Instructions:

1. Highlight each piece of red text and replace it with text appropriate to your study (for example, high school students do not have recess). Then change the red text to black text. There should be NO red text left when your email this to Dr. Waggoner

2. Some of the pre-filled-in check boxes may be wrong for your study. Change if necessary: II-6, II-7, II-8, III-7. If you think any other checked boxes are wrong, discuss this with your research professor. You may be trying to do something that will not be approved.

3. The biggest problem students have is that they do not explain the interventions they will be using clearly enough that non-educators would know what they are doing. This is section III-1.

4. The final step is to delete all instructions in the body of the IRB (including these you are reading now) and all red font before you submit your IRB electronically to your research professor. Do not change the formatting of this IRB.  **Revised May 9, 2013**

**REQUEST FOR REVIEW**

**Last Name XXXXXXXXXXX**

**The University of Portland**

**Institutional Review Board for Research involving Human Subjects**

**This form is to be used for requesting review and approval of a new project before it is initiated. Full details must be given and all necessary documentation submitted. Please read this cover page carefully and fill it out thoroughly before proceeding with the rest of this form.**

Full name/mailing address of principal investigator:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name | | | | |
| Student Address | | | | |
| City, State, Zip | | | | |
|  | | | | |
| Phone number: | XXXXXXXX |  | E-Mail address: | XXXXXXXXXXX | |

Check one:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Faculty member: | Department/ School |  |
| X | Student: | Candidate for degree of | Master of Education |
|  | Staff: | Position |  |
|  | Other: (specify) |  | |

\*For students and their advisors. Each student research/project proposal must be read and endorsed by the student’s advisor.

**Advisor:** *By submitting this form to the IRB, I attest to having read it and endorse it.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | XXXXXXXXXXX | Advisor’s name: | Dr. James Carroll |

Short title of the study/project:

|  |
| --- |
| Your Short Title |

**(please use no more than ten words)**

|  |  |
| --- | --- |
| **Names of co-investigators (if any):** |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Will this study/project extend beyond one year:** | **Yes** |  | **No** | **X** |
| **If approved, study/project will start on:** | Month and Year Begin | | | |
| **Projected end date:** | Month and Year End | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Will this study/project receive financial support from a Federal agency?** | | **Yes** |  | **No** | **X** |
| ***If yes, which agency(ies) are providing support?*** |  | | | | |

*I certify that the statements made in this request are accurate and complete, and if I receive IRB approval for this project, I agree to inform the committee in writing of any emergent problems or proposed procedural changes. I further agree not to proceed in the research until the problems have been resolved or the IRB has reviewed and approved of the changes.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Today’s Date | Name of Investigator: | Your Name |

**I. IN LAY LANGUAGE, STATE CONCISELY THE HYPOTHESIS, PURPOSE, AND/OR OBJECTIVES OF THE PROPOSED RESEARCH/PROJECT (a few sentences only):**

**Hint: Make sure your purpose matches your title! Usually this section starts with your problem statement. Once you write your problem statement read it carefully to see if someone who is not involved with educational research would understand the statement. If not then write more to make the statement clearer.** The purpose of this study is to see whether the use of only positive reinforcement and daily and consistent strong relationship-building activities will reduce inappropriate, problematic, and antisocial behaviors in the classroom and on recess. This behavior intervention model includes forming positive and caring relationships, giving re-corrections to begin each day, explicitly teaching and re-teaching the more common misbehaviors, and not using tangible rewards or any punishment. The goal of this research if for me to learn to create a classroom environment that is conducive to the learning of all students.

**II. THE HUMAN SUBJECTS INVOLVED IN THIS RESEARCH/PROJECT:**

*1. Who are the subjects? How many will be involved in the study/project?*

The subjects are students in a fifth grade class at XXXXXX School. There will be 25 participants in this study.

*2. How will you recruit or select the subjects, or how will you gain access to them? Be specific here and indicate whether the subjects will be recruited from your place of employment and, if so, how this research/project relates to your job role; and any other information pertinent to your relationship with the subjects (e.g., how will you ensure against the possibility of coercion?).*

These students are in the fifth grade class at the school I am student teaching in spring, 2014; and the data will be gathered from January to March when I will be teaching them.

*3. Are you advertising/posting notice for subjects/volunteers? Yes*  *No X*

***If yes, submit a copy of the advertisement or notice.***

*4. For how long a time will each subject be involved in the study/project? If you are using your subjects on more than one occasion, indicate the number of such occasions and their duration.*

The participants will be involved in my project for approximately two and one-half months when I am student teaching full time.

*5. Are you paying your subjects? Yes*  *No X*

***If yes, indicate how much and describe how you will pro-rate the payments to subjects who withdraw before the project ends:***

*6. Are your subjects students? Yes* X *No*

***If yes, name the institution in which they are enrolled:***

XXXXXX School, Portland, Oregon.

