

## IRB Essentials

Welcome everyone to our, uh, our webinar tonight.

We are excited to have Dr. Andrew Moss to share with us about data collection in the IRB.

Sure. We will have a, a great discussion as all of us that are doing research have to pass by Dr.

Moss's desk at some point in order to keep that project going.

And so we're excited to have, um, have such a great, um, esteemed colleague here to share with us about IRB.

So, without further ado, I'm gonna hand this over to Dr. Moss. Thank you so much.

Well, thank you very much for that introduction.

I appreciate that greatly. Good evening, everybody.

My name's Andrew Moss.

Um, I am the Associate Dean of answering emails.

No, just kidding. I'm the Associate Dean of the IRB, and I'm here to talk to you all today about sort of a brief overview for what the IRB is and how it's oriented within the university, specifically within the College of Doctoral studies.

And, uh, give some practical insights for navigating the institutional review board and its process, uh, as well as some of the, uh, some of the rationale and understandings behind the scenes.

What, uh, you know, what's going through the minds of the IRB reviewers when they ask for particular items or, or they provide certain feedback, uh, you know, kind of what are they thinking? 'cause oftentimes, you know, I don't understand why I need that, or, I'm not quite sure what they mean when they asked for this.

And so, kind of try to pull the, pull the curtain back a little bit tonight and, uh, and share a, a couple of practical examples as well as just speaking generally on, kinda like I said, what, how the IRB is oriented within the university and what it's for.

So I have given variance of this talk, uh, several times obvious, as you might imagine, to both faculty members and two students.

So, uh, I don't have a way of taking a quick poll, but I assume there's a mix of both in here this evening.

And so with that, I, I'm going to just kind of give the, uh, the generalized version of the examples, and hopefully it's helpful for both faculty and for students.

So, not running my mouth for too much longer, real quickly, I, this is a little formalized, but my objectives here tonight are just to provide an understanding of what the IRB process is and where, what it's for, what it's located in the process for our dissertation students, for our dissertation, uh, our, our chairs and URMs and, and pvs and committee members.

In other words. But even if you're a faculty member who is not serving as a dissertation chair, it's also still helpful.

At some point, you might wanna publish your research on your own.

Uh, and so a brief agenda is gonna be an overview, like I mentioned, how to submit research plans and protocols to the IRB, um, where the IRB stands in the dissertation process as far as a student is concerned.

And again, as, as far as faculty are concerned, uh, how the IRB can impact a researcher's plans.

'cause that does happen from time to time.

Uh, and then a sort of practical example, uh, of what it all looks like, um, in real life, you know, how, how might one go about what might it look like, uh, to, to actually collect data, to gather permissions, and to, uh, you know, collect all of your informed consents and things like that, what it actually looks like and feels like.

So with that, I'll scoot in here.

I'm sure most of you're aware, but just in case you're not, the IRBs, a federal mandate for institutions conducting research with human research participants.

That's, that's key with human participants.

Uh, and the IRB is mandated to protect the privacy and the safety and the integrity of the participants.

Um, research participants are should be always voluntary, and as such, they should always be treated with the highest ethical standard.

And, um, and with transparency and, and honesty, there should never be a situation where your research subjects are halfway through the research project and they all of a sudden encountering something that they didn't expect.

'cause that's a shortfall on the, on the researcher's part, that they weren't warned, uh, or, or if they feel compromised or awkward or put in a kinda a rock and a hard place situation by the researcher.

Our research participants don't deserve to ever feel that way.

And if they do, that's shortcoming on our part.

And so that's why IRBs exist to guard against such things.

Thankfully, we don't do any biomedical clinical research here with specimens or medicine or medical instruments or medication or anything like that.

So we don't have that particular, uh, mandate of oversight, thankfully, which is good 'cause I don't have any physicians on my board, thank God.

But, uh, if I did, or if we, if we had a medical school at the university, I'd be, I'd be scrambling to say the least.

Um, we do, speaking of which, our research protocols are designated by the OHRP, which is, I've got it here on the slide, office of Human Research Protection.

Our type of research is classified as S-B-C-S-B-E, social, behavioral Educational, SBE.

All of our business programs are education programs, are doctor of healthcare administration programs, and even the older PhDs in nursing and in higher ed and what have you.

That's all social behavioral research. Um, which is fine.

Um, most, most universities like us dabble in just that.

Uh, we have a FWA, which is a federal wide assurance number.

It's basically a public promise to the OHRP that we will follow the established standards to the best of our ability up to and including, uh, 45 CFR 46, which is a fancy designation for a list of laws and guidelines.

If you want some really, really dry reading, you can Google that.

Uh, beyond that, there's also the Belmont Report, um, the Helsinki report as well, that we adhere to, um, from a historical perspective, the board consists of myself, 14 board members and two chairs.

Actually, it's 15 board members now.

We grew a little bit, we lost somebody, and then we found two more folks.

And so there's, there's 15 people currently.

I, I serve as both the associate Dean running the office, in other words, as well as the chair of the board.

Um, and I have two coordinators that work directly for me.

So when I say the IRB office, I'm, I'm literally talking about three people.

And, you know, despite not being a very large team, I think we do a bang up job.

Uh, let's see. Moving on here. We use IRB net.

