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

- □ 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: Influence of Friendship on Motivation and Academic Achievement

Time period for activity: From August 2011 To December 2011 *If longer than 1 year, annual review will be needed

III. List all people involved in research project:

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<thead>
<tr>
<th>Name &amp; Title</th>
<th>Institution &amp; Department</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>* Rachel Green</td>
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<td>** Monica Geller</td>
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<td>Phoebe Buffay</td>
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<td>Joey Tribbiani</td>
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<td>Chandler Bing</td>
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*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  ☐ Undergraduate  ☐ Special
   ☐ Thesis
   ☐ Specialist Field Study
   ☐ Graduate Research Paper
   ☐ Independent Study
   Class Project (Course Number and Course Title):
   Other (Please Explain):

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 this study is to examine and better understand the influences of the following on academic achievement: age, grade level, friendship quality, various aspects of friendship such as conflict and companionship, length of friendship, time spent with friends, and motivation. These variables have been chosen with the hope that better understanding their influence can be used in making efforts to enhance student achievement outcomes, and therefore success in adulthood. Previous research has suggested that friendship plays a significant role in one’s life beginning at a very early age lasting well into old age. Friendship quality, including the nature of one’s friendship can have an impact, either positively or negatively, on many different aspects of an individual’s life, including among others, academic achievement. Because students, specifically adolescents spend so much time in the company of their peers and seek out trust and intimacy in their friendships, this particular age group is very susceptible to the influences of friends. Similarly, one’s motivation can be influenced by the company students keep, inspiring them to either excel academically or diminish the appeal of completing or assigning importance to academic tasks. With this study I hope to find that friendship quality is positively related to student motivation, and therefore academic achievement, thereby further signifying the importance of those with whom students socialize and maintain friendships with, and how those relationships can have lasting effects well into adulthood.
B. Describe the proposed participants (number, age, gender, ethnicity, etc)

Two groups of participants, fifth graders and eighth graders (approximately 100 total) will be recruited from local consenting elementary and middle schools. Both males and females will be surveyed, with efforts made to recruit similar numbers of males and females. Students ages 9-10 and ages 12-14 will be recruited for participation, as these are the typical ages of students in the 5th and 8th grades. Attempts will be made to obtain an ethnically diverse group of participants, however the ethnic variation of students who are recruited for participation in the study will likely be very similar and limited to 3 or 4 ethnic variations given that there is little ethnic diversity in both the city and the schools from which participants are being recruited.

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.

Students who do not fall within the 9-10 and 12-14 age ranges will be excluded as these are the ages when a transition in the nature of friendships begin to occur, with friendships evolving and becoming more complex.

D. Population from which the participants will be obtained:
   General Populations:
   ___ Adult students (18-65 years) on-campus
   ___ Adults (18-65 years) off-campus
   
   Protected or Vulnerable Populations*:
   ___ Elderly (65+ Years)
   ___ Prisoners
   ___ Wards of the State
   ___ Pregnant Women
   ___ Fetuses
   ___ Mentally disabled
   ___ Children (under the age of 18)

   Other vulnerable groups:
   ___ Vulnerable to influence or coercion (may include FHSU students or employees)
   ___ Economically disadvantaged
   ___ Educationally disadvantaged
   ___ Decisionally impaired
   ___ Non English speakers
   ___ International research

*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.

Approval for the study will first be sought from the Superintendent. Upon approval from the Superintendent, permission from the local schools will be obtained by the examiner through both verbal and written consent from the principal of each school. After receiving consent from the school principals, permission from 5th and 8th grade teachers to recruit from their classes will be obtained through both verbal and written consent. Participants will be recruited by sending letters home to the parents of all students who meet the age qualifications for participation in the study. Letters will be hand out by the researcher and sent home in student backpacks. As an incentive for students to give the letter and consent form to their parents and return the consent form, students who bring the consent form back, either signed indicating that their parent has given consent or signed indicating that their parent has chosen not to give consent, will be given a coupon for a free snowball.

