FORT HAYS STATE UNIVERSITY
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INSTITUTIONAL REVIEW BOARD FOR HUMAN SUBJECTS RESEARCH

NEW IRB SUBMISSION

I. Project Title and Research Team Members

Project Title:

Resumé Review

Principal Investigator Name:

Paul McCartney, Luke Skywalker, Richard Roundtree

Faculty Research Supervisor (If student is the PI):

Dr. Smith

Additional Team Members:

This form must be used to submit an application through the IRBNet system.
No other methods of submission will be accepted.

Access the system here: www.irbnet.org
Student and Adjunct Faculty researchers: Please note that Faculty Research Supervisor approval is required prior to submission to IRB. The Faculty Research Supervisor signature in IRBNet indicates approval and agreement with section XII.
For faster processing, ensure all research team members have completed all required CITI training through https://www.citiprogram.org/ prior to submitting this application.

II. Type of investigator and nature of the activity: (Check all 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 ☐ Independent Study
☐ Thesis ☐ Specialist Field Study ☐ Graduate Research Paper

C. Class Project (Course Number and Course Title), explain activity:

PSY 340 Research Class

D. Other than faculty, staff, or student at FHSU (Unaffiliated with FHSU)
Please explain:

III. Human Subjects Research Ethics Training: The IRB will not review submissions without verification of appropriate CITI training. The Principal Investigator and all members of the research team must complete the appropriate CITI training modules. Faculty Research Advisors, when listed above, must also complete CITI training. If the PI is not affiliated with FHSU, documentation of CITI or other comparable training must be provided.
Date completed CITI training:

Paul McCartney: May 2017; Luke Skywalker: June 2017; Richard Roundtree: July 2017; Dr. Smith: August 20

IV. Project Information

A. Expected study period from: 11/4/17 To: 11/3/18

B. Describe the purpose of the research. Explain what is intended to be discovered, including goals, aims, and objectives and/or state the hypothesis to be tested. Background: provide a brief scientific or scholarly rationale for the research activities, and address gaps in current knowledge.

Overall, the purpose of the current study is to investigate biases in employment.

Participants will review one job description and one resume. These resumes are all the same, except having names with different perceived ethnicities (these materials were designed based on a previous research study).

The job descriptions for the resumes are of a police chief and a dispatch officer (a high perceived difficulty job and a low perceived difficulty job).

Our prediction is that participants will believe that individuals with non-white names will perform poorly in a high-level difficulty position, or be better suited for a low-level difficulty position. We also hypothesize that participants will rate the white-name application as suitable for both jobs.

☐ Investigators NOT currently affiliated with FHSU will collaborate on this project.

C. (If checked above) Identify any cooperating institutions by name.

D. This study is being/has been reviewed by another IRB. Yes ◯ No ◉
If yes, please attach relevant documentation.

V. Subject Information

A. Number of subjects:

Approximately 100 FHSU students will be sampled for this study.

B. Subject Age (Check all that apply):

- ☐ 1-7
- ☐ 8-17
- ☑ 18-65
- ☐ 65+

C. Special Populations (Check all that apply):

- ☐ Minors
- ☐ Non-English speaking
- ☐ Prisoners
- ☐ Individuals with impaired decision-making capacity
- ☐ Individuals who are economically or educationally disadvantaged
- ☐ Individuals with Legally Authorized Representatives
- ☐ Individuals who are vulnerable to coercion or undue influence

D. Describe target demographic of proposed subjects; explain how you will ensure that selection is equitable and that all relevant ethnic groups, genders, and populations have access to the study.

Approximately 100 undergraduate students will be sampled for this study. No one will be excluded on basis of ethnicity or gender. Data will be collect from all participants within the age limits.

E. Describe any specific populations targeted for inclusion or exclusion: Justify criteria based on age, gender, race, ethnicity, sexual orientation, or origin.

There will be no exclusions for participating in this study on the basis of gender or age. Participants must be between 18 years of age and 65 years of age. This is done to avoid sampling protected populations.

VI. Recruitment

A. Describe the recruitment process for the study. Explain in detail how you will gain access to and recruit participants for participation in this project. 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.