If you're not familiar with it, you will be.

Um, it's a third party system.

We subscribe to it as a university. It's a very good system.

It just allows us to catalog everyone's documents, um, their, their, their research plans, their recruitment plan, their informed consent, and all the supporting documentation that is typically needed in a research project such as a dissertation.

Um, this system helps, uh, facilitate that.

And so it's not affiliated with University of Phoenix directly.

It's just, like I said, a third party subscription.

But it works really well and anyone can join. It's free.

You just hit, uh, you know, new user registration over there and create yourself a username and password.

And that's what you'll use to, uh, submit your, uh, your package when the time comes, if you haven't already done so.

All right. After you get into IRB net, the first place you should go is over on the left side where it says Forms and templates library over there where you see the, the red circle.

There's like 50 guidance documents in there.

You do not need to review them all.

It's a, it's, it's a bit much.

Most of the time, uh, faculty and students can get away with reviewing five or six of these guidance documents, depending on the particular research plan and the particular, uh, goals of the study.

And you'll be just fine.

Uh, yeah, don't, don't go try to go read all of those.

It's, again, it's very dry.

Uh, however, those top three, uh, are paramount, in my opinion.

99% of the questions that come up in our day in, day out operations here at the IRB in dealing with researchers and faculty can be answered with those three documents or sometimes, sometimes two outta three of those documents.

Very common questions. They're designed to address vast majority of what students encounter, including what faculty encounter.

So highly recommend, definitely review all three of those documents in their entirety before starting your application process.

'cause trust me, it'll go faster if you do. All right.

Or I'm sorry, not, or, and my conjunctions proper over here.

Uh, there are videos that walk you through the entire thing.

So I will very briefly change my screen, uh, and I will show you how to find the videos.

Okay. So over here on CDS Central, uh, let me click.

Okay. Okay. So, uh, navigate, once you get into SaaS Central here, uh, navigate over to student, uh, resources and click on dissertation services.

By the way, that's the second office that I oversee, not specifically related to the IRB, but oftentimes in tandem.

Anyway, click on dissertation services and scroll down.

And you will find these links right here.

And you're looking for this one, the IRB walkthrough.

I'll go ahead and smash the button really quick.

It's about 18 or 19 minutes long, if I recall.

Oh, there we go. Yeah. Oh, it's 21 minutes long. Excuse me.

It is a very helpful resource, and it literally step by steps you through the entire submission.

So, very helpful. Please review if you're a faculty member.

I have one for you as well. IRB chair walkthrough.

I'll go ahead and hit this one.

It looks like this, this one's also about 20 minutes long.

And again, this one takes you through what is expected of dissertation chairs and how they should be sort of perusing the students', uh, submission before they e-sign it.

So, if you're a dissertation chair, you probably know that you have to e-sign in IRB net for your students after they've assembled the package.

What we hope you also do is you open up every attached document in that package and look at it so that you have cognizance of what your student is telling us.

Uh, you know, so when, when there's feedback, you can sort of partner with us to help the student address the feedback in a timely fashion, get it back to us, get the approval, and, and move forward.

So that's kind of what we hope happens.

If you're a chair, without all you know, and haven't done this a lot, or haven't yet seen this video, I highly recommend.

It's just, uh, it's just one step above the student walkthrough video on CDS Central right there.

So, anyhow, I will go back to my slides now.

Uh, and before I skip forward, are there any questions? I'll pause briefly.

Dr. Moss, Frank Andina here in Colorado? Yes, sir. Mentioned The, uh, I think I lost you, sir.

Yeah, I see that happening. I don't know why it happened.

Uh, where would you find the attachments that you've submitted showing what you've attached? Good question. Standby one, Like the CTII submitted that to six months ago, but I don't see it anywhere where I can find it.

Okay. Let's, uh, let's pull up, I will pull up a, a test submission to sort of illustrate, let's see here.

Here's IRB nets. I'll go ahead and sign in.

Uh, and mine looks a little different, uh, because of my administrator, uh, purposes.

But let's go into, let's just go in, oh, no, that's a dash two.

Let's go into this top one.

So this is, you click on designer, this is the designer page right here.

And the attached documents will be in this table in the middle of the screen.

Now, there's only one document attached to this package.

That's why there's only one line in this table.

And you can edit the document or delete it completely.

Um, but to, to attach additional documents, you can do that by clicking attach new document right here.

And then you can browse through, you know, your, your, your desktop or your folders on your computer or whatever, uh, and upload documents.

So this is where, this is where you would see that you mentioned CITI specifically.

That's a little different.

You can download the CITI, uh, PDF, uh, certificate and upload it just like I showed you right here.

That's one way to do it. Or you could also link your CITI specifically to your IRB net profile.

That's a little bit more involved.

And it's not necessary if you've already uploaded the document to the package, but both ways work.

Does that help answer the question? Uh, well, not exactly.

'cause I'm on my IRB and I'm looking forward to see where they've received it, but from my understanding, they have, but I don't have any documentation that shows that or indicates that.

Alright, tell you what, let me, uh, instead of me going in on via my admin rights and searching for your package right now, I will take your name down very quickly.

And when we're done this evening, I will dig into that and I will try to straighten out for you kind of what you are seeing and what you're dealing with.