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. Due to the increase in attention nationwide on student achievement and the positive outcomes that result from academic success, as well as the importance assigned to children’s friendships and the multitude of influences friendship can have upon children both socially and academically, this study holds great significance. Knowing the influences of age, friendship quality, various aspects of friendship, and motivation on academic achievement can only serve to enhance student achievement outcomes, and therefore success in adulthood. Both teachers and parents alike can develop a better understanding of how those with whom children choose to socialize and enter into friendships with can affect motivation and academic performance. The findings may inspire parents and teachers to assign a greater value to and more closely monitor student friendships, including various aspects of those friendships such as closeness and conflict. Determining how the quality of those friendships is likely to influence student motivation and learning may help in finding ways to remediate those influences that may be affecting motivation and achievement in undesirable ways. Further, knowing students’ motivation, and various factors influencing motivation, can allow teachers to evaluate and implement different motivational and teaching techniques to inspire increased levels of motivation, learning, and achievement according to the age of their students. All of this combined could potentially yield higher levels of academic achievement nationwide. Higher levels of achievement could lead to both a better quality of life and more opportunity for students as they enter into adulthood, as well as an increase the number of positive contributions to society that students make as adults.
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 risks to all children who will take the survey, however some children may be made to feel uncomfortable or distressed by the nature of the questions regarding the perceived quality of their friendship. In the event that children feel any discomfort or distress, they can withdraw from the study at any time and appropriate information will be provided as to where help for their distress can be sought. Should a student exhibit delayed distress, teachers will first be asked to notify the principal and student’s parents. After the appropriate parties have been notified, it can be decided the best plan of action to address the child’s distress, such as having the student speak with the school counselor, or see an outside mental health service provider. The teacher will be asked to notify the research of any delayed distress.

__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.

The examiner will provide the schools and parents with contact information and faculty supervisor’s information so that in the event that any harm is detected the examiner and supervisor can be informed. The examiner will contact and inform the IRB of any adverse events that occur as a result of student participation in the study. Any incidents of abuse will be reported to the proper authorities, per the mandatory reporter guidelines.

I. Describe in detail the procedures to be used in the research project. What will all participants experience during the research project?

Children will be administered a survey via computer. At both grade levels, the students will complete the measures on the computer during their designated computer class time so that the surveys can in no way be associated with the consent forms or with any reportable results to further ensure confidentiality and participant anonymity. Because all students in the class will be at a computer, those students for whom consent was given will complete the survey, whereas those whose parents did not consent to participation will have an alternative activity on the computer for them to engage in so that it is unknown who is or is not participating in the survey.

Assent from the students will be obtained when the survey is administered to the children for whom parental consent has been given. By clicking “yes” the student will be giving assent and will proceed with the survey, by clicking “no” the student will be indicating that he or she is not assenting and the survey will be over at that time.
Children will be asked to identify a peer who they consider to be their best friend based on a definition of friendship given to them, and then asked to complete the questionnaires. The surveys are expected to last 15-20 minutes, although it is possible that some students may spend longer completing the survey. All measures will be presented in the same order to all children. They will first complete the Demographics Questionnaire and Friendship Description Questionnaire, followed by the Friendship Qualities Scale, and finally the Intrinsic vs. Extrinsic Motivation Scale. If at any time, before, during, or after the survey, children wish to withdraw they have the right to do so without any negative consequences and with no questions asked. The survey will be introduced and parts of the information on the assent page will be reinforced by the researcher, such as the right to withdrawal at any time, the kinds of questions they will be answering, etc.

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.

Demographics (self-created; attached to end of document)

Friendship Description (self-created; attached to end of document)

Friendship Qualities Scale


Permission to use given by author on 4/26/11. Measure attached to end of document.

Intrinsic versus Extrinsic Motivation Scale


Permission to use given by author on 4/26/11. Measure attached to end of document.

Measures of Academic Progress (MAP) (Fall 2011 Reading & Math scores)

Awaiting permission to use from individual schools.
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).

Before information has been collected confidentiality will be protected by allowing only the classroom teachers to have access to the information regarding for which students consent has been given and for which students consent has not been given. During information collection, those students for whom consent was denied, will have an alternative activity to complete on the computer so that it is unknown who is or is not participating in the survey, and students will report a number that has been randomly assigned to them rather than their name. In collecting the MAP achievement score data, a list of all students participating will be given to school personnel, on which each student will have a corresponding ID number that has been randomly assigned, so that the individual can record each student’s MAP scores, and then the list of names will be removed from the data collection sheet by school personnel before being given to the examiner. The reported student ID numbers and ID numbers obtained in acquiring the MAP scores will be the same for each student, allowing the examiner to match the computer survey information with the MAP scores. The ID numbers assigned to students will in no way be associated with their individual school student ID numbers.

