Proposals for review by the IRB may be submitted at any time. With the exception of expedited reviews, complete proposals submitted no later than ten (10) business days prior to a scheduled meeting will be reviewed at that meeting. Late proposals will be reviewed at the next scheduled meeting. The IRB meeting schedule is posted on the website. Incomplete proposals will not be reviewed until the researcher supplies the missing information. Be sure to respond to all sections.

**Type of Request:**

- [ ] Full Review
  - Complete Application and Relevant Forms
- [ ] Expedited Review
  - Complete Application and Expedited Review Attachment
- [x] Exempt from Review
  - Complete Application and Exempt Review Attachment

All materials related to this study must be uploaded into your IRBNet study workspace. Instructions for using IRBNet are located at the FHSU IRB website. Required materials include:

- Completed application (including relevant parts of section IX if a vulnerable population is involved)
- A completed form requesting Exemption, Expedited or Full Review.
- Copies of all recruiting materials, including scripts, emails, letters, posters, advertising, etc.
- Copies of all measurements, instruments, surveys, interview questions being used, etc.
- All consent forms and assent forms or scripts (for children).
- Debriefing materials.
I. Certifications:

I am familiar with the policies and procedures of Fort Hays State University regarding human subjects in research. I subscribe to the university standards and applicable state and federal standards and will adhere to the policies and procedures of the Institutional Review Board for the Protection of Human Subjects. I will comply with all instructions from the IRB at the beginning and during the project or will stop the project.

AND

I am familiar with the published guidelines for the ethical treatment of human subjects associated with my particular field of study.

Statement of Agreement:

By electronically signing and submitting this application package, I certify that I am willing to conduct and/or supervise these activities in accordance with the guidelines for human subjects in research. Further, I certify that any changes in procedures from those outlined above or in the attached proposal will be cleared through the IRB.

*If the Principal Investigator is a student, the electronic signature of the Faculty Advisor certifies: 1) Agreement to supervise the student research; and, 2) This application is ready for IRB review. The Student is the “Principal Investigator”. The Faculty Research Advisor is the “Advisor”. Designees may not sign the package. It is the student’s responsibility to contact their Faculty Research Advisor when the study is ready for his/her signature.*

☒ I certify the information provided in this application is complete and correct
☒ I understand that I have ultimate responsibility for the conduct of the study, the ethical performance of the project, the protection of the rights and welfare of human subjects and strict adherence to any stipulations imposed by the IRB.
☒ I agree to comply with all FHSU policies, as well as all federal, state and local laws on the protection of human subjects in research, including:
   o Ensuring all study personnel satisfactorily complete human subjects in research training
   o Performing the study according to the approved protocol
   o Implementing no changes in the approved study without IRB approval
   o Obtaining informed consent from subjects using only the currently approved consent form
   o Protecting identifiable health information in accordance with HIPAA Privacy rule
   o Promptly reporting significant or untoward adverse effects to the IRB
**Application Information:**

**II. Activity or Project Title:** Resumé Review

**Time period for activity:** From 11/4/10 To 11/4/11  *If longer than 1 year, annual review will be needed*

**III. List all people involved in research project:**

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Institution &amp; Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul McCartney</td>
<td>Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Luke Skywalker</td>
<td>Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Roundtree</td>
<td>Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dr. Smith</strong></td>
<td>Psychology</td>
<td></td>
<td><a href="mailto:jmbondsraacke@fhsu.edu">jmbondsraacke@fhsu.edu</a></td>
</tr>
</tbody>
</table>

*Principal Investigator  
**Faculty Research Advisor (if student is Principal Investigator)  
If there are additional investigators, please attach their information to the application.

**IV. Type of investigator and nature of the activity:** (Check all the appropriate categories)

- [ ] A. Faculty/Staff at FHSU:
  - [ ] Submitted for extramural funding to:
  - [ ] Submitted for intramural funding to:
  - [ ] Project unfunded
  - [ ] Quality improvement/program evaluation
  - [ ] Quality assurance
  - [ ] Other (Please explain)

- [ ] B. Student at FHSU:  
  - [ ] Graduate  
  - [X] Undergraduate  
  - [ ] Special  
  - [ ] Thesis  
  - [ ] Graduate Research Paper  
  - [ ] Specialist Field Study  
  - [ ] Independent Study  
  - [ ] Class Project (Course Number and Course Title): PSY340  
  - [X] Other (Please Explain): Research class

- [ ] C. Other than faculty, staff, or student at FHSU (Unaffiliated with FHSU).
V. Human Subjects Research Ethics Training: The Principal Investigator must have completed the appropriate CITI training modules OR provide a summary below regarding training completed in Human Subjects Research (such as coursework, workshops, etc.) Enrollment in or completion of a research methods-type course is appropriate for a student PI as they are under supervision of a Faculty Research Advisor. Faculty Research Advisors, when listed above, must also indicate either CITI training or provide a brief summary of relevant training such as coursework, workshops, etc. If the PI is not affiliated with FHSU, documentation of CITI or other training must be provided.