I, I suspect maybe we're just looking in the wrong spot, or, or maybe it didn't upload properly no matter what.

I'm sure we can, we can figure it out.

All right. Thank you. Of course.

Uh, one sidebar, just, uh, not relating to the course right now, but when you signed on, you signed on as Dr. Moss, DBA.

My understanding, you can't have both doctor and the initials DBA on there.

Is that changed? DBA is just doctor of business administration.

It's like PhD or MD or EDD.

Well, I understand that, but when you, um, send correspondence or anything, you're only supposed to use the doctor in the front.

If you don't use the doctor, then you use the DBA after the name.

I wouldn't know, sir. That's news to me if that's true.

I was told that by an instructor, so I can't remember who it was, but, uh, that's what they told me.

Well, I've been teaching classes for a decade. I'll keep that in mind.

All right. Well, it'd be nice. Fair enough.

Any other questions? Dr. I think, uh, Gina had a question.

Oh, yes, yes. Gina, with your hand up. Go ahead. Hi There. Uh, so sorry I missed the very, very beginning, but, uh, let me lower my

hand.

Okay. Uh, so I missed the very beginning, so I hope you didn't cover anything major.

But I have a very particular question about my IRB um, application.

Is that appropriate at this time, or should I wait or, Uh, let's go ahead and hear the question now, and if I have to follow up with you after we certainly can.

Sure, that's fine. Okay.

So I have a sort of a complicated IRB packet coming at you hopefully soon.

Uh, so it's a two-parter.

So I want to, uh, recruit teachers from my district, from my study for which I have permission, and my district, uh, superintendent and all that, they granted permission, written permission, blah, blah, blah.

I uploaded all the documents and they added an addendum.

And the addendum, uh, verbiage is perhaps a little vague.

So there's that. And then the second, so there's that.

And then the secondary recruitment is from LinkedIn, right? So I kind of have two IRB packets sort of in one for, you know, this one study.

Now I'm having a lot of trouble, um, clarifying the verbiage of the addendum that my district left.

So, is it okay, is it appropriate? Do you think it's a good idea? Excuse me, to drop the district recruitment and just 'cause I need to make progress, like I need to finish my degree this year.

What is the addend, what is the addendum saying? The addendum just says that, you know, Gina Metta will, uh, be allowed to recruit on premises, but not conduct.

It's very, it's, it's like vague, but they're trying to be specific.

And I don't have it exactly in front of me unless I open up all the links in my, actually, you know what, hang on one second. I might actually have it. I don't know that you wanna dump the district.

That sounds like a really good source of recruitment, but yeah, that's up to you and your dissertation committee, right? However, however, it doesn't sound like this addendum to these permissions is prohibitive.

It just seems like there are some criteria.

Uh, so, so as long as you, as long as you fit into it, I, I don't know that that would really be a barrier unless I'm not really understanding this, this verbiage, this isn't, that isn't clear.

The, okay, let's put it this way, um, before my application gets to you, uh, there are certain, you know, uh, other, uh, people that need to take a look at it.

Sure. Right. Permissions, obviously we do, right? So the, the, the, the folks along the way, so for clarity, you know, obviously they're just doing their job.

So I'm having a hard time clarifying what the district, like, there are certain things that do need to be clarified, but we are at a point where I'm just having such a hard time clarifying to the satisfaction of those who come the district Or The, well, no, to the IRB folks who come before the board.

I don't like throwing people under the bus, but you know what I mean, before I, I, I'm, I'm like, I'm just having a really hard time clarifying it well enough to that person's satisfaction.

And I, I'm getting frustrated and I, you know, we lose motivation.

So that's another problem for me that I'm losing motivation and it's taking so long that I'm figuring, like, yes, I put a lot of work into it, a lot of time into it.

But I feel like if I drop the district recruitment and stop to, because the thing is now I've changed my letter.

I'm tracking, I'm tracking. Huh? I'm tracking.

Uh, I, I'm tracking. You Drop, drop the district to drop the district to move forward with all haste.

Yeah, I'm Tracking, uh, first of all, the district and LinkedIn together is fine.

That's multiple sources of recruitment that we see that every day.

It's no big deal. Second of all, I will find your packet and I will try to clarify what's necessary on our end, if anything, because I am understanding a little bit better, uh, the process that you're in currently.

So after this training, I'll take a look.

Okay. I really appreciate that.

No worries at all. No worries at all.

Very frustrated. I need to finish before I have to change the dates on my citations because 2025 hits, like I, I'm, I'm with you.

I'm with you. Alright. Alright, no worries. Okay.

So when you got clarity, we got CITI linking Frank, we've got Gina clarified, district addendum and needs. Okay, cool.

And Dr. Mos, I did find the, the link to where I can find my cita, uh, CITI send their link on link training records.

Oh, fantastic. I shall cross that out.

Alright, thank you. You are very welcome.

Thank you, sir.

Alright, so I'm sorry for my very busy slide.

Uh, you don't have to memorize this.

This is an illustration of the entire process.

Start to finish. Ms.

Gina, by the way, if I may use you as an example, I believe is somewhere in the loop between steps three and five.



And we're trying to move forward, but we need to clarify, clarify, clarify.

So overall what happens is you assemble your package.