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?

Data will be stored on a password protected computer and destroyed after 5 years. The data sheet containing MAP achievement scores will be kept in a sealed envelope, with only the examiner and faculty supervisor having access.

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

When the recruitment letters are mailed home to the parents of students who fall within the age parameters for the study, parental consent for all participants will be obtained. If parents choose to allow their child to participate in the study they will be asked to sign the line indicating that they are giving consent, and return the consent form to their child’s classroom/homeroom teacher. If parents choose not to allow their child to participate in the study they will be asked to sign the line indicating that they are denying consent, and return the consent form to their child’s classroom/homeroom teacher. For those students whom consent forms are not returned, it will be assumed that their parent(s) are denying consent and they will not be able to participate in the study. For those students from dual language homes, or non-English speaking homes, the examiner will work in conjunction with the district staff to translate documents into the student and/or parents’ primary language.

N. If informed consent is to be waived or altered, complete Supplemental: Consent Waiver Form
O. If written documentation of consent is to be waived, complete Supplemental: Documentation Waiver Form

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

The examiner will verbally thank the students for participating, and give the students information regarding who to contact or where to seek help for any distress that they might feel as a result of having participated in the study. In addition, each student will receive a letter that is to go home to their parents stating that their child participated in the study, a list of warning signs that may indicate harm or an adverse reaction, and information regarding who to contact or where to seek help for any distress their child might feel as a result of having participated in the study, along with the examiner’s contact information and the contact information of the examiner’s faculty supervisor should the student or parents have any questions or concerns.

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.

Emergencies or unanticipated adverse events related to the research will be handled based on the situation that arises – specifically, this will involve removing the student from the computer room, immediately notifying the necessary individuals, such as the school principal, school counselor, student’s teacher, and the student’s parents. Because any adverse effects of this study are likely to be psychological in nature, the student will be taken to meet with the school counselor in order to best identify the student’s needs at the time and determine what further action should be taken. The examiner will notify the faculty supervisor and IRB immediately should such an event take place.

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

No deception will be used.
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.

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.
Supplemental Form:  
Vulnerable Populations – Children

Vulnerable Populations ONLY: 
When using a special population, additional consents and debriefings need to be conducted. The researcher must recruit a site or location; consent from the head of these locations must give permission to use the facilities. In addition, the guardians, parents, etc. of young, elderly, or cognitively impaired participants must also give permission. Finally, the actual participant must give assent to participate.

Additional considerations include:
How will the research location/site, parent/guardian/etc., participant be contacted? Attach copies of the 1) recruitment letter and consent for each location/site that will be used during this research project; 2) recruitment letters and consent forms for parent/guardians/etc.; and 3) participant assent forms and/or process used to obtain and document assent.

Upon completion of the research project, how will the site/location, parents/guardians/etc., and participants be debriefed and notified of the termination of the project.

Complete and include with the application package.

A. Children as Subjects
1. What is the age range of the children in this research?  
☐ 9-10, 12-14
2. Where will the children participate?  
☐ Home  ☒ School  ☐ College or lab/office  ☐ Other Specify:  
3. Will any of the research take place in school settings?  
☐ Yes  ☒ No
If yes, have you obtained the necessary permission from the school district?  
☐ Yes  ☒ No
If yes, attach documentation of permission
If no, explain or attach a draft of the letter you plan to use: See end of document.
4. Are any of the children wards of the State or any other agency, institution, or entity?  
☐ Yes  ☒ No
If yes, provide details:
5. Designation Risk / Benefit: Check the risk designation you believe appropriate:  
☒ Research not involving greater than minimal risk. [45 CFR 46.404]  
DHHS will conduct or fund research in which the IRB finds that no greater than minimal risk to children is presented, only if the IRB finds that adequate provisions are made for soliciting the assent of the children and the permission of their parent or guardians, as set forth in 46.408. 
Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in kind and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. [45 CFR 46.102(i)]  
Permission of only one parent is necessary for research designated 46.404 or 46.405.
☐ Research involving greater than minimal risk but presenting the prospect of direct benefit. [45 CFR 46.405]  
DHHS will conduct or fund research in which the IRB finds that more than minimal risk to children is presented by an intervention or procedure that holds out the prospect of direct benefit for the individual subject, or by a monitoring procedure that is likely to contribute to the subject’s well being, only if the IRB finds that:
a) the risk is justified by the anticipated benefit to the subjects;
b) the relation of the anticipated benefits to the risk is at least as favorable to the subjects as that presented by available alternative approaches.

