Investigator for revision before they undergo review.***
- Submission lead time – submit at least six weeks before your planned start of recruiting and data collection.
- To learn more about each application category, visit https://www.hhs.gov/ohrp/regulations-and-policy/decision-charts-2018/index.html.

Principal Investigator Verification: By electronically signing and submitting this application package in IRBNet, I agree to the following and certify that:

Yes	No	
☒	☐	a. The information provided in this application is accurate and complete.
☒	☐	b. I have the ultimate responsibility for the protection of the rights and welfare of human subjects and adherence to any study-specific requirements imposed by the IRB.
☒	☐	c. I will adhere to current BGSU COVID-19 guidelines. https://www.bgsu.edu/covid19.html.
☒	☐	d. I will accept responsibility for the scientific and ethical conduct of this research study.
☒	☐	e. I will train study personnel in the proper conduct of human subjects' research.
☒	☐	f. I will immediately report to the IRB any: issues raised by human subjects; or any other problem which may occur as a result of this study.
☒	☐	g. I will comply with all IRB and BGSU policies and procedures, as well as with the applicable Federal, State, and local laws and regulations regarding the protection of human subjects in research. This includes the selection or exclusion of any group based on age, gender, race, ethnicity, etc.

I. **Exempt Category** (Select the most appropriate category below. Click here for more information.)

☐ **Exempt 1:** Research conducted in established or commonly accepted educational settings and is studying normal educational practices, such as (i) research on instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. The research must not adversely impact students' opportunity to learn required educational content. *Please note:* Research activities involving interacting with students under age 18 via survey, interview, or similar method do not meet the criteria for Exempt 1 and should be submitted via Expedited or Full Board review.

☐ **Exempt 2:** Research that includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording) if ***at least one*** of the following criteria is met:

(i) The information obtained is received and recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects; or

(ii) Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation; or

(iii) The information obtained is received and recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects, but there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.

a. Which Roman numeral category are you relying on? Check all that may apply ☐ (i) ☐ (ii) ☐ (iii)

b. Are your data: ☐ Level 1 (Not sensitive) ☐ Level 2 (Mildly or somewhat sensitive)
☐ Level 3 (Sensitive) ☐ Level 4 (Extremely sensitive)

(Data are sensitive if information about subjects could place them at risk if disclosed. Sensitive information refers – but is not limited – to illegal activities, genetic or medical information, sexual behaviors, negative attitudes/opinions about one's employer or coworkers, etc. Risks include criminal liability, social stigmatization, etc.)

c. Who will be responsible for managing, storing, and protecting the data?

☒ **Exempt 3:** The research involves the use of "benign behavioral interventions" **on adults** (to which participants must prospectively agree) combined with the collection of information from adult subjects through verbal or written responses including data entry, or through audiovisual recording.

A **behavioral intervention** involves the performance of a cognitive, intellectual, educational, or behavioral task; or the manipulation of the subject's physical, sensory, social, or emotional environment.

Benign behavioral interventions must be:

- Brief in duration
- Harmless and painless
- Not physically invasive
- Not likely to pose a significant lasting adverse impact on subjects
- Not offensive or embarrassing

Examples of benign behavioral interventions:

- Performing cognitive tasks
- Providing educational materials to participants with the intention of changing their behavior (e.g. smoking cessation, eating habits)
- Playing an online game
- Playing economic games
- Being exposed to stimuli such as color, light or sound at safe levels

- Solving puzzles under various noise conditions

The **methods of data collection** allowed under exemption category #3 are limited to verbal or written response from subjects (e.g., surveys or interviews, test responses, or data entry), observation, and audiovisual recording. Data cannot be collected via physical procedures such as blood pressure monitoring, EEG, activity trackers (e.g., Fitbit), eye trackers, or blood draws.

a. Are your data collected anonymously? (This means that no one, not even members of the study team, has the ability to link data with individual subjects at any time, directly or indirectly through the use of coding). ☐ Yes ☒ No

b. Are your data: ☒ Level 1 (Not sensitive) ☐ Level 2 (Mildly or somewhat sensitive) ☐ Level 3 (Sensitive) ☐ Level 4 (Extremely sensitive)