You let your chair know, uh, that it's ready to go.

The chair looks at it, hopefully looks at all of the documents, maybe not.

Hopefully provide e-signature in the system.

It gets submitted, either myself or one of the coordinators grabs it within 48 hours, unless, unless there's vacation or it's the holidays.

But typically within 48 hours, usually same day, honestly, give it some initial feedback, send it back to you in a day or two or less.

Um, the things we're looking for is overall completeness.

Hey, you're missing your informed consent form.

There's nothing attached. You're missing your CITI, there's nothing here.

You, you're missing your permissions documents.

You say you wanna recruit from a school district, but you have no district permissions.

We need permissions. That's the kind of stuff we're looking for.

That is not the review, that is just a desk review that we're doing to ensure that we're not sending incomplete stuff to the board members.

Okay? So that's all that is. A lot of students sort of misconstrue and they think that's the review.

It's very frustrating, blah, blah, blah.

It's not, it's, it's, it's, your submission wasn't complete, guys, you're missing stuff.

Sorry, we're not gonna, we're not gonna waste my board members' time with incomplete stuff.

So that's the pre-review.

Or sometimes what we do receive is complete technically, but it doesn't make any sense.

You're telling me you're doing a quantitative ex post facto study and you've got an interview protocol attached that makes no sense.

Why is this here? And so sometimes we get some very unique situations where we don't really understand what the student's plans are or what the informed consent plan is or, or really what the population is.

Oh, I'm gonna recruit from, you know, Facebook, you know, the end period.

You know, we need more than that.

We don't understand what that means.

Specific groups, your page.

How many friends do you have on Facebook? Is there enough to recruit for your study? You know, you, you have a hundred friends on Facebook, but you say you need a hundred participants.

Does that mean everyone's going to participate from your friends group? Who else is gonna participate? So sometimes we get a lot of back and forth like that because it isn't clear what you're trying to do.

Uh, and it isn't clear kind of what you think you're gonna do either.

'cause sometimes, like I just mentioned, we'll see an interview protocol that on its own seems nice, it seems like a good interview.

Like, oh, these are good questions.

This is gonna be a rich conversation. This is great.

But the title of your study is Quantitative Expo Facto with no recruitment whatsoever.

Who are you interviewing? Uh, anyway, that's just an example.

That type of stuff is what we have to clarify and get straight first before we send something to the board member for a review.

Anyway, it continues on the path here.

Uh, on this slide, uh, we get the feedback from the board member.

Uh, by the way, it's sometimes it, it sits with board members for no more than seven days.

Most of the board is very prompt.

It takes three or four days. They're all volunteers.

This is all pro bono type of review for them.

I don't pay 'em, God knows.

So, uh, three or four days is wonderful in my opinion.

Uh, but we, we do request politely that they take no more than seven days.

Um, we get their recommendation, we draft that decision letter, and then it's back out to you all shortly thereafter.

From, from from board member complete to decision letter emailed is typically another 24 to 48 hours.

Again, depending on vacations and, and holidays and, and, and such.

So start to finish, you, I you get full, you get, you have a full spectrum of, of experience, right? So if you're not recruiting anybody and you're doing archival data, you know, ex post facto, you got permission to use the data from, you know, state of Arizona or school district of whatever, and it's de-identified.

There's no names, there's no phone numbers and no addresses, there's no emails, nothing like that.

It's just data.

And you're running your, your correlations or your analysis of variances or, or, or whatever it is you're doing.

That's an exempt study with no human research participants.

And as long as you've got permissions to use the data, I'll cut you an exempt letter today.

That's one extreme. The other extreme is that, hey, you know, I want to do some focus groups, wanna do some interviews, not gonna be the same group of people, different groups of people.

I'm not recruiting from one spot, I'm recruiting from four spots.

It's a multiple case study, not a single case study.

And on and on and on.

And that is significantly more time consuming.

It's not more difficult per se, it's just more time consuming because there's a lot more t's to cross and a lot more i's to dot.

So you get the full spectrum of experiences when you hear feedback like, oh, it took me four days to get through the IRB.

Oh my God, it took me four months.

That's probably why there's no two studies that are the same.

There's no two researchers that are the same.

Some researchers get feedback addressed and return the package to us in IRB net the very next day.

Some researchers don't get the package back to us, uh, you know, for a month or two.

And when they do get it back to us, only half of the feedback is addressed and not the other half.

So we've gotta send it back and it might be another month or two.

So we don't really have a finger on the pulse of what happens to a submission after we assess, we provide feedback and we return it to the student for all we know we're gonna see it again tomorrow, or it might be several months.

So anyway, that's just an anecdote to help sort of illustrate this process on the screen as this process, but I like to show it for that reason.

A simpler graph would be this one.

Very generally speaking, this is where the IRB lands in the dissertation process.

Uh, after the proposal is approved, uh, and before obviously data collection begins.

So I've got here the, the dissertation phase, the deliverable, the class with which it's associated, uh, as well as the, um, uh, potential extension classes for phase four and phase five if necessary.

Uh, the IRB is not married to a specific class, so you can be out of class.

Uh, in fact, I kind of recommended that personally.