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/information statement (see attached) will be used.

B. Identify all applicable recruitment methods. (Please provide copies of materials).

- ☐ Flyers
- ☐ Purchased Sample List
- ☐ Email
- ☐ Telephone
- ☐ Newspaper
- ☐ Poster
- ☑ Class Announcement
- ☑ Departmental Communication
- ☐ Third Party (Professional or Charitable Organization)
- ☑ Internet
- ☐ Letter
- ☐ Personal or Professional Contacts
- ☐ Amazon MTurk
- ☐ Social Media
- ☐ SONA
- ☐ Snowball method (if used, must describe process in detail)
- ☐ Other (describe)

C. Are you recruiting students from a class you teach or for which you have responsibility? ○ Yes ◉ No

D. Are you recruiting employees who directly or indirectly report to you? ○ Yes ◉ No

E. If yes to either VI C or D, please explain why this population is necessary and describe what precautions have been taken to minimize potential undue influence or coercion.

N/A

VII. Compensation

- ☐ Participants will not receive compensation
- ☑ Students will receive extra credit or course credit
- ☐ Participants will receive monetary compensation
- ☐ Participants' names will be entered into a drawing for a prize

Describe the compensation or credit, including amount, scheduling and method. Explain what will happen if participants withdraw from the study.

Course credit or extra credit points may be offered by the instructor as compensation for participation as explained by the professor of the course. Participation in the study is voluntary and participants may choose to withdraw at any time. It will be each individual professor's choice to award course credit or extra credit depending on completion. As an alternative to participating in research, students may complete an article critique in order to earn research credit/extra credit.

VIII. Risks and Benefits

A. Describe the anticipated benefits of the research for individual subjects.

Participants may benefit from the experience of seeing how a research project progresses and may learn something about themselves through the research process (e.g., learn more about their own biases). 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.

B. Describe the anticipated benefits of the research for society or the discipline. Explain how the benefits outweigh the risks.

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.

C. Does this study involve any of the following? (Check all that apply.)

- ☐ Deception
- ☑ Omission
- ☐ Misleading Information/false feedback
- ☐ Physical or mental stress
- ☐ Collection of fluids or tissue
- ☐ Substances taken internally or applied externally
- ☐ Information pertaining to illegal activity
- ☐ Information relating to sexual attitudes, orientation or practice
- ☐ Private identifiable information
- ☐ Personal or sensitive information
- ☐ Private records (academic or medical)
- ☐ Social or economic burden to participants
- ☐ Mechanical or electrical device applied to subjects
- ☐ Information pertaining to substance use
- ☐ DXA Scan, X-RAY, MRI
- ☐ Information that, if released, could damage an individual's financial standing, reputation, employability, or cause social stigmatization, discrimination, or embarrassment
- ☐ Other
- ☐ **None of these**

D. Describe the nature and degree of the risk or harm checked above. If using deception, include a justification for the deception.

We anticipate minimal risk related to the omission of the true nature of the research project. Omission is utilized because participants may respond in a biased way if they know what the true aim of the research project. This form of omission has been used in previous research, and omitting this information has not led to any adverse effects for participants.

E. What steps will be taken to minimize risks or harm and to protect the subject's welfare (when risk is greater than minimal)?

We anticipate minimal risk in the present study. Participants are given a consent form and read a debriefing statement, both providing the contact information for the Psychology Department Ethics Chair, the course instructor, and the Kelly Center. Participants are instructed to contact these people if they have any concerns about the research.

IX. Emergencies

How will emergencies or unanticipated 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, student researchers, and faculty advisor will be present during data collection in case any unanticipated emergencies take place. If emergencies do occur, the IRB will be notified immediately.

X. Data Collection and Security

A. Procedures: Describe the setting and tasks subjects will be asked to perform. Describe the frequency and duration of procedures, tests, and experiments. Include a timeline or a step-by-step description.

Participants will be read the recruiting script/information statement. If they are interested in possibly participating, then they will be given two copies of the informed consent to sign after reading through it and asking any questions. They will keep one copy of the informed consent for their records and turn one copy of the informed consent to the researchers for their records. We will remind participants that their participation is voluntary and that they can stop participating at any time. They then will be given the surveys (see attached) to complete. When finished with the surveys, the surveys will be collected. Once all participants have finished and the surveys have been collected, the researchers will read the debriefing statement to the participants and participants will be given a chance to ask any questions.