☐ **Exempt 4:** Research that is "secondary research," i.e., the study of identifiable data, documents, records, pathological specimens or diagnostic specimens.

a. Are the sources of your data publicly available? ☐ Yes ☐ No

b. Is the information recorded by the investigator in such a manner that the identity of the human subjects (i) cannot readily be ascertained directly or through identifiers linked to the subjects, (ii) the investigator does not contact the subjects, and (iii) the investigator will not re-identify subjects? ☐ Yes ☐ No

c. Does the research involve only information collected and analyzed for the purposes of "health care operations" or for "public health activities and purposes"? ☐ Yes ☐ No

d. Is the research conducted by, or on behalf of a Federal department agency or using government generated or government-collected information obtained for non-research activities? ☐ Yes ☐ No

☐ **Exempt 5**: Projects requiring approval of Agency heads and evaluate aspects of public services programs.

☐ **Exempt 6:** Food quality evaluation and consumer acceptance studies.

II. General Information:

a. Name of applicant (Principal Investigator): Richard Anderson

b. Title of the Proposed Research Project: Figuring-Out What's Relevant in Quantitative Decision-Making

c. Have you requested, or do you plan to request, external support for this project? ☐ Yes ☒ No

If yes, external Funding Agency or Source:

d. The Principal Investigator is (check one):

☒ Faculty ☐ BGSU Staff ☐ Undergraduate Student ☐ Graduate Student

☐ Off-campus applicant (check this box if you are not affiliated with BGSU but propose to conduct research involving BGSU Faculty, Staff, or Students)

Department or Division: Psychology Phone: 419 372 9908

E-mail:randers@bgsu.edu

e. Have you completed the required BGSU Human Subjects Training?

☒ Yes (Institutional Review Board staff will confirm training date.)

☐ No (This application will not be reviewed. See IRB website for training information.)

f. If applicable, list the names of Key Personnel* associated with the project: _____

*Key Personnel are defined as research personnel who are directly involved in conducting research with human subjects through an interaction or intervention for research purposes, OR who are directly involved with the recording or processing identifiable private information, including protected health information, related to those subjects for the purpose of conducting a research study. Student PIs should only list their project advisor in item II.h below.

g. Have Key Personnel completed the required BGSU Human Subjects Training?

☐ Yes (Institutional Review Board staff will confirm training date.)

☐ No (This application will not be reviewed. See IRB website for training information.)

h. If you are a BGSU student, please provide the following information:

This research is for: ☐ Thesis ☐ Dissertation ☐ Class Project ☐ Other

Advisor's Name (This is the advisor for this research project): ___

Department or Division: ___ Phone: ___ E-mail:

i. Has Advisor completed the required BGSU Human Subjects Training?

☐ Yes (Institutional Review Board staff will confirm training date.)

☐ No (This application will not be reviewed. See IRB website for training information.)

III. General Project Characteristics: Does the research involve any of the following? (If the response to any of the following is "yes," provide a justification and/or rationale in the box provided below)

Yes	No	
☐	☒	a. Deception of subjects (if "yes," this application will go to the full Board for review).
☐	☒	b. Any procedure that might cause physical pain or discomfort (if "yes", this application will go to the full Board for review).
☐	☒	c. Sexually explicit materials or questions
☐	☒	d. Handling of money or other valuable commodities
☐	☒	e. Extraction of blood or other bodily fluids
☐	☒	f. Questions about drug and/or alcohol use
☐	☒	g. Questions about sexual orientation, sexual experience, or sexual abuse
☐	☒	h. Purposeful creation of anxiety
☐	☒	i. Any procedure that might be viewed as an invasion of privacy
☐	☒	j. Physical exercise or stress
☐	☒	k. Administration of substances (food, drugs, etc.) to subjects
☐	☒	l. Questions about sensitive topics that might place subjects at risk (e.g., disclosure of criminal activity).

☒ ☐ m. Systematic selection or exclusion of any group. This includes the selection or exclusion of any group based on age, gender, race, ethnicity, etc.

People will be asked not to participate if they are younger than 18 years old.

IV. HIPAA: If you answer "Yes" to any of the following questions, this project is not exempt. Please complete the application for expedited and full board review. Additionally, your project will be subject to HIPAA and you must complete the HIPAA Supplement (available online at www.irbnet.org in the forms and templates tab).