*Permission of only one parent is necessary for research designated 46.404 or 46.405.*

☐ Research involving greater than minimal risk and no prospect of direct benefit to individual participants, but likely to yield generalizable knowledge about the subjects’ disorder or condition. [45 CFR 46.406]

DHHS will conduct or fund research in which the IRB finds that more than minimal risk to children is presented by intervention or procedure that does not hold out the prospect of direct benefit for the individual subject, or by a monitoring procedure that is not likely to contribute to the well-being of the subject, only if the IRB finds:

a) the risk represents a minor increase over minimal risk;
b) the research presents a reasonable opportunity to further the understanding, prevention, or alleviation of significant problem affecting the health welfare of children; and

c) the panel of experts must also find that the research will be conducted in accordance with sound ethical principles.

*Permission of both parents is necessary. If the research is designated 46.406 or 46.407, both parents should give their permission, unless one parent is deceased, unknown, incompetent, or not reasonably available, or when only one parent has legal responsibility for the care and custody of the child.*

*Permission of one parent only for research designated 46.406 or 46.407, when one parent is deceased, unknown, incompetent, or not reasonably available, or when only one parent has legal responsibility for the care and custody of the child.*

☐ Research not otherwise approvable which presents an opportunity to understand, prevent, or alleviate a serious problem affecting the health or welfare of children. [45 CFR 46.407]

DHHS will conduct or fund research that the IRB does not believe meets the requirements of sections 46.404, 46.405, or 46.406 only if:

a) the IRB finds that the research presents a reasonable opportunity to further the understanding, prevention, or alleviation of a significant problem affecting the health and welfare of children; and

b) the panel of experts must also find that the research will be conducted in accordance with sound ethical principles.

*Permission of both parents is necessary. If the research is designated 46.406 or 46.407, both parents should give their permission, unless one parent is deceased, unknown, incompetent, or not reasonably available, or when only one parent has legal responsibility for the care and custody of the child.*

*Permission of one parent only for research designated 46.406 or 46.407, when one parent is deceased, unknown, incompetent, or not reasonably available, or when only one parent has legal responsibility for the care and custody of the child.*

*Alteration or waiver of parental permission: Complete appropriate supplemental form to request for alteration or waiver of the consent process.*

6. If the research is being conducted in a group setting (e.g., a classroom), explain what provisions have been made for children whose parents have not given permission for them to participate:

Children whose parents have not given permission for them to participate will be given an alternative activity to complete on the computer while those who do have permission are taking the survey on the computer.
7. **Assent by children** - In determining whether children are capable of providing assent, you should take into account the ages, maturity, and psychological state of each child who will be involved. If the IRB determines that the research holds out a prospect of direct benefit to individuals, assent of the children may not be a necessary requirement.

It is important to include each child in the discussion of the research as appropriate for his or her maturity level. A signature line for assent may be included on the consent form when children may be enrolled.

The nature of the study, however, determines if a child’s signature should be obtained in connection with an assent to study participation. Please indicate below your judgments about including a signature in the assent process:

- **a. Assent signature obtained:** This study does not involve interventions likely to directly benefit the health or welfare of individual children. They are likely, however, to comprehend and appreciate what it means to be a volunteer for the benefit of others.