Uh, once you get proposal approval in phase four, uh, it would be who most researchers, in my opinion, to run around, gather their permissions, don't recruit yet, but gather permissions if necessary,

uh, and assemble your IRB package in IRB net and get it over to us as quickly as possible.

Uh, because when you, it's not always possible, but you really want to have most of, if not all of your data collected before you jump into DOC 7 42.

It's not always possible, and I understand that.

But ideally, that is, that's really how you maximize DOC 7 42, is that your data's already collected and now you and your chair and your URM and the PV altogether are jumping in, making sure chapters four and five are good to go.

If you're not quite done with data collection, you might be spinning your wheels a little bit in that final class because you're not quite ready to start drafting those final chapters, uh, without data collection being done.

Again, I realized financial aid, life, whatever things happen, uh, but that is my recommendation.

Okay, so we've kind of illustrated this a little bit, but I'll go over it.

Uh, just briefly, how can the IRB impact plans? So, feasibility is something, is a word that I use a lot, uh, feasibility.

Feasibility, why you might have the best idea for a research study, but it's simply not possible for you to do.

You can't get access to that population.

You can't find participants. It's not feasible.

So we suggest early in the process, long before you even get to phase four, that you're thinking about gaining the permissions from whatever organizations you need early and in advance.

For example, if you, well, I won't name names obviously, but several months ago there was a student who wanted to, um, it was, it was pretty wild.

It was, uh, it was government employees specifically within DOD, uh, asking questions into like, like human resource management practices and DOD, uh, and good idea.

Okay, nothing wrong with the idea on the surface, but as we, you know, sought clarification, we, we need, we need commanders level approval, you know, regimental battalion levels, commanders levels, approvals, and, and, and kind of up the chain.

And it sort of escalated like, well, wait a minute, maybe the army IRB needs to look at this.

And it just kind of got like, whoa, whoa, whoa, whoa.

Did you, did, did you not think of any of this before? Now? You know, or did it take the IRBs questioning to actually be like, oh yeah, maybe I do need permissions.

So when I say feasibility, I'm kind of thinking of those types of scenarios.

It doesn't do anyone any good, particularly the researcher to get to that point and be like, oh yeah, and I guess I can't ask those people these questions.

Bummer. Um, and obviously we want to help students avoid that if at all possible.

Uh, so you can, let's see here.

Yes, so occasionally, sometimes conditional approval.

Now I won't get into conditional approval.

That's, that's a different, that's more nuanced. All right.

Anyway, so I, I like to say that a lot because even though you can't recruit people and collect data before the IRB approves, you can and you should gather permissions.

Permissions to recruit is not the same as actually recruiting.

It's good. Uh, a good differentiation there.

And in order to set yourself up for success and be ready for the IRB, having permissions in advance is very valuable.

Okay? Speaking of, I also like to say in my classes and in these talks and elsewhere, words mean things.

It's important we use the right ones.

Permissions and recruitment aren't the same thing.

Consent and permission sound really similar, but they're not the same thing, at least not in this context.

So it's very important to recognize that when I ask you about your consent plan, that I'm not asking you for your permissions and vice versa.

So, as an example, permissions are, as we've discussed, organizations granting you the, the opportunity to solicit their employees or their teachers or their members or whatever the case recruitment is.

You actually emailing them or posting flyers or what have you, to invite them to participate.

And then informed consent comes last.

That is when you, uh, give each participant individually the opportunity to learn about the study, its goals, its objectives, and what specifically that participant can expect if they do in fact agree to participate in your study.

So that is the proper chronological order.

Permissions, recruitment, and informed consent.

And they are similar sometimes, but they mean different things.

And, and like I said, permissions happens before the IRB ideally, but recruitment and obviously informed consent happen after the IRB approves.

Uh, I'll pause the Question in the chat.

Yes, I see the chat. You say, yeah.

So there's a question that says what do we need to put, uh, in the package if the company has given verbal permission to recruit and will not provide written permission until the IRB approves the proposal.

Oh, good one. That's funny.

I just mentioned conditional approval and I second guessed myself.

I should have just continued. That's a conditional approval if you're package is approved.

So what happens is we'll assume that you get permission and we will conditionally approve you and we'll issue you that decision letter.

And it says you're approved with one condition.

Written permission is provided before data collection begins.

That happens actually every month.

That happens a few times every month. That's not uncommon.

Hopeful. What we typically see is that that letter is enough.

You take that to your organization, they see that and they say, oh, okay, good to go.

Sounds good. They then give you written permissions, you resubmit that to the IRB, we remove the one condition and then you begin your data collection.

That's a conditional approval.

You can't start beginning, you can't start your data collection right away.

It's one last step that written permission.

But that's what that means. And that's how we, that's how we sort of get around that catch 22, Hey, I need permission, but they need IRB approval, but I need permission, but I need IRB approval.

That's how we get around it.

It's called conditional approval.

Alright, uh, another question.

If I use Qualtrix for data collection, do I need in, do I need information from then ahead of time for quantitative study? Typically not. Qualtrix is industry standard.

Everyone knows who they are. Well, I'm sorry, in this context, uh, it's like SurveyMonkey.

Everyone knows who they are. We get it.

They're a widely used quantitative data collection platform and typically don't have any issues with them.

And no specific information from Qualtrics? No, typically not. You are welcome.