Yes No

☐ ☒ **a**. Will health information *(information relating to the past, present, or future physical or mental health or condition of an individual)* be obtained from a covered entity *(a health plan, health care clearinghouse or a health care provider who bills health insurers – e.g., hospitals, doctor's offices, dentists, the BGSU Student Health Service, the BGSU Speech and Hearing Clinic, the BGSU Psychological Services Center)*?

☐ ☒ **b**. Will the study involve the provision of health care in a covered entity?

b. 2 *(Complete this only if you answered "Yes" to IV.b – otherwise, skip this item).* If the study involves the provision of health care, will a health insurer or billing agency be contacted for billing or eligibility? ☐ Yes ☐ No

V. Subject Information: (If the response to any of the following is **"yes,"** the researcher should be sure to address any special needs of the potential subjects in the informed consent process. For example, if subjects are over the age of 65, then it may be appropriate to use a larger font in all correspondence with subjects to ensure readability.)

Yes No **Does the research involve subjects from any of the following categories?**

☐ ☒ a. Under 18 years of age included in the target population
(If "yes" signed, parental consent is required for those individuals who are under 18 unless a waiver is granted by the IRB. If you are requesting a waiver of parental consent, this application will go to the full Board for review.)

☐ ☒ b. Over 65 years of age as the target population

☐ ☒ c. Individuals with impaired decision-making capacity.
(If "yes" this application will go to the full Board for review.)

☐ ☒ d. Economically or educationally disadvantaged as the target population

☐ ☒ e. Unable to provide their own legal informed consent
(If "yes" and the subjects are not children, this application will go to the full Board for review.)

☐ ☒ f. Victims of crimes or other traumatic experiences as the target population

☐ ☒ g. Individuals in institutions as the target population (e.g., prisons, nursing homes, halfway houses, hospitals, foster care) (If "yes" this application will go to the full Board for review.)

☐ ☒ h. Persons with limited literacy or ability to understand English

☐ ☒ i. Persons with substance abuse or mental health problems

VI. Risks and Benefits: (Note: the IRB retains final authority for determining risk status of a project)

Please answer the following questions about the research.

Yes ☐ No ☒

a. In your opinion, does the research involve more than minimal risk to subjects? ("Minimal risk" means that "the risks of harm anticipated in the proposed research are not greater, considering probability and magnitude, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.") If the answer is "yes," explain how you will minimize the risks to the subjects.

Yes ☐ No ☒

b. Are there any emergencies or adverse reactions (physical, psychological, social, legal, or emotional) possible as a result of the research? (If "yes", explain the measures to be taken in case of emergency in the box below.

Yes ☐ No ☒

c. Will participation in this research result in any appreciable negative change in the subject's emotional state? (If "yes", explain the nature of the change and the process for assisting subjects in the box provided).

d. Discuss the benefit(s) of this study. Why is this study important? Please provide scholarly support. Include a discussion of benefits to individual participants as well as to society as a whole. NOTE: Compensation or incentives (e.g., gift cards, research credit, extra credit, etc.) offered for participation are NOT considered benefits.

- Participants may benefit personally by learning what it is like to be a participant in a psychological study.
- However, given that this is a scientific project designed to advance fundamental scientific knowledge about the human mind uses probability information to make judgments, the project's primary benefit is to society rather than to the individual.
- The project's scientific benefit to society is the topic of a later section in this application:

  > "VII.a What are you going to study? What is (are) the research question(s) to be answered / hypotheses to be tested?"

  Consequently, there will be some redundancy in the answers to VI.b and VII.a.
- **Why the Study is Important**

  Background

  Since the 1970s it has been known that people sometimes behave sub-optimally in their attempts to incorporate probability information into their judgments. See:

Doherty, M. E., Mynatt, C. R., Tweney, R. D., & Schiavo, M. D. (1979). Pseudodiagnosticity. *Acta Psychologica, 43*(2), 111–121. https://doi.org/10.1016/0001-6918(79)90017-9

For example, suppose a person is experience symptoms of a disease (a dry cough and body aches). Suppose further that there are two forms of the disease (Form A and Form B) and that the percentage of people experiencing each symptom might be different for Form A than for Form B. If people want to know which form of the disease they likely have, they should be most interested in *diagnostic* pairs of percentages: those that distinguish on form of the disease from the other form (e.g., *of those who have Form A, the percent who have a dry cough; and of those who have Form B, the percent who have a dry cough*). Not useful are *non-diagnostic* (sometimes called *pseudodiagnostic*) pairs of percentages that pertain to just one form of the disease (e.g., *of those who have Form A, the percent who have a dry cough; and of those who have Form A, the percent who have body aches*). Despite these mathematical facts, Doherty et al. (1979) found that participants tended to want to know pseudodiagnostic rather than diagnostic percentages.