- **b. Assent signature not obtained:** Children will be included in the discussions about research participation. The children who will participate in the study, however, either have the prospect of an important and direct benefit to the health or well-being of each child or are unlikely to understand research participation sufficiently to provide meaningful assent.
SCHOOL RECRUITMENT LETTER AND CONSENT FORM

(Date)

(Principal’s Name),
My name is Rachel Green and I am a graduate student at Fort Hays State University. Part of my degree requires that I conduct a research study, and I am writing to you to ask your permission to allow me to recruit students from your school to participate in my study, as well as to ask if I may conduct my study while the students are in school. The purpose of my study is to better understand how age, friendship, and motivation to learn can affect academic achievement/performance in school. I will be recruiting students ages 9-10 and 12-14, or more specifically those students in the 5th and 8th grades, and will provide you with a copy of both the recruitment letter and consent form that I would be sending home to parents/guardians. My proposed plan for conducting my study, should you and your staff allow it, is to have the students complete a 15-20 minute survey during their designated computer class time. Further, there is minimal risk associated with participation in my study. I have chosen this in an effort to ensure that the students’ privacy be maintained to the greatest extent possible. In addition, my hope is to have the students use randomly assigned ID numbers as their only means of identification when participating in the study, that way their names would be in no way associated with their responses. Additionally, because one of the variables of interest in my study is academic achievement, I would like to ask your permission to use your students Fall 2011 MAP scores. To maintain confidentiality, I would ask that a member of school personnel compile the MAP scores for the students who have permission to participate, with them again only being identifiable by their assigned ID number, so that their MAP scores can be linked to their survey responses. If you are kind enough to allow me to conduct my study in your school I would then contact you to determine the most convenient dates and times for your staff and students, and to discuss my study in further detail. If you have any questions please feel free to call or email either myself or my university supervisor. Our contact information is as follows:

Name:
   E-mail:
   Phone:
Name:
   E-mail:
   Phone:

If you decide to allow me to recruit students from your school and conduct my study within your school I ask that you sign on the appropriate line below. If you decide otherwise, I ask that you sign the line indicating that you have not given permission for me to recruit students from your school and/or conduct my study within your school. Please use the stamped envelope included to return the second page of this letter. This letter is yours to keep.

Thank you for your time and consideration.

______________________________________  ________________________
(I give my permission)                        (Date)

______________________________________  ________________________
(I do not give permission)                    (Date)
PARTICIPANT RECRUITMENT LETTER/PARENT CONSENT FORM

CONSENT TO PARTICIPATE IN RESEARCH

Department of Psychology, Fort Hays State University

Study title: Influence of Friendship on Motivation and Academic Achievement

Name of Researcher: Rachel Green
Contact Information:
Name of Faculty Supervisor: Monica Geller
Contact Information:

You are being asked to allow your child to participate in a research study. Before you give permission, it is important that you read the following information and ask as many questions as you need to be sure you understand what your child will be asked to do. It is your choice whether or not your child will participate.

Your decision whether or not to allow your child to be part of the study will have no effect on benefits or services to which you are otherwise entitled, your child’s right to a free appropriate public education, or the quality of your child’s education. 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 look at how age, friendship, and motivation to learn can affect how students do in school. Research has shown that good friendships can help students get good grades, which can help them do well in school, and become successful as adults.

What does this study involve?
If you let your child to be a part of the study, your child will be asked to answer some questions. The first questions will be demographic information. A definition of friendship will then be given and your child will pick a friend that fits that definition. He/she will answer questions about that friend, and then answer questions about his/her own motivation to learn and do school work. Your child will take the survey during his/her computer class and it should take no longer than 15-20 minutes. Additionally, your child’s MAP (Measure of Academic Performance) scores for Reading and Math for the Fall 2011 will be used. However, the scores will in no way be connected with student names, but linked with student ID numbers. None of the questionnaires used in this study are experimental. The only experimental part of this project is the gathering of information for study.

Are there any benefits from participating in this study?
There will be no direct benefits to you or your child if you let your child to be a part of the study. However, your child’s participation will help us learn more about how friends can affect motivation and how well a student does in school.

Will you be paid or receive anything to participate in this study?
You will not be paid or receive anything for letting your child be part of this study.
What about the costs of this study?
There are no costs for participating in this study other than your child’s time.

What are the risks involved with being enrolled in this study?
Being a part of this project is not likely to cause harm to your child. However, your child may feel uncomfortable answering questions about his/her friendship, or may become upset when trying to answer the questions. To help with this, I will tell your child that he/she can raise his/her hand to stop participating, without any punishment, and that his/her answers to the questions will be kept private. If your child becomes upset, help can be found by speaking to the school counselor or other health professional.