Completed FHSU CITI Training: ☑ Yes       No
   (If no, describe relevant human subjects ethics training below):

VI. Description of Project

Completely describe the research project below. Provide sufficient information for effective review, and define abbreviations and technical terms. Do NOT simply attach a thesis, prospectus, grant proposal, etc. If an item is not applicable, please provide justification.

A. Project purpose(s):
   The purpose of the current study is to investigate biases in employment. Participants will review one job description and one resume. Our resumes are all the same, except having names with different perceived ethnicities, based on a previous study. Our job descriptions are of a police chief and a dispatch officer (high perceived difficulty and low perceived difficulty.)
   Our prediction is that participants will believe that individuals with non-white names will perform poorly in a high-level position, or be better suited for a lower position. We think that participants will also rate the white application as suitable for both jobs.

B. Describe the proposed participants (number, age, gender, ethnicity, etc)
   Approximately 100 FHSU students will be sampled for this study. There will be no exclusions for participating in this study except participants must be 18 years of age or over and 65 years of age or under.

C. What are the criteria for including or excluding subjects? Are any criteria based on age, gender, race, ethnicity, sexual orientation, or origin? If so, justify.
   Again, there are no exclusion except for age. This is done to avoid sampling protected populations.
D. Population from which the participants will be obtained:

<table>
<thead>
<tr>
<th>General Populations:</th>
<th>Protected or Vulnerable Populations*:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___X___Adult students (18-65 years) on-campus</td>
<td>___Elderly (65+ Years)</td>
</tr>
<tr>
<td>___</td>
<td>___Prisoners</td>
</tr>
<tr>
<td>___ Adults (18-65 years) off-campus</td>
<td>___Wards of the State</td>
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<tr>
<td>___</td>
<td>___Pregnant Women</td>
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<td>___Fetuses</td>
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<td>___</td>
<td>___Mentally disabled</td>
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<tr>
<td>___</td>
<td>___Children (under the age of 18)</td>
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</table>

*See Section IX for additional information

E. Recruitment Procedures: Describe in detail the process to be used to recruit participants. Upload scripts, emails, letters, advertising and all marketing materials with your application. Provide a step-by-step description of how potential participants will be recruited for the study.

Participants will be recruited in two ways. First, the study will be posted on the Psychology Department web page under the heading “Research Opportunities.” Second, professors of psychology courses will be asked to inform students of the research opportunity and/or ask professors for permission to give surveys in their classes. A recruiting script (see attached) will be used.

F. Describe the benefits to the participants, discipline/field, and/or society for completing the research project. This description is necessary for determining if the risks are reasonable in relationship to anticipated benefits. Research that provides no benefit or potential for benefit will not be approved.

This study can reveal to the psychological community biases toward perceived ethnicity in selecting applicants for a job. We also believe that the study will help to expose any potential biases that employers may subconsciously use when selecting an applicant for a job. The study does not only relate to potential employers, however. This can be applied to almost every scenario in which a person is judged by limited criterion, including private school applications, jury duty, and a variety of social situations.

Additionally, course credit or extra credit points may be offered by the instructor as compensation for participation as explained by the professor of the course.
G. Describe the potential risks to participants for completing the research project. A risk is a potential harm that a reasonable person would consider important in deciding whether to participate in research. Risk categories include physical, psychological, social, economic and legal, and include pain, stress, and invasion of privacy, embarrassment, or exposure of sensitive or confidential information. All potential risks and discomforts must be minimized to the greatest extent possible by using appropriate monitoring, safety devices and withdrawal of a subject if there is evidence of a specific adverse event.

There are minimal foreseeable risks above those in everyday life involved with participation in this study.

__X__ Minimal Risk: the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

___ More than minimal risk

H. Describe the follow up efforts that will be made to detect any harm to subjects, and how the IRB will be kept informed. Serious adverse or unexpected reactions or injuries must be reported to the IRB within 48 hours. Other adverse events should be reported within 10 days.