More recent research questioned the validity of Doherty et al.'s findings on grounds that participants could have made mathematically reasonable assumptions about unknown percentages, thus rendering their preferences actually diagnostic rather than pseudodiagnostic. See:

Crupi, V., Tentori, K., & Lombardi, L. (2009). Pseudodiagnosticity revisited. *Psychological Review, 116*(4), 971–985. https://doi.org/10.1037/a0017050

The Proposed Study

The proposed study addresses Crupi et al., criticism, in part by including conditions in which all percentages are known to the participant.

The empirical hypotheses (predictions) are that participants will exhibit pseudodiagnostic preferences, even with the new procedure.

The results are expected to advance basic psychological science by helping resolve the question of whether, and to what degree, people exhibit pseudodiagnostic preferences, and the potential impact of input-data-assumptions on such preferences.

VII. Project Description: (Please provide as much detailed information as possible in language understandable to reviewers outside of your academic field.)

a. What are you going to study? What is (are) the research question(s) to be answered / hypotheses to be tested?

Background

Since the 1970s it has been known that people sometimes behave sub-optimally in their attempts to incorporate probability information into their judgments. See:

Doherty, M. E., Mynatt, C. R., Tweney, R. D., & Schiavo, M. D. (1979). Pseudodiagnosticity. *Acta Psychologica, 43*(2), 111–121. https://doi.org/10.1016/0001-6918(79)90017-9

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The results are expected to advance basic psychological science by helping resolve the question of whether, and to what degree, people exhibit pseudodiagnostic preferences, and the potential impact of input-data-assumptions on such preferences.

b. Who will be your subjects? Please explain how you are selecting potential subjects. (Note* If you are obtaining private contact information of potential subjects from an organization rather than recruiting publicly, you may need a letter from that organization stating they are giving you permission to contact their members.)

There will be two sets of subjects. One will be subjects obtained through Amazon Mechanical Turk. Another set will be undergraduate students recruited via the BGSU Psychology Department's Sona system.

c. How will you recruit your subjects? Please describe the method(s) you will use to recruit (examples include via telephone, emails, mailings, sign-up sheets, social media, listservs, etc.). Also explain how individuals will communicate their interest in participating. Please upload recruitment letters, scripts, sign-up sheets, flyers, etc. as a separate document when submitting this application.

Prospective participants will have already registered themselves into the Mechanical Turk or the Sona System prior to being recruited for the proposed project. Those registration processes are not part of the proposed project procedure.

Prospective participants can look at a list of studies posted on the Mechanical Turk or the Sona web site and may choose to participate electronically by clicking a link.

Subjects will participate using a computer at a time and location of their own choosing. The study will not be an in-person study.

d. Will you invite potential participants to be in the study when others may be nearby?

Yes	No
☐	☒

If yes, indicate whether or not it is necessary to keep private the individual's decision about whether or not to participate (e.g., because they are members of a stigmatized group or because they may feel uncomfortable for any reason saying yes or no). If this is a concern, explain what procedures you will use to keep the decision private.

e. Will you give participants gifts, payments, and/or services without charge? If yes, please explain what kind of gift cards participants will be earning, where can they be used/redeemed, and what are the chances of a participant winning a gift card (e.g., 1 participant will be randomly selected from approximately 100 participants).

Amazon Turk participants will be paid 65 cents (via Amazon's system for paying its Mechanical Turk workers).

Sona participants will receive 0.5 Sona credits.

Students' instructors will decide how the Sona credit affects students' extra-credit or other scores. The list of "studies" on the Sona site will include non-research alternatives that students can use to earn Sona credit if they do not want to be research participants.

f. Will you be re-contacting subjects? Please describe the method(s) you will use to re-contact subjects.