How will your child’s privacy be protected?
The examiner will not have access to information connecting student names and the random ID numbers that will be assigned to each student, and MAP scores will be given to the examiner by school personnel. The data from the study will be gathered only for research and will be used to compare and study connections between answers and scores. The results of the study will be reported in the examiner’s thesis, and may be presented at meetings or published in papers.

Efforts will be made to protect the identities of the participants and the privacy of the research data used in this study. A different computer activity will be available for students who are not a part of the study so that is not known who is and is not participating, and your child’s data will be identified by a random ID number rather than name, so that student names will in no way be connected with student answers. There will be no hard copies of your child’s answers and the results will be stored in a computer file, on a password protected computer. Any personal identifying information, such as consent forms, will be kept separately in a locked box and will be shredded after 5 years. Only the examiner and faculty supervisor will have access to the computer data and data in the locked box. Data will be kept for as long as it takes for the examiner to finish his or her thesis and will be destroyed at that time. Access to all data will be limited to the research.

Other important items you should know:
• Withdrawal from the study: If you decide to let your child be a part of the study, you are free to take back your permission and stop participation at any time and without any consequences

• Funding: There is no outside funding for this research project.

If your child reports abuse during the study, the examiner will have to report it.

Whom should you call with questions about this study?
Questions about this study may be directed to the researcher in charge of this study: XXX XXXX at (xxx) xxx-xxxx, or to XXX, University Supervisor, at (xxx) xxx-xxxx.

If you have questions, concerns, or suggestions about human research at FHSU, you may call the Office of Scholarship and Sponsored Projects at FHSU (xxx) xxx-xxxx during normal business hours.
CONSENT

I have read the above information about *The Influence of Friendship on Motivation and Academic Achievement* and have been given a chance to ask questions. Please sign on the appropriate line below stating whether you GIVE CONSENT to allow your child to be a part of this study, or if you DO NOT GIVE CONSENT for your child to be a part of this study.

I GIVE CONSENT for ________________________________ to be a part of this study.

Name of Child

Parent or Legal Guardian Signature

Date

I DO NOT GIVE CONSENT for ________________________________ to be a part of this study.

Name of Child

Parent or Legal Guardian Signature

Date
CHILD ASSENT FORM
Fort Hays State University
Department of Psychology

Assent to participate in Research
(Influence of Friendship on Motivation and Academic Achievement)

Investigators: My name is Rachel Green and I am a student at Fort Hays State University. I am working on a project that will help me graduate.

Purpose and Description of the Study: I'm asking you and the other members of your class to take part in a project that will help me learn more about what friendships are like and if your friendships help you learn and the kinds of things you do at school. If you decide to participate, I will ask you to think about someone who is your friend and then ask you questions about your friendship, and then ask you some questions about school and how you like to learn. The survey will only take you about 15-20 minutes to complete, but you may take as much time as you need.

Risks or Discomforts: I think that you will enjoy participating in this project, but sometimes it might be hard to answer personal questions about yourself or your friend(s), and the questions might make you feel uncomfortable, sad, or even a little bit upset. It is okay if you begin to feel this way, you can always take a break from the questions for a few minutes, or you can stop taking the survey if you feel too uncomfortable or if you become too sad or upset.

Confidentiality: You are going to answer all of the questions on a computer. Instead of giving your name you will give a number that has been randomly assigned to you so that I won’t be able to tell who decided to be a part of the project, and so that your answers are anonymous. The answers you give will be saved in a computer file and no one else will look at them other than myself and my teacher who is helping me with this project.

Voluntary Nature of Participation: Your mother/father/guardian has said it is O.K. if you are a part of the project, but you do not have to participate unless you want to. Participating in the project is up to you. No one will be upset with you or give you a bad grade if you decide that you do not want to participate. You can always change your mind and stop participating at any time.

Questions about the Study: If you have any questions about the project before, during or after the project you should ask them. If you would like to talk to your parents before you decide if you would like to participate in the project you can do so.

Please mark one of the choices below to tell us what you want to do:

____ No, I do not want to be in this project
____ Yes, I do want to be in this project
(Date)
Dr. Smith,

My name is xxx and I am a graduate student at Fort Hays State University. Part of my degree requires that I conduct a research study, and I am writing to you to ask your permission to allow me to recruit students from the USD 489 district to participate in my study, as well as to ask if I may conduct my study while the students are in school.