*7. Typically, signed informed consent is required from adult subjects. For children under age 18 years, signed informed consent must be obtained by the child’s parent or legal guardian. In addition, verbal assent from the child must be obtained prior to participation. (For teenagers capable of reading and understanding the parental consent form, written signed assent should be obtained as well.)*

*However, the need for signed informed consent and assent may be waived for research/projects conducted in common educational settings examining education practices, or research/projects observing public behavior, examining publically available data, and other situations outlined in Title 45 Section 46.101. Additionally, the requirement for signed informed consent may be waived if all the following apply:*

1. *The research/project involves no more than minimal risk to subjects.*
2. *The lack of signed informed consent will not adversely affect the rights and welfare of subjects.*
3. *The signed consent form would be the only document linking the identity of subjects.*
4. *Obtaining signed informed consent would be impractical.*

*If signed informed consent is NOT obtained, adult subjects should receive written information about the research/project and that participation is completely voluntary. Further details are located on the IRB website.*

*This research/project will include:*

*Signed informed consent form Yes*  *No X*

*Parental/Guardian signed informed consent form Yes  No X*

*Assent form? Yes  No X*

*Written information sheet (if not using consent form) Yes  No X* ***If yes to any of the above, please submit a copy of these forms/documents. (Note: forms should be in a reader-friendly format and provided at a reading level appropriate to the majority of study/ project subjects.)***

***If you do NOT plan to use any of the forms/documents, please explain why:***

IF YOU ARE STUDYING ANYONE OTHER THAN THE STUDENTS IN YOUR CLASSROOM YOU MAY NEED A CONSENT FORM. I do not intend to use a consent form, because my data will be collected from observations and field notes when students are completing daily assignments that the students would complete regardless of whether or not I was conducting this study and from their normal recess time. This will be an investigation of commonly accepted educational practices in established or commonly accepted settings (e.g., a teacher is examining a new method of teaching instruction to determine educational effectiveness.) There will be observations of public behavior (participant observation.)

*8. Do your subjects include any of the following:*

*Infants or children younger than ten years of age? Yes X No*

*Institutionalized mentally infirm people? Yes*  *No X*

*Students enrolled in your own class or people that you supervise? Yes X No*

*Inmates/Prisoners Yes*  *No X*

*9. How will you protect the subjects’ confidentiality in your study/project?*

---USE THIS ONE IF YOU’RE USING A SURVEY OR INTERVIEW—Responses to the surveys or interviews will be recorded in such a manner that a subject cannot be identified directly or through identifiers linked to a subject. No questions will be asked about sensitive aspects of a subject's behavior.

---USE THIS ONE IF YOU ARE NOT USING A SURVEY OR INTERVIEW—Each student will be assigned a code number that will be kept separate from his or her identity. All data will be reported in the aggregate with no personally identifiable data reported.

**III. THE RESEARCH/PROJECT PROCEDURES**

1. *1. Describe in sufficient detail and in lay language the procedures you will be doing to, or with, your*

*subjects.*

THIS SECTION IS EXTREMELY IMPORTANT. GIVE DETAILS OF WHAT YOU WILL BE DOING AND HOW YOU WILL BE MEASURING EFFECTS TO KNOW YOU HAVE MADE A DIFFERENCE. WHAT INSTRUMENT WILL YOU USE?

I will be teaching the fifth-grade curriculum of the school in which I am student teaching. I will use only positive reinforcement and daily and consistent strong relationship-building activities that will reduce inappropriate, problematic, and antisocial behaviors in the classroom and on recess. This behavior intervention model includes forming positive and caring relationships, giving pre-corrections to begin each day, explicitly teaching and re-teaching the more common misbehaviors, and not using tangible rewards or any punishment. Activities may include such things as reading books that illustrate positive relationships, acting out a positive problem solving interaction, and teaching how to rephrase statements. To collect data for this investigation, I will take field notes throughout the day. Also, I will periodically ask students to participate in think-pair-shares, depending upon where the data lead. I want to gain information about how students are getting along in the classroom, if there are certain problematic behaviors that need to be addressed, how they would rate the relationships in the classroom between students and students and students and me, how they like the way I “discipline,” and whether our classroom is conducive to the learning of all students.

*2. Are you obtaining from your subjects information about their private behavior, economic status, sexual activity, religious beliefs, or other matters which, if made public, might impair their self-esteem or reputation, or could reasonably place the subjects at risk of criminal or civil liability or be damaging to their financial standing or employability? Yes*  *No X*

***If yes, describe the means you will use to ensure that all your data are kept secure and confidential until they are destroyed:***

*3. Does your study/project involve withholding of the true purpose and procedures of the study/project from your subjects? Yes*  *No X*

***If yes, describe the procedure you will use to debrief your subjects, and indicate willingness to allow subjects to withdraw after debriefing and to remove from your data all records of their involvement:***

*4. Are there potential subjects who, if selected for this project, would be especially vulnerable to risk because of the procedures you will be using? Yes*  *No X*

***If yes, describe the process you will use to screen and eliminate all such vulnerable subjects from the study project:***

*5. Will you be carrying out procedures or asking questions that might disturb your subjects emotionally or produce high levels of stress or anxiety beyond what is expected in everyday life? Yes*  *No X*

***If yes, describe your plans for counseling or making referrals for distraught subjects:***

*6. In three or four sentences, summarize the risk/benefit ratio of the proposed research project, with regard to the human subjects, the risks to them, and the potential benefits to knowledge or society.*

There is no risk to the participants in this research, but the data collected will be beneficial to me in my teaching and affect my future students’ learning.

*7. Are you using a questionnaire and/or an interview as part of your procedure? Yes*  *No X*

***If yes, submit a copy of the questionnaire(s) and/or interview questions.***

1. *Will you keep study/project materials, records, and documents secure for at least three years (as requested by the IRB)? Yes X No*

***If not, please explain****:*

1. *How and to whom will data/results be distributed?*

The results will be put in my Capstone and turned into the University of Portland School of Education as partial fulfillment of graduation requirements.