There will be no re-contacting of the participants.

e. Which consent process(es) will be used in this study? (check all that apply.)

☐ written signed consent form for adults (this includes Adobe Sign)
☐ written signed student assent (this includes Adobe Sign)
☐ written signed parental permission forms (this includes Adobe Sign)
☐ waiver of signatures is requested – oral consent or assent
☒ waiver of signatures is requested – consent text will be presented in a letter, email, or online (explain below)
☐ waiver of consent is requested (provide justification below)
☐ other (please explain):

a. Describe how the consent (or in the case of minors, assent) procedures will be implemented. Please include at which point in the recruitment process, by whom, how the consent document(s) will be shared with participants. Also address allowing participants time to read over the information, asking them if they have questions and providing answers, how participants will communicate their consent (initially and ongoing), and what will occur if they decline. Consent documents must be uploaded to IRBNet.

The consent form will be rendered electronically, within Sona or Mechanical Turk, prior to the prospective participant agreeing to the research procedures and thus prior to the start of the Qualtrics

program that implements those procedures.

The consent form will include language informing participants that if they proceed past the consent-form page, they are consenting to participate in the study.

Upon accessing Qualtrics the participant will see the consent form again (to meet the IRB's requirement that "The first page of an electronic survey must be the consent document"), but participants will be informed that it's a repeat of what they just saw, and that re-reading it is optional. Specifically, they'll be told:

> 'If you've reached this page, you should have already seen the consent form (below) and given your consent to participate in this study. If so, you don't need to re-read the form. You can just proceed to the next page (see the "Next Page" button at the bottom of this page). Otherwise, please read the consent form before deciding whether to proceed.'

Note that each consent form attached to this application begins with a letterhead consisting of information that's repeated immediately following the letterhead. However, the letterhead itself won't be presented to participants. (The letterhead is included in the attached forms in order to meet the requirement that consent forms submitted to the IRB be on letterhead.)

h. Explain in the box below the procedures you will follow to protect either the anonymity (*anonymous* means even the researcher cannot determine the identities of the participants) or the confidentiality (*confidential* means that the researcher can determine the identities of the participants but will not reveal those identities) of your subjects. Who will have access to the data? Where and how long will the data be secured and stored? (Note: data can be kept for a minimum of three years).

(Note: It is not always necessary to protect the confidentiality of your subjects, but they must be informed if you plan to quote them directly or reveal their identities in any way.)

It is unlikely that the researcher (or anyone else will know) which participant produced which data.

For Sona participants, the researcher can ascertain whether a given person has participated in the study, but cannot easily determine which data belongs to which participant.

For Amazon Mechanical Turk participants, no one can easily ascertain which participant produced which data.

Because of participant-code sharing that may occur between the Qualtrics, Sona, and Mechanical Turk systems, the procedure for the proposed research will involve keeping confidential any version of a data file that contains participant identifiers generated by Sona, Amazon, or Qualtrics (or that contains any information that could be used to ascertain the identity of any individual participant).

Such files will be kept in encrypted data files that only the researcher can access.

Any data-file version that is shared with other researchers or with the public at large will have the identifiers removed and replaced with arbitrary identifiers that are not associated with, or traceable to participants' identities.

Finally, it should be noted that the proposed project would not collect any sensitive data from participants.

i. Provide a complete description of your study design and all the study procedures that you will perform Include details about what subjects will be asked to do or have done to them from the time you obtain participants consent, including where the study procedures will take place; how long these procedures will take; exactly what will happen during the procedures; who will administer the procedures. A copy of all surveys or interview questions to be used must be uploaded to IRBNET.

The study procedures (including the recruiting and consent procedures) will take place online, at the time and location of the participant's own choosing.