The purpose of my study is to better understand how age, friendship, and motivation to learn can affect academic achievement/performance in school. I will be recruiting students ages 9-10 and 12-14, or more specifically those students in the 5th and 8th grades. My proposed plan for conducting my study, should you allow it, is to have the students complete a 15-20 minute survey during their designated computer class time. I have chosen this in an effort to ensure that the students’ privacy be maintained to the greatest extent possible. There is minimal risk associated with participation in my study, and no deception will be used. My hope is to have the students use randomly assigned ID numbers as their only means of identification when participating in the study, that way their names would be in no way associated with their responses.

Additionally, because one of the variables of interest in my study is academic achievement, I would like to ask your permission to use the Fall 2011 MAP scores. To maintain confidentiality, I would ask that a member of school personnel compile the MAP scores for the students who have permission to participate, with them again only being identifiable by their assigned ID number, so that their MAP scores can be linked to their survey responses.

If you are kind enough to allow me to conduct my study in the district, I would then contact individual school principals and the appropriate teachers to seek their permission, and if permission is given, the most convenient dates and times to conduct the study, and to discuss my study in further detail and answer any questions.

If you have any questions please feel free to call or email either myself or my university supervisor. Our contact information is as follows:

Name: ___________________________ Email: ___________________________
Phone: __________________________ Phone: ___________________________

If you decide to allow me to recruit students from, and conduct my study within the district, I ask that you sign on the appropriate line below. If you decide otherwise, I ask that you sign the line indicating that you have not given permission for me to recruit students from the district and/or conduct my study within the district. Please use the stamped envelope included to return this letter. Thank you for your time and consideration.

Name

(I give my permission) ___________________________ (Date) ___________________________

(I do not give permission) ___________________________ (Date) ___________________________
My name is XXX and I am a graduate student at Fort Hays State University. Part of my degree requires that I conduct a research study, and I am writing to you to ask your permission to allow me to recruit students from your classroom/homeroom, and use a small amount of class time to conduct the study. The purpose of my study is to better understand how age, friendship, and motivation to learn can affect academic achievement/performance in school. My proposed plan for conducting my study, should you allow it, is to have the students complete a 15-20 minute survey during their designated computer class time. I have chosen this method in an effort to ensure that the students’ privacy be maintained to the greatest extent possible. Further, there is minimal risk associated with participation in my study, and no deception is involved. In addition, my hope is to have the students use randomly assigned ID numbers as their only means of identification when participating in the study, that way their names would be in no way associated with their responses.

I have spoken with both the Superintendent and the principal of your school, and they have given permission for me to recruit students and conduct my study both within the district and within your school. However, you also get to choose whether or not this is something you are willing to let me do, for students would miss some instruction time, and I may ask that you assist in the recruitment of students – i.e., collecting consent forms as students return them, and potentially assisting in the administration of the survey. If you are kind enough to allow me to recruit your students and conduct my study during class time, I would then contact you to determine the most convenient dates and times, and to discuss my study in further detail and answer any questions you may have.

If you have any questions please feel free to call or email either myself or my university supervisor. Our contact information is as follows:

If you decide to allow me to recruit students from your classroom/homeroom and allow me to conduct my study during class time, I ask that you sign on the appropriate line below. If you decide otherwise, I ask that you sign the line indicating that you are not giving permission. Please use the stamped envelope included to return this letter. Thank you for your time and consideration.
(Date)
(Principal’s Name – ),
My name is xxx and I am a graduate student at Fort Hays State University. Part of my degree requires that I conduct a research study, and I am writing to you to ask your permission to allow me to recruit students from your school to participate in my study, as well as to ask if I may conduct my study while the students are in school.

The purpose of my study is to better understand how age, friendship, and motivation to learn can affect academic achievement/performance in school. I will be recruiting students ages 9-10 and 12-14, or more specifically those students in the 5th and 8th grades. My proposed plan for conducting my study, should you and your staff allow it, is to have the students complete a 15-20 minute survey during their designated computer class time. I have chosen this in an effort to ensure that the students’ privacy be maintained to the greatest extent possible. There is minimal risk associated with participation in my study, and no deception will be involved. Further, my hope is to have the students use randomly assigned ID numbers as their only means of identification when participating in the study, that way their names would be in no way associated with their responses.