B. Describe the steps that will be taken to secure the data during storage, use, and transmission. How and where will the data be stored, for how long will it be kept, when will it be destroyed, what safeguards are in place for data with identifying information? Include a description of physical and electronic security.

No names or identifying information will be asked of participants. Responses to survey questions will be entered into a computer program and stored for 5 years, after which the data will be deleted. The data will be stored on the faculty advisor's password-protected, work laptop.

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.

C. Identify any direct identifiers like name, unique identifier, address, email, etc. that will be kept with the records. Explain why it is necessary to record the identifiers and describe the coding system to be used.

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.

D. If retaining a link between study code numbers and direct identifiers after data collection is complete, please explain why this is necessary, how long the link will be kept, how it will be stored, and when it will be destroyed.

N/A

E. Data collection methods (check all that apply)

- ☐ Observation
- ☐ Interviews
- ☐ Focus groups
- ☑ Surveys/Questionnaires
- ☐ Psychological tests
- ☐ Educational tests
- ☐ Blood draw, saliva swab, or other biological sampling
- ☐ Audio recording (see section X. F)
- ☐ Video Recording (see section X. F)
- ☐ Previously collected data (no individual identifiers)
- ☐ Previously collected data (with individual identifiers)
- ☐ Internet-based methods
- ☐ Other (describe)

F. If using audio or video recording, describe how the recordings will be used, how confidentiality will be maintained, who will have access, and how and when the recordings will be destroyed or completely deidentified.

N/A

G. Protected data to be collected (check all that apply)
☐ Protected health Information (see Section X, Part H)
☐ Unique ID number (e.g. employee ID, driver's license number, student ID number, etc.)
☐ Academic records
☐ Social security number
☐ Other personally identifiable information

H. If the research involves protected health information, it must comply with the HIPAA Privacy Rule.
Select one:
☑ The research does not involve protected health information
Do you plan to use or disclose identifiable health information outside FHSU?
○ Yes ◉ No
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 administrator prior to submitting this application.*

Will the protected health information to be used or disclosed be deidentified, or will a limited data set be used or disclosed? *Please describe*:

N/A

I. Sharing results with subjects (Indicate if results, like tests or incidental findings, will be shared with the subject or others, and if so, indicate how it will be shared.)

If published or presented, results will be aggregated; no names or identifiable information will be shared.

J. Withdrawal of subjects (Describe the procedures to be followed when subjects withdraw from research or under what circumstances subjects may be withdrawn without their consent.)

Participation in the study is voluntary; participants may choose to withdraw at any point during the study and their materials will not be used in the study if they decide to withdraw. Participants will not receive any penalty and academic standing will not be affected if they choose to withdraw from the study.

XI. Informed Consent

A. Specify the type of informed consent you will use with this research project.

☑**Signed Consent**

Consent forms included with this submission:

☑Adult ☐Assent Script/Procedures ☐Parent/Guardian

☐Foreign Language Version ☐Agency Consent

☐**Oral Consent** (Waiver of documentation of consent, include script with application)

☐Signed consent form would be the only record linking the subject to the research, and the principal risk of signing a consent form would be the potential harm resulting from a breach of confidentiality.

☐The research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside the research context.

☑**Information Statement** (include with application)

☑**Debriefing Statement** (include with application)

B. Describe any potential concerns with obtaining informed consent (Foreign language, minimizing possibility of coercion, etc.)

We do not anticipate any concerns with obtaining informed consent. Students will be given an opportunity to ask questions before signing. In order to minimize possibility of perceived coercion, the researcher will reiterate that the study is voluntary and participants may withdraw at any time without penalty.

C. Describe the process you will follow to obtain consent and/or assent. Include names of individuals on the research team who will obtain consent, where and when the process will take place, and how you will ensure the subject's understanding.