Participants are given a consent form and read a debriefing statement, both providing the contact information for the Psychology Department Ethics Chair and the course instructor. Participants are instructed to contact these people if they have any concerns about the research conducted.
I. Describe in detail the procedures to be used in the research project. What will all participants experience during the research project?

Participants will be read the recruiting script. If they are interested in possibly participating they will be given the informed consent to read. They will be given a chance to ask any questions and sign the consent if they wish to participate. They then will be given surveys (see attached). When finished with the surveys, the surveys will be collected. Once all participants have finished, they will all be read the debriefing statement and asked if they have any questions.

J. List all measures/instruments to be used in the project, include citations and permission to use (if measure/instrument is copyrighted) if needed or if it will be changed for this study. Attach copies of all measures, such as surveys, interview questions, instruments, etc. to the package.

Survey on resume review  
Resume  
Demographics  
Job Descriptions  

Survey on resume review  
Resume  
Demographics  
Job Descriptions  

Self Constructed  
FHSU Career Services, Permission obtained.  
Adapted from Bonds-Raacke  
Careerbuilder.com, adapted format.

K. Describe in detail how confidentiality will be protected or how anonymity will be ensured before, during, and after information has been collected? Please note the difference between confidentiality (researcher knows identity of subjects and keeps information secret) and anonymity (researcher does not know identity of participants).

Informed consents will be gathered separately from surveys, since the informed consent is signed. Surveys will contain no names or identifying information. Surveys will be collected when completed and placed in an envelope. Only the student researchers and faculty advisor will have access to the surveys. Consent forms will be stored by the faculty advisor under lock and key.
L. Data Management: How will the data be stored? When will the data be destroyed? Who will have access to the data? If audio or video recordings are used, how will they be kept confidential?

No names or identifying information will be asked. Responses to survey questions will be entered into a computer program and stored for 5 years, after which the data will be deleted. Original survey documents will be shredded after the information is entered into the computer program. Only the student researchers and faculty advisors will have access to the database. Results of the survey will be shared with the scientific community through presentation and possible publication. When results are shared, information will be presented in aggregate form and will contain no names or identifying information.

M. Informed Consent: Describe in detail the process for obtaining consent. If non-English speaking subjects are involved, describe how consent will be obtained.

Participants will be read the recruiting script. If they are interested in possibly participating, they will be given the informed consent to read. They will be given a chance to ask any questions and sign the consent if they wish to participate.

N. If informed consent is to be waived or altered, complete Supplemental: Consent Waiver Form N/A

O. If written documentation of consent is to be waived, complete Supplemental: Documentation Waiver Form N/A

P. Explain Debriefing procedures/end of study information that will be given to all participants.

When participants have finished the study, they will be read a debriefing statement (see attached) at which time they will also be asked if they have any additional questions.
Q. Emergencies. How will emergencies or unanticipated adverse events related to the research be handled if they arise? Please note that this refers to an emergency situation associated with the research activity, not an emergency such as a fire alarm.

No foreseen emergencies should arise. However, the instructor of the course and student researchers will be present during data collection.

R. Will information about the research purpose and design be held from subjects? If yes, justify the deception.

No deception will be used in the current study.

VII. If the research involves protected health information, it must comply with the HIPAA Privacy Rule.

Select one:

___X__ The research does not involve protected health information

Do you plan to use or disclose identifiable health information outside FHSU? If yes, the consent form must include a release of protected health information.

The IRB may make a waiver of authorization for disclosure if criteria are met under the HIPAA Privacy Rule. If a waiver of authorization is being requested, the researcher must contact the IRB chair prior to submitting this application.

Will the protected health information to be used or disclosed be de-identified or will a limited data set be used or disclosed? Please describe:
VIII. Conflict of Interest: Each individual with a personal financial interest or relationship that in the individual’s judgment could reasonably appear to affect or be affected by the proposed study involving human subjects is required to disclose the existence of financial interests. It is unnecessary to report any financial interests or relationships that do not reasonably appear to affect or be affected by the proposed study. N/A

Definitions:

“Conflict of interest” occurs when an independent observer may reasonably question whether an individual's professional actions or decisions are influenced by considerations of the individual’s private interests, financial or otherwise.