Additionally, because one of the variables of interest in my study is academic achievement, I would like to ask your permission to use your students Fall 2011 MAP scores. To maintain confidentiality, I would ask that a member of school personnel compile the MAP scores for the students who have permission to participate, with them again only being identifiable by their assigned ID number, so that their MAP scores can be linked to their survey responses.

If you are kind enough to allow me to conduct my study in your school, I would then contact you to determine the most convenient dates and times for your staff and students, and to discuss my study in further detail. If you have any questions please feel free to call or email either myself or my university supervisor. Our contact information is as follows

Name:
E-mail:
Phone:

If you decide to allow me to recruit students from your school and conduct my study within your school I ask that you sign on the appropriate line below. If you decide otherwise I ask that you sign the line indicating that you have not given permission for me to recruit students from your school and/or conduct my study within your school. Please use the stamped envelope included to return this letter. Thank you for your time and consideration.

XXXX

(I give my permission)
(Date)

(I do not give permission)
(Date)
Dear Parent/Guardian,

My name is xxx and I am a graduate student at Fort Hays State University. As part of my degree I have to do a research study, and I am writing to you to ask you to allow your child to be a part of my study. Your child’s principal is letting me to do my study during school hours, so your child will not have to do any of the study outside of school. If you allow your child to be a part of my study, your child will also be able to decide whether he or she would like to do it. There are no consequences if you decide that you do not want your child to be a part of the study.

The goal of my study is to look at how age, friendship, and motivation affect how children do in school. Attached to this letter is a consent form that has more information about my study, including what kinds of questions your child will answer, how his or her information will be kept safe, and the risks that are part of participating in the study. After reading the consent form, if you have any questions please call or email either myself or the FHSU faculty member who is overseeing my study. My contact information and my supervisor’s contact information are:

Name: Name
Phone: Phone:
Email: Email:

Because it is your choice if your child is or is not a part of my study, I ask that you please read the consent form carefully.

If you decide to let your child to be a part of my study, please sign that you “GIVE CONSENT” and return the consent form to your child’s classroom/homeroom teacher by (DATE).

If you do not want your child to be a part of my study please sign that you “DO NOT GIVE CONSENT”, and return the form to your child’s classroom/homeroom teacher by (DATE).

Thank you for your time and help.

Name
Investigators: My name is XXXX and I am a student at Fort Hays State University. I am working on a project that will help me graduate.

Purpose and Description of the Study: I’m asking you and the other members of your class to take part in a project that will help me learn more about what friendships are like and if your friendships help you learn and the kinds of things you do at school. If you decide to participate, I will ask you to think about someone who is your friend and then ask you questions about your friendship, and then ask you some questions about school and how you like to learn. The survey will only take you about 15-20 minutes to complete, but you may take as much time as you need.

Risks or Discomforts: I think that you will enjoy participating in this project, but sometimes it might be hard to answer personal questions about yourself or your friend(s), and the questions might make you feel uncomfortable, sad, or even a little bit upset. It is okay if you begin to feel this way, you can always take a break from the questions for a few minutes, or you can stop taking the survey if you feel too uncomfortable or if you become too sad or upset.

Confidentiality: You are going to answer all of the questions on a computer. Instead of giving your name you will give a number that has been randomly assigned to you so that I won’t be able to tell who decided to be a part of the project, and so that your answers are anonymous. The answers you give will be saved in a computer file and no one else will look at them other than myself and my teacher who is helping me with this project.

Voluntary Nature of Participation: Your mother/father/guardian has said it is O.K. if you are a part of the project, but you do not have to participate unless you want to. Participating in the project is up to you. No one will be upset with you or give you a bad grade if you decide that you do not want to participate. You can always change your mind and stop participating at any time.

Questions about the Study: If you have any questions about the project before, during or after the project you should ask them. If you would like to talk to your parents before you decide if you would like to participate in the project you can do so.

Please mark one of the choices below to tell us what you want to do:

_____ No, I do not want to be in this project

_____ Yes, I do want to be in this project