After consenting, the participant will read a hypothetical scenario that describes an observation (such as a creature that has webbed feet and makes whistling sounds), and that mentions the existence of statistical percentages, such as the percentage of the members of Species A and B (respectively) that have webbed feet and the percentages that make whistling sounds. Participants will be asked to indicate which pairs of percentages they think would be useful for deciding which species the creature belongs to. They'll also be asked to rate the usefulness on a 0-to-100 scale. Participants will then be given the percentages and will, again, estimate the usefulness of the percentages. There will be a *reCatcha* ® question that asks the participants to click a box and possibly identify common objects in photographs. (*reCaptcha* is a proprietary system for ensuring that the participant is a real human being and not an "robot" or artificial intelligence agent.)
Note that the "creature" scenario is just one of five scenarios the participant might see. The scenarios differ in their semantics, but not mathematically, and not with respect to the mathematical judgments participants are asked to make.

Finally, the participant will be asked a few demographic questions and will be referred to reading resources that provide general information about topics related to the proposed research.

VIII. Information on Projects Using Pre-existing Data

Will this project include pre-existing data?

Pre-existing data includes retrospective medical chart reviews, public data sets, etc. Sometimes it is referred to as secondary data or archival data.) Some projects involving the use of pre-existing data may not require review by the IRB. If you are unsure, please submit a Review Determination Form which can be found on IRBNet.

NOTE: If you are obtaining medically-related information from a “Covered Entity” (a health plan, health care clearinghouse or a health care provider who bills health insurers – e.g., hospitals, doctor’s offices, dentists, the BGSU Student Health Service, the BGSU Speech and Hearing Clinic, the BGSU Psychological Services Center), the HIPAA Privacy Rule may apply.

☐ Yes (Please complete the following section)

☒ No (Skip this section if this project does NOT use pre-existing data.)

a. Name(s) of existing data set(s) [Include any additional data sets you might be linking the main data set(s) to]:

b. Source(s) of existing data set(s):

c. Please provide a brief description of the content of the data set(s):

d. When you **obtain** the data, will the individual records be anonymous or will they have identifiers/codes attached?

☐ Anonymous *(i.e., no identifiers or codes attached to any records in any of the listed data sets)*

☐ Identifiers/codes attached *(examples would include, but not be limited to, record numbers, subject numbers, case numbers, etc.)*

d.1 If the records have identifiers or codes attached, can you readily ascertain the identity of individuals to whom the data pertain *(e.g., through use of a key that links identifiers with identities; linking to other files that allow individual identities to be discerned)*?

☐ Yes, I can ascertain the identity of the individuals.

Please explain in the box below how you will protect the confidentiality of subjects. The Institutional Review Board is concerned about 2 dimensions of confidentiality: (1) that the researcher has legitimate access to the records, i.e., the records are not protected by any special confidentiality conditions, and (2) that the researcher will not reveal individual identities unless permission has been granted to do so.

☐ No, I cannot readily ascertain the identity of the individuals.

Please provide the Board with a letter or document from the person(s) or agency responsible for the security of the data indicating that they will not provide you with any identifiers/codes attached to the data. Please also describe, in the box below, the provisions in place that will prevent you from ascertaining identities (e.g., key to decipher the code/identifier has been destroyed, agreement between researcher and key holder prohibiting the release of the key).

e. Are the data from a public data set? (A public data set is data available to any member of the public through a library, public archive or the Freedom of Information Act. Data obtained from private companies, hospital records, agency membership lists or similar sources are not usually public data.)

☐ Yes ☐ No

f. If you are obtaining access to non-public information, please explain in the box below how you will obtain access to the information (e.g., permission from the CEO, permission from the Board of Education). Note: a condition for approval will be written documentation of this permission – this can be an email from the relevant authority.

g. Before the data were collected, did respondents give their permission for the information to be used for research purposes?

☐ Yes ☐ No

h. Are you **recording** the data in a manner that will allow you to identify subjects, either directly or through identifiers linked to the subjects?

☐ Yes ☐ No

PLEASE PROOFREAD YOUR PROTOCOL BEFORE ELECTRONICALLY SIGNING AND SUBMITTING.

Make sure all documents (application, consent form, recruitment materials, debriefing form, data collection tool, etc.) are consistent in their information and details.

IX. Consent Form Checklist

If you are using an informed consent document, you must use the checklist below to check off the required information.