Conflicting financial interests do not include:

• Salary and benefits from Fort Hays State University;
• Income from seminars, lectures, teaching engagements, or publishing sponsored by federal, state, or local entities, or from non-profit academic institutions, when the funds do not originate from corporate sources;
• Income from service on advisory committees or review panels for governmental or non-profit entities;
• Investments in publicly-traded mutual funds;
• Gifts and promotional items of nominal value; and
• Meals and lodging for participation in professional meetings.

“Principal investigator or other key personnel” means the principal investigator and any other person, including students, who are responsible for the design, conduct, analysis, or reporting of research involving human subjects.
The decision to exempt a study from IRB review must be made by someone other than the researcher associated with the project.

Request for Exemption
From IRB Review

<table>
<thead>
<tr>
<th>Study Title: Resume Reviews</th>
<th>Fort Hays State University</th>
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<td></td>
<td>Office for Scholarship and Sponsore Project</td>
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<tr>
<th>Departments with Human Subjects/Ethics Review Committees</th>
<th>Departments without Human Subjects/Ethics Review Committees</th>
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<tr>
<td>Departmental Representative Department</td>
<td>Departmental Representative Department</td>
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<tr>
<td>Date of Departmental Review</td>
<td>Date of Departmental Review</td>
</tr>
<tr>
<td>11-5-10</td>
<td>11-5-10</td>
</tr>
</tbody>
</table>

Committee Members: Dr. Fine, Dr. Howard, Dr. Shemp

Votes for: 3
Votes Against: 0
Abstained: 0

EXEMPT CRITERIA

Research must be “minimal risk” to qualify for an Exemption. Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

A. Risk Level: Does this research pose more than minimal risk to participants? ☐ Yes* ☑ No
   * Greater than minimal risk research must be reviewed by the university IRB. Please request a full IRB review.

B. Public Data: Will the study use archived data, documents, records or biological specimens? ☐ Yes* ☑ No
   * Provide Source:
   *When were these data collected:

C. Special Subject Populations (generally not eligible for exemption, unless the study qualifies for an educational exemption).

1. Minors (under 18 years of age). Not applicable to educational research. Not exempt.
2. Fetuses or products of labor and delivery
3. Pregnant women (in studies that may influence maternal health)
4. Prisoners
5. Wards of the state
6. Elderly (65+)
7. Individuals with a diminished capacity to give informed consent

Does the study include any special subject populations? ☐ Yes* ☑ No
* Indicate population:
**E. Categories of Sensitive Information** (generally not eligible for exemption)

1. Information relating to sexual attitudes, preferences, or practices.
2. Information relating to the use of alcohol, drugs or other addictive products.
3. Information pertaining to illegal conduct.
4. Information that if released could reasonably damage an individual's financial standing, employability, or reputation within the community.
5. Information that would normally be recorded in a patient's medical record and the disclosure of which could reasonably lead to social stigmatization or discrimination.
6. Information pertaining to an individual's psychological well-being or mental health.
7. Genetic information.

Does the study include collection of any sensitive information? ☐ Yes*  ☐ No

**F. Exempt Categories (45 CFR 46.101(b))** Check Category that best describes the study:

☐ (1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or comparison among instructional techniques, curricula, or classroom management methods.

This applies only Normal educational research in regular educational settings.

☐ (2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:

(i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and
(ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. **This exemption does not apply to children or prisoners**

☐ (3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b)(2) of this section, if:

(i) the human subjects are elected or appointed public officials or candidates for public office; or
(ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter. **This applies only to elected officials, not officials appointed via a regular hiring process**

☐ (4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

All data must exist when the application is submitted (if data will be used that is collected or will be collected for clinical purposes complete the IRB Review Form)

☐ (5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine:

(i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternative to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs. **This applies only to research and demonstration projects under the Federal Social Security Act. This does NOT apply to state or local public service projects that are not pursuant to the Social Security Act.**

☐ (6) Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

**PROCESS:**
This form should be completed and attached to the Application Package for Human Subjects Research. All components must be included:
- Application
- Informed Consent Process and Documentation (if needed)
- Recruitment materials
- Any research instruments that will be used for the study (interviews, questionnaires, advertisements) If the study is designed to develop instruments and test the instruments for validity, state this in the Research Summary. Provide a copy of the materials to the OHRPP once developer using an Amendment Form.

Departments with Human Subjects/Ethics Review Committees:
The Chair of the Committee provides the completed form to the Principal Investigator to upload.