Participants will be read the recruiting script/information statement. If they are interested in possibly participating, then they will be given the informed consent to read. They will be given two copies of the informed consent to sign, one for their records and one to turn in to the researchers for their records. They will be given a chance to ask any questions prior to signing the consent if they wish to participate. The primary researchers (Paul McCartney, Luke Skywalker, Richard Roundtree) and faculty advisor (Dr. Smith) will be present when informed consent is obtained and available to answer any questions.

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 may include, but are not limited to:

- Completed application
- 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, if used.

Please note that all materials and scripts to be used for this study need to be reviewed and approved by the IRB.

XII 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 the Advisor's 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:

- Ensuring all study personnel satisfactorily complete human subjects research training.
- Performing the study according to the approved protocol.
- Implementing no changes in the approved study without IRB approval.
- Obtaining informed consent from subjects using only the currently approved process and form.
- Protecting identifiable health information in accordance with HIPAA Privacy rule.
- Promptly reporting significant or untoward adverse effects or unanticipated problems to the IRB.

Example of Adult Informed Consent Statement

Name of Study: Resumé Review

INTRODUCTION

The Department of Psychology at Fort Hays State University supports the practice of protection for human subjects participating in research. **You are being asked to participate in a research study. It is your choice whether or not to participate.** The following information is provided for you to decide whether you wish to participate in the present study. You may refuse to sign this form and not participate in this study. You should be aware that even if you agree to participate, you are free to withdraw at any time. If you do withdraw from this study, it will not affect your relationship with this unit, the services it may provide to you, or Fort Hays State University.

PURPOSE OF THE STUDY

Overall, the purpose of the current study is to investigate future employee selection based on resumes. You will be asked to review one job description and one resume and rate who would be best for the position described based on the resume information provided.

PROCEDURES

If you are interested in participating after reading through this consent form, you will be asked to sign one copy of the consent form to turn in and given a second copy for your records. As a reminder, participation is voluntary and you may stop participating at any time. After all of your questions are answered and you've signed the consent form, you will be given a research survey to complete. When you finish with the survey, the researchers will collect the survey from you. Once all participants have finished and the surveys have been collected, the researchers will read a debriefing statement and you will be given a chance to ask any questions you may have about the study.

If you decide to participate in this research study, you will be asked to sign this consent form after you have had all of your questions answered and understand what will happen to you. The length of time of your participation in this study is 20 minutes. Approximately 100 participants will be in this study.

RISKS

We anticipate minimal risks from participating in this study. However, if you feel distressed at all by answering questions on the survey about job positions and resumes, please let the researcher know. Participation is voluntary and you may decide to stop this study at any time. Also, if there are questions on the survey that make you feel uncomfortable and/or would prefer not to answer, please skip over these questions.

BENEFITS

You may benefit from the experience of participating in research and may learn something about yourself through the research process. Additionally, course credit or extra credit points may be offered by the instructor as compensation for participation. The field of psychology may also

benefit from your participation as the literature tries to understand why individuals may make certain decisions related to employment based on resume material.

PARTICIPANT CONFIDENTIALITY (HOW WILL PRIVACY BE PROTECTED)
Your name will not be associated in any publication or presentation with the information collected about you or with the research findings from this study. Instead, the researcher(s) will use a study number or a pseudonym rather than your name. Your identifiable information will not be shared unless (a) it is required by law or university policy, or (b) you give written permission. Responses to survey questions will be entered into a computer program and stored for 5 years, after which time the data will be deleted. Your name will not be associated with the data responses.

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 in the class or at Fort Hays State University.
- **Funding:** There is no outside funding for this research project.
- **Alternative options:** If your instructor is providing extra credit or research credit for your participation, he/she should also provide you with alternative ways to earn this credit that do not include participating in this research study if you choose not to. Please speak directly with your instructor about alternative options.

REFUSAL TO SIGN CONSENT AND AUTHORIZATION
You are not required to sign this Consent and Authorization form and you may refuse to do so without affecting your right to any services you are receiving or may receive from Fort Hays State University or to participate in any programs or events of Fort Hays State University. However, if you refuse to sign, you cannot participate in this study.