☒ The consent document is on BGSU or departmental letterhead.
☒ State the purpose of the study.
☒ State the benefits of this project (to your field of study and to participants).
☒ State the risks of participation. If there are none, you can indicate that "The risks involved in participation are no greater than those experienced in daily life."
☒ An explanation for how confidentiality will be protected has been provided. For example: Where will the data be stored, and who will have access to the data?
☒ Indicate that participation in the study is voluntary, and that participants are free to withdraw at any time.
☒ Indicate how much time participation will take.
☒ Inform participants that deciding to participate or not will not impact any relationship they may have with BGSU.
☒ Provided participants with sufficient information about the number of content of Attention Checks. It should be obvious to participants that failure of attention checks eliminates them from receiving awards, compensation, etc., if applicable.
☒ Provide the contact information for the PI (phone and email) regarding questions about the study.
☐ If the PI is a student, provided the contact information for the Advisor (phone and email) regarding questions about the study.
☒ Provided the contact information for the IRB (419-372-7716 and irb@bgsu.edu) regarding questions about participant rights.
☒ The IRB prefers that research related data be kept on campus as a way to increase data security. Please inform participants if storing transcriptions and other data elements at the PI's residence will increase risk to subjects.
☒ Make sure "Anonymous" or "Confidential" are used correctly.
☒ Consent/Assent document is at an appropriate reading level. You can use the Flesch/Kincaid test in Microsoft Word to test the reading level. Eighth grade is standard appropriate reading level for an adult consent form.
☒ If there is any chance that participants could be under 18, indicated that participants must be at least 18 years old to participate in the study.
☒ Change all "I understand" phrases to "I have been informed."
☒ Remove statements about accidental injury and unforeseen risk.
☒ Acronyms must be spelled out.
☒ If the study is online, informed participants to clear their internet browser and page history.
☒ Participants may need to be told that some employers may use tracking software. In order to avoid these types of privacy issues, participants should be told they may want to complete the survey on a personal device.

☐ Specify what kind of gift cards participants are potentially earning and where can they be used/redeemed.
☐ Provide a ballpark estimate of the chances of winning gift cards, if applicable.
☒ The first page of an electronic survey must be the consent document.
☐ If applicable, provide additional information as to what is required to obtain compensation for participation in the study. For example, include language about conscientious respondents/attention checks.
☒ If requesting a waiver of written consent, indicated how consent will be documented. For example, "Completing and returning the survey indicates consent to participate."
☐ Only for studies with focus groups: Since you cannot guarantee other focus group members will maintain confidentiality, tell participants that they should not share anything they do not want others to know within the focus group setting.
☐ Site permission letters are required for places where researchers need permission to be at (private space vs. public space) and/or for populations that require permission to access (e.g., students in schools).
☒ Participation may count as extra credit or as an option for fulfilling a course requirement. Instructors who permit extra credit for participation in research must also provide an alternative means of earning such credit, for those students who do not wish to be research subjects.
☒ SONA participation may count as extra credit or as an option for fulfilling a course requirement. Instructors who permit research credit must also provide an alternative means of earning such credit, for those students who do not wish to be research subjects.
If offering SONA credit to participants, accurate assigned rate(s) must be presented in the consent document which include assigning 0.5 credits per half hour (30 minutes) of participation, with 0.5 being the minimum credit increment. (Examples: A research session designed to last 15 minutes or less should earn 0.25 credits, but due to the minimum credit hour increment - will be assigned .5 SONA credits. A session designed to last longer than 15 minutes but no longer than 30 minutes should earn 0.5 credits. A session designed to last longer than one-and-three-quarter hours but no longer than two hours should earn 2 credits.) Note that for face-to-face in contrast to online studies, the researcher is permitted to award an extra half hour of credit to account for the participant's travel time. SONA credit policies can be found at https://sites.google.com/view/complexcognitionlab-bgsu/sona-help"

PI Data Handling Checklist
The PI is informed of the following (please check all boxes):
☒ Regarding emails: Unless the email contains credit card information, social security numbers or HIPAA data, there is no need for researchers to encrypt emails."
☒ Regarding data transfer: Anonymous data do not require encryption for transfer. Data with identifiable information should be encrypted when transferred (e.g., 7-zip).
☐ If researchers are working with a data set that has defined contractual security requirements, a PI may have to encrypt. Contact the Institutional Review Board.
☒ A data retention policy should be implemented to regularly clear out research data from mailboxes and save data to a more permanent location until it is no longer needed.