Departments without Human Subjects/Ethics Review Committees:
The Department Chair provides the completed form to the Principal Investigator to upload, and recommends the study be considered for exemption
CONSENT TO PARTICIPATE IN RESEARCH
Department of Psychology, Fort Hays State University
Study title: Resume Review

Name of Faculty Supervisor & Contact Information, if student research:
Dr. Marie Curie
Email
Phone:

You are being asked to participate in a research study. It is your choice whether or not to participate.
Your decision whether or not to participate will have no effect on your academic standing or performance in
the course to which you are otherwise entitled. Please ask questions if there is anything you do not
understand.

What is the purpose of this study? The purpose of the study is to better understand how resumes for jobs are evaluated.
What does this study involve? If you decide to participate in this study, you will view a survey and answer questions about the survey. You will not be required to provide your name or any other identifying information. If you decide to participate in this research study, you will be asked to sign this consent form after you have had all your questions answered and understand what will happen to you. Consent forms will be stored separately from survey responses. After completing the survey, the survey will be collected and you will be read a debriefing statement. The length of time of your participation in this study is 10 minutes. Approximately 100 participants will be in this study.

Are there any benefits from participating in this study? There will be no benefits to you should you decide to participate in this study. Your participation will help us learn more about topic areas in social psychology, in particular hiring factors and resumes.

Will you be paid or receive anything to participate in this study? You will not receive financial compensation for your participation. However, you will receive partial course credit or extra credit as explained by the professor of your class.

What about the costs of this study? There are no costs for participating in this study other than the time you will spend completing the surveys.

What are the risks involved with being enrolled in this study? It is unlikely that participation in this project will result in harm to participants. It is unlikely that you are at risk for psychological, legal, physical, social harm or any risk that is more than minimal. However, should you feel distressed or become upset by participating; you may contact the Kelly Center, the Psychology Department Ethics Chair, or the course instructor.

How will your privacy be protected? No names or identifying information will be asked. Responses to survey questions will be entered into a computer program and stored for 5 years, after which the data will be deleted. Original survey documents will be shredded after the information is entered into the computer program. Only the student researchers and faculty advisors will have access to the database. Results of the survey will be shared with the scientific community through presentation and possible publication. When results are shared, information will be presented in aggregate form and will contain no names or identifying information.

Other important items you should know:
• Withdrawal from the study: You may choose to stop your participation in this study at any time. Your decision to stop your participation will have no effect on your academic standing.
• Funding: There is no outside funding for this research project.

Whom should you call with questions about this study? Questions about this study can be directed to the Ethics Chairperson in Psychology: Dr. Einstein at xxx or the teacher in charge of this study: Dr. Marie Curie at xxx. If you have questions, concerns, or suggestions about human research at FHSU, you may call the Office of Scholarship and Sponsored Projects at FHSU (785) 628-4349 during normal business hours.

CONSENT
I have read the above information about Resume Review and have been given an opportunity to ask questions. By signing this I agree to participate in this study and I have been given a copy of this signed consent document for my own records. I understand that I can change my mind and withdraw my consent at any time. By signing this consent form I understand that I am not giving up any legal rights. I am 18 years or older.

Participant’s Signature and Date

Recruiting Script

Introduction:

Hello. Our names are Paul McCartney, Luke Skywalker, and Richard Roundtree. We are students currently enrolled in Social Psychology with Dr. Marie Curie and we are conducting a research study.

Purpose:

We are conducting a study to understand the differences in hiring rates based on a resume that is submitted to an employer for a job opportunity. We would like to ask you to participate in our study by reviewing a resume.

Terms of Participation:

You are not required to participate in this study. If you decide to participate in this study, you may stop at any time without penalty. You will not receive any compensation for participating (except course credit / extra credit if you instructor offers it).

Conclusion:

We have a consent form with us explaining the details of our study. Would you like to read it to see if you are interested in participating? Thank you!

DEBRIEF
Thank you for participating in this experiment. The purpose of this experiment is to examine biases in employment. Specifically, we were interested in better understanding how potential employers judge applicants based on the perception of ethnicity in a name.
If you would like the results from this experiment, we would be happy to provide you with a copy of them. No names or identifying information would be on the results.

If any questions or concerns arise about the experiment you participated in, please feel free to contact Dr. Marie Curie at (xxx) or 785.628.xxxx or Dr. Einstein at (xxx) or (xxx)

Although we do not expect answering these surveys to cause any discomfort or anxiety, if you feel distressed after completing the surveys, please contact the Kelly Center (xxx). Speaking to someone at the Kelly Center is a free service for students.

Once again thank you for participating.