You are welcome. All right, moving on.

Am I doing a time here? Got 20 minutes.

Alright, so to provide a practical example of that chronology that I just, uh, that I just sort of outlined where you got recruitment, I'm sorry, per just screwed it up there.

You got permissions, recruitment and informed consent.

I'll sort of illustrate a, a practical example here, uh, which is helpful hopefully for Gina.

'cause you mentioned a school district.

So hopefully this helps. Um, permission.

Then IRB approval, then recruitment.

So permission to recruit teachers at a local school comes from the district superintendent or you know, vice superintendent or whatever, possibly the school's principal.

That's not always the case, but it often is.

So that's kind of nuanced there.

Um, if you're looking at every single school in a particular district, then you probably just need your, uh, superintendent's permission.

But if you were like zeroing in on one particular school, uh, the, the principal would be very helpful to also have permission from, um, you know, 'cause he or she is going to ultimately like, Hey, you know, can my teachers deal with this right now? So, so we might ask for principal's permission as well.

Not always, but often.

Uh, then you submit to the IRB, everything is good to go.

Approval is granted.

The researcher then begins, uh, the recruitment process.

Hopefully it's blasting out a bunch of email invitations.

'cause that is the most effective way.

We, we, we find that we see here, uh, more and more, you know, posting flyers in hallways.

Method doesn't, doesn't always yield a whole lot of results, unfortunately.

Uh, and then, uh, you know, uh, a week or two passes and 10 teachers agree to participate and they've responded to the emails.

Uh, and therefore the researcher sends the informed consent document to each of those 10.

They review it day or two later, sign return it.

Um, you can also just have them acknowledge the email.

I reviewed your informed consent, this looks great.

I'd be happy to participate. That also works.

Not really particular with web signature and any of that nonsense.

This is 2020 after all, you can buy a house online for crying out loud.

Uh, so then data collection can actually begin and you can schedule your interviews and, you know, as quickly as you possibly can, you interview all 10 of these teachers and you can begin your thematic analysis or whatever you're doing with your study.

So that's sort of in a perfect world how it should look and feel.

Uh, and you know how it should go.

Hopefully 10 teachers respond to, to this notional researcher.

Um, uh, there was one other point I wanted to, oh, emails.

Recruiting people with emails is the preferred method.

Um, for two specific reasons.

Uh, one sort of obvious, one less. So.

Reason number one is it's just easier to hit more people.

You can, you can load a hundred email addresses into one message and hit send.

Uh, it, it's, it's, it's more, it's just more effective from a casting a wide net perspective.

Um, secondarily, but also just as important, your potential participants have the autonomy and the, uh, capability to receive and review your invitation, uh, from the privacy of their own home, consider it.

And without any undue influence or coercion or, or, or anything like that, uh, decide whether to respond to you or not.

And if they're not interested, they have that autonomy to simply, you know, delete the email and go about their lives.

Uh, and, and that's good.

That's, you want that, that, that, that you don't want any excuse to sort of, you don't not excuse you.

You just don't want any opportunity to inadvertently expose people to coercion.

Uh, imagine you're in a hallway, you're walking down, you're at the hospital, or you're at a school, or you know, you're in the break room at work and you approach somebody face to face and you kind of know them professionally.

They're an acquaintance. You've been in a few meetings together and you say, Hey, how's it going? Would you like to be a part of my study? It's harder for that person to look you in the eyes and decline.

Maybe they like you, either way you don't mean any harm, but that is undue coercion and putting them in a spot where they might agree to participate because you're asking them directly when they otherwise wouldn't be interested.

So avoiding that is pretty easy. Just use emails.

Anyway, that's all I'll say about that.

Okay. Checking the chat really quick.

Got a question intended to engage qualitative needs assessment study.

Is it possible a panel to help me with some way forward how to proceed with my data collection? Interesting. Um, I think I need a little bit more information to help with that question.

Is it possible that the panel help me with some way forward on how to proceed with my data collection? Uh, are, are you struggling to find participants? Perhaps if you can come off mute, come off mute, maybe we can chat specifically about it.



Oh, if not, no worries. Before I forget.

Okay. I think, uh, maybe I'll meet you.

Oh, there you go. Yeah. Is uh, I'm Stan, Yes, go ahead. Yeah, I'm Stan. I'm the doctor of management.

So I intend to engage in a qualitative need assessment.

And I have realized that I've hardly see some, uh, materials on, uh, on that.

So I don't know if it's that not a good method of research or what.

I've had seen research on need assessment, so that's why I wanna know if I can change it. I don't know.

I'm tracking. Uh, are you relatively early in the program or, or have you already completed like 10 classes already or where are you? Um, uh, I'm the eight eight course.

I just run the eight course today.

It course No, the, yeah, the impact of technology organization.

Gotcha, gotcha. OG 7 7 2 6 or something like that.

Okay. Um, so it sounds like you're relatively early.

Uh, that is a question for your dissertation chair and the committee.

I don't know if you have a URM assigned yet.

Uh, if you don't, I don't. It will be, it will be soon.

Um, but that is a, that is a question for, for your dissertation committee.

The IRB purposefully stays away from making methodological recommendations.

