**Guideline for IRB Applications using SONA**

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Please feel free to copy and paste the following responses into your IRB applications/informed consent forms. Note that you may need to provide additional information to fully answer the question; this information is provided just to help with explaining how SONA works, related to the ethical issues the IRB is concerned with. Items in *[italicized brackets]* are for you to edit, but should not be directly copied without editing first. Please make sure that the statements provided are true for your particular project. This information is provided as an informational guide and may need to be edited in any particular project.

**For IRB Application:**

Question 4: Describe intended population

We will recruit *[XX number]* male and female CBU students over the age of 18 from courses in the College of Behavioral and Social Sciences (CBSS) that require students to participate in research studies or an equitable research alternative for course credit. This primarily includes introduction courses but may also include some research or upper division courses. The survey will be posted on the CBSS SONA Participant System which requires CBU students to log-in, preventing the accessibility of the survey to non-CBU students.

Students who log into SONA do so with the intention to complete research surveys or assignments that are designated non-research activities for course credit, no additional recruitment is anticipated. The following explanation will be provided to students before they agree to participate and review the informed consent:

*[Insert a “brief abstract” that you will use to describe your study in the SONA system. A few clear sentences about the topic will suffice.]*

All courses that require participation offer alternative, non-research assignments so that research participation is not coerced. These alternatives are offered in SONA so that individual instructors do not know whether individual students met the requirements of the course by completing research studies or research alternatives.

Question 11: Ensuring privacy, confidentiality, and data protection.

Because this research project is one of many options provided to students in the CBSS to fulfill research requirements as part of a course, participants’ record of survey completion will be tracked by SONA; only SONA administrators have the ability to link individual students to responses. The only SONA administrator is Professor Mitchell Spezzaferri. (Prof. Spezzaferri is able to view the connection between individual students and their responses for the sole purpose of technological troubleshooting, should that need arise. In the case of extreme technological difficulty, Professor Spezzaferri may involve Dr. Mauldin, the previous SONA administrator in trouble shooting. Both Professor Spezzaferri and Dr. Mauldin have completed the NIH human subjects’ tutorial and have agreed to keep participant data confidential, except when required by law.) As a PI on this project, I will not have access to this identifying information. *[If you plan to include a question about their SONA Identification number, please also include this statement: We may collect participants’ SONA Identification number, for the purposes of providing appropriate credit for the partial completion of or an error in recording the completion of an externally hosted survey—e.g., SurveyMonkey—that Prof. Spezzaferri does not have access to. As a researcher, I will not have access to the link between participants’ names and their SONA Identification number.]* In short: participant responses will be anonymous to me as a researcher, and held in confidence by Dr. Mauldin. *[If your study is externally hosted, replace the last sentence with this: In short: participant responses will be anonymous and only Prof. Spezzaferri will have the link between individual students’ names and SONA Identification numbers. There will be no list or creation of a list connecting individual names to SONA identification numbers. Note that the accuracy of this statement depends on whether any identifying information is collected; these statements assume no identifying information is collected.]*

Once the data have been collected, the anonymous responses will be downloaded and stored on a password protected computer; available only to the researchers on this application.

Question 13: Follow-Up Procedures

Because this is a survey that students are completing as part of course credit, we will include the following debriefing statement, designed to enhance the educational value of participation in this survey: *[Provide a brief description that will be given to participants; this description should help them understand what the value of this survey is in the behavioral and social sciences, and what questions will be addressed in the data analysis. Please also include any other follow-up procedures should participants experience any of the potential risks outlined in your project.]*

**For Informed Consent:**

*[In addition to the required elements of informed consent, provided in a readable and accessible manner to students, please include the following information which describes who has access to participants’ responses. You may edit this information to be consistent with your language and style of informed consent, but please be sure you include the primary information so that potential participants can make an informed and autonomous decision about their participation.]*

In exchange for your voluntary participation in this study, you will receive XX minutes of research credit for your CBSS course. Your responses will be provided to the research team anonymously (we will not be able to link your name with your responses), the SONA administrator, Prof. Mitchell Spezzaferri, will have access to a list connecting your individual responses to your name. *[Note that this statement is only true if the survey was built in SONA. If it is externally hosted, then use the following statement: “the SONA administrator, Prof. Mitchell Spezzaferri, will have access to a list connecting your SONA ID number to your name, but he will not be able to view your individual responses.”]* This list will not be accessed, except in the case of the need for technological assistance, and will only be disclosed with your permission or as required by law. In short, your responses will remain confidential. All data will be kept on password protected computers.