

Linguistics 821
Second Language Phonetics and Phonology
Winter 2008

Human Subjects Approval

IRB Website: <http://orrrp.osu.edu/irb/>

All research involving human subjects must be approved by the Institutional Review Board (IRB) before any interaction with participants can take place. To determine whether or not your research is considered human subjects research according to federal guidelines, see the decision tree at:

<http://www.hhs.gov/ohrp/humansubjects/guidance/decisioncharts.htm#c1>

The Department of Linguistics has an approved human subjects research protocol that includes most of the techniques that you are planning to use in your projects. Therefore, you do not need to file an application for approval of a new protocol. Instead, you can file an amendment to the departmental protocol.

The Principle Investigator for the departmental protocol is Shari Speer and she will need to sign your application before it can be submitted to the Office of Responsible Research Practices. However, please send your materials to Cynthia to screen before submitting the completed application to Shari for her signature.

Approval of amendments generally takes less than two weeks. You should wait until you have received the OK from the class about your experimental design and stimulus materials before submitting your amendment. If you are planning to record stimulus materials for a perception experiment, you will need to obtain approval for both the stimulus recording and the perception experiment. If you will be analyzing previously recorded materials, you will need to obtain either approval or exemption for those analyses, depending on how the data were coded.

Human Subjects Training Requirements

Everyone who conducts human subjects research must be trained in the protection of human subjects. At OSU, training is conducted through an online course through the Collaborative IRB Training Initiative (CITI) program. You must successfully complete the Basic Course in Social and Behavioral Science with a score of at least 80% to meet the OSU training requirement. If you have not already completed the CITI training course, you must do so before you can be added as key personnel. CITI training information is available online at: <http://orrrp.osu.edu/irb/training/>

Once you have completed the training, print out a copy of your completion certificate and include it in your amendment application.

Informed Consent

Informed consent must be obtained from each participant prior to their participation in an experiment. For the departmental protocol, informed consent may be obtained in writing,

but signed consent may also be waived and consent obtained verbally. To reduce the amount of paperwork that you will be responsible for (signed consent forms must be kept for at least three years), I recommend that you obtain verbal consent. To obtain verbal consent, you must use the current approved consent script for the departmental protocol: <http://www.ling.ohio-state.edu/~cclopper/courses/821/ConsentScriptCURRENT.doc>

If you are making audio recordings of your participants, you must obtain a signed tape release waiver from each participant to use the recordings as stimulus materials or in future presentations. The current approved taping release form for the departmental protocol is available online: <http://www.ling.ohio-state.edu/~cclopper/courses/821/TapingReleaseCurrent.doc>

Filing an Amendment

Forms: <http://orrrp.osu.edu/irb/amend/index.cfm>

Amendment/Changes to Research

1. Project Title: Comprehensive Protocol in Linguistics
Protocol Number: 2004B0112

To help Shari keep track of paperwork, indicate an Amendment Number in parentheses following the project title. The Amendment Number should be 8 digits: 2 letters indicating your initials followed by 6 digits indicating the date (MMDDYY). For example, if Cynthia were to file an amendment on January 3, 2008, in the Project Title box, she would enter:

Comprehensive Protocol in Linguistics (Amendment CC010308)

2. Principle Investigator

The Principle Investigator for this protocol is Shari Speer.

Name: Speer, Shari R.

Email: speer@ling.osu.edu

The remaining contact information should be left blank.

3. Additional Contact

Please complete this section with your contact information. If the IRB has a question about your amendment, they will contact both you and Shari.

4. Proposed Changes

- a. Change in study personnel – Everyone involved in research under this protocol must be listed as Key Personnel. If you are not already listed as key personnel on the protocol, you must complete Appendix O to add yourself as Key Personnel.
- Change in the number of participants – You must complete Appendix Q to add the number of participants that you are planning to include in your study to the protocol.
- All other research changes – You must complete Appendix T to add your study and study-related materials to the protocol.

- b. Attachments will include recruitment emails, flyers, and experiment descriptions for the departmental subject pool; study information, instruction, and debriefing sheets; and language or other background questionnaires

You will not be making changes to the research protocol and should not need to change the consent forms. However, if you are planning to obtain consent in a language other than English, please talk to Cynthia as soon as possible to make the appropriate arrangements.

5. Principle Investigator's Assurance

The Principle Investigator for the departmental protocol is Shari Speer and she will need to sign your application before it can be submitted to the Office of Responsible Research Practices. However, please send your materials to Cynthia to screen before submitting the complete application to Shari for her signature.

Appendix O

Add yourself as Key Personnel in Section 2 and enclose a copy of your CITI training completion certificate.

Appendix Q

For item 1, write "Not applicable to departmental protocol"

For items 2 and 3, indicate the total number of participants you plan to include in your study. Remember that you may not be able to use all of the data that you collect and you can only collect data from the number of participants that you request in your application, so be sure to round up!

For item 4, explain that you are adding a study on your proposed project and that the requested subjects are for that study. You might also explain that you have Y conditions, that you want W subjects in each condition, and that $Y \times W =$ the number of requested participants.

Appendix T

For item 1, explain that you are adding a study on your proposed project and briefly explain the purpose or goal of the study.

For items 2-4. check "No."

Attachments

You will need to attach copies of anything new that the participants will see, from recruitment through to the end of the experiment. Examples of such attachments follow.

Recruitment Materials

If you are using the Linguistics Outside the Classroom (LOC) subject pool, you will need to obtain approval for a title and one-sentence description of your experiment that the participants will see on the online experiment signup page.

If you are planning to recruit participants from somewhere other than the LOC pool, you will need to obtain approval for your flyers, email solicitations, and any other recruitment materials you plan to use. The recruitment materials should include at least the following information:

1. a statement that the research is being conducted in the Department of Linguistics at OSU
2. a brief description of the project, participation requirements, experiment duration, and payment or other incentive
3. your contact information
4. a statement that participation is voluntary, that participants may withdraw before the experiment is over, and how early withdrawal from the experiment will affect the payment or incentive

Scripts or Information Sheets

You must provide your participants with written or verbal information about the experiment, as well as instructions. You must therefore obtain approval for either verbal scripts with this information or printed sheets with this information that participants will read. The information sheets should include at least the following information:

1. an explanation of the purpose of the study
2. the expected duration of the experiment
3. a summary of the foreseeable risks or discomforts to the participants
4. a summary of the benefits to the participants
5. a statement about how participant confidentiality will be maintained
6. a statement about the voluntary nature of their participation
7. your contact information
8. experiment instructions

Some excellent examples of instruction sheets written by Anouschka Bergmann are available on Cynthia's webpage: <http://www.ling.ohio-state.edu/~cclopper/courses/821/>

At the end of the experiment, you must provide the participants with additional information about the study, called debriefing. This quarter, some changes in the debriefing procedure for LOC pool participants will be implemented. You will need to obtain approval for all components of the debriefing procedure. More information about the new procedures will be available later in the quarter.

Some excellent examples of debriefing sheets written by Anouschka Bergmann are available on Cynthia's webpage: <http://www.ling.ohio-state.edu/~cclopper/courses/821/>

Instruments

If you plan to collect any background information from your participants, you will need to obtain approval for your background questionnaire. You may also use the language background questionnaire that has already been approved for this protocol: <http://www.ling.ohio-state.edu/~cclopper/courses/821/LgBackgroundQuestionnaire.doc>

If you wish to write a new language background questionnaire, please let Cynthia know. If several people wish to write a new questionnaire, it would be best to create one questionnaire that everyone in the class can use.