Okay. Um, because it's not the responsibility of rigor and, uh, and completeness and, and academic integrity, if you will, is the responsibility of the faculty, specifically in this case, the dissertation committee, the institutional review board is only concerned with protecting human research participants.

Now, a needs assessment can be done through a myriad of data collection ways.

So I don't think you'll have an issue with getting through the IRB once you get to that point.

But even though I could give lots of feedback and I, I, I have to change hats sometimes.

So when I'm speaking to students as a dissertation committee member, yeah, I, you know, I have to change gears and, and I can speak on methodological soundness, but in this context, within the IRB, we try to stay away from that.

'cause we don't wanna muddy the waters if we started giving you methodological feedback.

And it might not be exactly the same feedback that your dissertation committee gave you.

Thus we have ambiguity and potential conflict.

So that's a question for your dissertation committee, is what I'm trying to say.

Thank you. That, thank you very much. Of course.

Alright, um, hold on a couple questions.

Does the IRB have policies for or against gift cards? Ha ha ha. As we call them in the IRB, those are called incentives.

Now. It's a \$10 Amazon gift card. Really an incentive.

Debatable. However, we recommend, if you are to incentivize, keep it small.

And I would couch it as a thank you gift for participating in my study.

That doesn't mean you can't say get a gift card in your flyers or your emails.

You can, but if you're going to it, it can't be, remember my example, approaching someone in the break room and kind of cornering them to get 'em to participate.

Same thing with incentives.

Would they otherwise participate in the study? Maybe I tell you what, you offer me a \$50 Starbucks gift card and I'm there.

Would I participate if you didn't? No, of course not.

So, so that's the test. Is that inadvertent? Potentially innocuous, but inadvertent coercion nonetheless? Probably. So let's keep those gift cards small, 10 to \$15 probably ain't gonna break the bank and it's probably not going to influence somebody to some extreme level to whether or not they'd participate or not.

If they're not interested in participating, then a \$10 Walmart gift card ain't gonna make 'em participate.

So hopefully that answers the question.

Uh, there's no hard line, like nothing above \$20.

Uh, it, it just depends. Hopefully that helps.

What if an individual has offered to participate in my study once I get to that point? Ooh, that is what we call your personal network.

There's nothing wrong with this.

Why did they offer, were you kind of recruiting but not really recruiting, just telling them about it in the break room? Yes. The short answer is, that's probably fine.

Uh, but we'll just need to understand a little bit more about that when you get to the IRB.

Because again, our only concern is like, did you corner these people and coerce them into participating? You know, 'cause it's your personal network.

Oh, it's, you know, my, my Facebook friends or whatever.

Uh, so we'll wanna know more about that, but typically there's not, there's not a problem with that.

Uh, I posted the IRB email right there myself and the coordinators monitor that all day long.

Again, 48 hours or less is the turnaround time for all emails that hit that box.

So if you need clarification on anything for any reason and you want to shoot an email, do so.

Uh, let's see here. Moving on.

What about 20 bucks maybe? Maybe 20 bucks is okay.

It depends, depends on how you're offering it.

What it's for anyway. Depends.

Maybe you only need three or four participants and, you know, the whole population is like five or six.

I, I don't know. It, it depends. Let's see here.

Uh, uh, you're welcome. You're welcome.

Of course, I only need eight to 10 participants.

Spoke about recruiting.

I'd like to recruit from Facebook with a flyer, uh, and responses.

Using messages to reply. Okay.

Do not know the email addresses of folks on the Facebook.

My strategy recruitment? Yes. That is fine.

That is another example of my personal network.

Where are you recruiting My personal network.

That's, that's what that's called.

There's nothing wrong with that.

So when the IRB reviews your recruitment materials, it's basically an email, right? It's the same thing. You've, you've messaged them directly on Facebook or Instagram or whatever you've met, messaged them directly.

You've essentially done the same thing as email them.

They, they have the privacy and the autonomy to read the message from the privacy of what, where are without any face-to-face inadvertent coercion and decide whether or not to participate.

That's perfectly okay. Typically.

Hopefully that helps. Got just a few more minutes here.

Any other questions? Oh, I see we've got survey posted.

Please smash the survey button. Oh, hand up for Ms. Gina.

Go ahead, Jen.

Oh, hi there. Um, I know you have a life and everything, but I don't, 'cause I'm writing my dissertation.

So I was wondering if you have a few, been there a few, um, minutes or something, uh, after this workshop, like the official workshop

time is over to just chat.

'cause I'm just really frustrated and I'm feeling like really stuck and I Sure. I a few minutes would be fine. Sure.

Yeah. Okay. Thank you. That was my question.

No worries. So, Dr. Moss, I'm, I'm going to have to shut down this zoom.

Okay. Um, and so did you want to connect with Gina separately, or how did you wanna do that? That shouldn't be an issue. Let me, uh, let me fire up teams.

Okay. And, uh, and, and I can, I can do a quick teams meeting.

Okay. Uh, I have a, It looks like Frank's got another question while you're doing This. Yes, go ahead.

Yes. Uh, just a sidebar, we haven't touched about it other than stating we have to have data collection.

Do you have any recommendations or is this for another webinar of, uh, facilities that can do your data collection and give you, uh, the analysis? Well, you don't want anyone to do your analysis for you, but you can get services to, to basically recruit people for you.