CANCELLING THIS CONSENT AND AUTHORIZATION
You may withdraw your consent to participate in this study at any time. You also have the right to cancel your permission to use and disclose further information collected about you, in writing, at any time, by sending your written request to the researchers listed at the end of this form.

If you cancel permission to use your information, the researchers will stop collecting additional information about you. However, the research team may use and disclose information that was gathered before they received your cancellation, as described above.

QUESTIONS ABOUT PARTICIPATION
Questions about procedures should be directed to the researchers listed at the end of this consent form.

PARTICIPANT CERTIFICATION:
I have read this Consent and Authorization form. I have had the opportunity to ask, and I have received answers to, any questions I had regarding the study. I understand that if I have any additional questions about my rights as a research participant, I may call (785) 628-4349, write

the Office of Scholarship and Sponsored Projects (OSSP), Fort Hays State University, 600 Park St., Hays, Kansas 67601, or email irb@fhsu.edu.

I agree to take part in this study as a research participant. By my signature I affirm that I am at least 18 years old and that I have received a copy of this Consent and Authorization form.

_____ _____

Type/Print Participant's Name Date

_____

Participant's Signature

RESEARCHER CONTACT INFORMATION:

Paul McCartney
Principal Investigator
Department of Psychology
600 Park St.
Fort Hays State University
Hays, KS 67601
(785) 628-5555

Luke Skywalker
Principal Investigator
Department of Psychology
600 Park St.
Fort Hays State University
Hays, KS 67601
(785) 628-5555

Richard Roundtree
Principal Investigator
Department of Psycholgy
600 Park St.
Fort Hays State University
Hays, KS 67601
(785) 628-5555

John Smith, Ph.D.
Faculty Supervisor
Department of Psychology
600 Park St.
Fort Hays State University
Hays, KS 67601
(785) 628-5555

Recruitment Message: Resume Review Study

Greetings! We are Paul McCartney, Luke Skywalker, and Richard Roundtree, and we are undergraduate students in the Psychology department at FHSU. We would like to invite you to participate in a psychology experiment. The purpose of our experiment is to see how individuals decide who is most applicable for a job based on résumé materials. If you choose to participate, you will be given a job description and résumé to read over and decide which job the candidate would be best suited for. You will not be compensated for your participating; however, your professor may offer extra or research credit for your participation. We would appreciate your help with this research project. If you would like to participate, you will be given an informed consent with more information about the study. You will have time to read the informed consent and ask any questions you might have about the study. Once your questions have been answered, you will sign the informed consent and then begin completing the research survey. Please feel free to contact the researchers listed below via email if you have any questions about this study and/or if you would like more information about the study.

Thank you!

Paul McCartney
pmccartney@mail.fhsu.edu

Luke Skywalker
lskywalker2@mail.fhsu.edu

Richard Roundtree
r_roundtree@mail.fhsu.edu

Dr. John Smith
jasmith4@fhsu.edu
(Faculty Supervisor)

Debriefing Form: "Résumé Review"

You have just completed a study titled "Résumé Review." The purpose of this study was to investigate biases in employment. You were asked to review a job description and a résumé to decide who would be best suited for the job described. The information provided will help researchers understand how a person's biases impact which applicant they might choose for the job described. Information about biases were omitted from the description as to minimize the likelihood of encouraging you to answer in a desirable way. It is hoped that the research will help expose any potential biases that employers may subconsciously use when selecting an applicant for jobs.

The research team greatly appreciates your help with this project! If you feel distressed after your participation in this project, you can contact the Kelly Center (free to students) at 785-628-4401 to schedule an appointment to talk with someone about how the project impacted you, or the Office of Scholarship and Sponsored Projects at 785-625-4349 if you have questions about the process of this research project. For more information about the research project, you can contact the principal researchers, Paul McCartney, Luke Skywalker, or Richard Roundtree. You may also contact the faculty adviser on this project, Dr. Smith.

Sincerely,

Paul McCartney
pmccartney@mail.fhsu.edu

Luke Skywalker
lskywalker2@mail.fhsu.edu

Richard Roundtree
r_roundtree@mail.fhsu.edu

Dr. John Smith
jasmith4@fhsu.edu
(Faculty Supervisor)