Now that typically costs money.

And that's a, that's a third, you know, a third party SurveyMonkey audience is one such service.

Um, Amazon MTurk is another such service, uh, essentially that works best for quantitative studies where they basically send the surveys out to tailored populations, uh, per, per your inclusion criteria.

I was basically looking at like the Goose and nivo using their sources.

One of the two of them Possibly.

Um, it, it depends though, uh, Took, it's the same thing that, uh, Hans was talking about.

I have a needs assessment also with the qualitative, uh, uh, survey over Sure.

Online, A qualitative survey or quantitative survey.

Qualitative. Quantitative.

So a questionnaire basically where you ask questions.

Yes, exactly. And they type in their, okay. Okay.

Um, that is possible.

I bet you SurveyMonkey could, or SurveyMonkey audience could also do that, do that.

Uh, but, but in general, um, a third party finding participants for you that meet a very specific inclusion criteria is feasible. Yes. Um, well, It can't be, in my situation.

I have to go through a certain organization that only, uh, has members that relate to the federal community.

So, So you wouldn't use a third party service then, or, Well, I could, but not for getting participants.

'cause they have to be a federal employee that was or is a member.

Oh, so you're of this organization, So you're talking about doing the data analysis? No, to my knowledge, data analysis has to be done by the researcher.

That's part, that's, that's the point.

Well, I thought maybe they put it in a, a, a format to give you some idea what the themes are and et cetera.

They might, but, but the specific thematic analysis, uh, I'm sure your dissertation committee would guide you through how to do that yourself because All right.

Yeah. That's, that's definitely part of the journey, if you will.

All sure, of course.

Alright, we are a couple minutes from time. Any other questions? There's one more question in the chat.

It says, oh yes, for clarifying doc 7 42, how long does it take after recruiting and receiving data? Chapter four and chapter five is written for the defense.

100%. Depends on the study.

And even after that, 100%. Oh, great. I'm at 200% now.

Completely depends on two things.

The study itself, how fast you type.

Mm-hmm. Usually for quantitative studies where it's just the numbers, chapter four is very fast because all you're doing is formatting and piping out and just stating everything you found out.

Numerically the end.

No analysis, no discussion, no interpretation.

What do the numbers say? Boom, chapter four.

I think it took me three weeks. Chapter five longer.

'cause now we have all this data and what does it mean? Hmm.

Well it could mean this.

What does the literature say about that? Oh, okay. Well, it could mean that, what does literature say about that? Oh, I don't like that either. Okay.

What does li and on and on and on, quantitative studies typically take less time for that reason.

Qualitative studies typically take longer because chapter four is not just listing the numbers.

With qualitative analysis, it's significantly more involved because you are sort of in tandem relaying your results and making suggestions as to what that might mean in, in sort of real time.

And so many, many students will start to feel like chapters four and five are blurring together.

And your committee will be helpful in sort of separating the, the goals of the two chapters.

But how long it takes you totally up to you, totally up to the study.

How long does data collection take? You need 10 participants and you get eight in the first week of recruitment and you don't find your final two until three months later.

You know? So the, the, the, the how long question is tough to say the least.

It just depends.

Alright, thank you. Last question. Right? In chapters one and three in the past tense, how do you do this? Oh, uh, you, you write in future tense before the proposal and once it's approved, you go back and you switch it all to past tense.

That's kind of a pain, but it's not the end of the world.

It took me a couple of days, if I recall correctly.

It was many years ago, excuse me. But it took a couple days.

I think, uh, do I change from saying stages states to stated and suggests to suggested, oh, grammar's not my thing? Um, generally yes.

But if the paragraph flows nicely as is, then that's cool.

Um, I wouldn't, I wouldn't worry too much about that.

You're, you're gonna have, like in chapter two, for example, and you're talking about everything in the past tense, you know, that's easy.

But chapters one and three specifically, like you're talking about, uh, there's not a whole lot of states versus stated that I encountered.

It's, it's pretty straightforward.

Chapter three in particular will be the one you focus on because in that chapter, you're talking about what you're going to do in the future, and then you do it.

And then that's the main chapter that needs to get flipped from a, from a past tense, future tense chapter one a little bit, but not so much in, in my view.

But, but yes, you do have to flip it, Gina.

Sorry for this, but I have to, I, I have to sort of chime in because our chair, and Dr. Smith knows who my chair is.

He is very strict, he's very particular.

But, um, to address what minister is saying, uh, we were taught that since we have our, uh, references have to be within the, uh, recent five years, doesn't matter if it's from 20, 24, 20 20, whatever, the research that you're looking at has already been done.

So it's past tense. So when you're saying like, you know, Smith et al stated, it's, that part is always gonna be in past tense.

'cause that study was already done.

So I would, I, I don't know because I, I haven't done all of it yet, but chapter one and three, where you're specifically, where you're saying you're gonna do something in future tense, like Dr.

Mouse said, those are the sentences you need to, um, uh, focus on.

So I just wanna put that little thing in there. Mm-hmm.

Thanks, Gina. No, that's, that's generally correct. Yeah.

Alright, well we are right at seven, I think Maybe 7 0 1.

I can't see that clock. Um, thank you so much Dr.