

**NEW JERSEY CITY UNIVERSITY
INSTITUTIONAL REVIEW BOARD
APPLICATION FOR REVIEW OF RESEARCH**

1. Type of approval review requested (check one): Full Review Expedited / Exempt Review

2. PRINCIPAL INVESTIGATOR: **Julio A. Velasco**

DEPARTMENT: **Office of Educational Technology**

PHONE: _____

TITLE OF RESEARCH:
Snapshot of NJEDge.Net ipVideo Services and Utilization

CO-INVESTIGATORS: _____

3. PURPOSE OF RESEARCH (INDEPENDENT PROJECT, MASTER'S THESIS, ETC.):
Master's Thesis

4. IF YOU ARE A STUDENT RESEARCHER PLEASE PROVIDE THE FOLLOWING:

MAILING ADDRESS: **154 Davey Street**
Bloomfield, NJ 07003

EMAIL: **teacher1@njcu.edu** TELEPHONE NO. **201-200-2119**

FACULTY SPONSOR NAME: **Dr. Christopher Shamburg**

DEPARTMENT OF SPONSORING FACULTY: **Office of Educational Technology**
cshamburg

PHONE NO. **201-200-3078** FAX NO. **201-200-3141** EMAIL: **@njcu.edu**

FACULTY SPONSOR SIGNATURE: _____

DATE: _____

5. HAS THIS RESEARCH PROJECT BEEN CONSIDERED PREVIOUSLY BY THE IRB?

_____ YES NO

IF YES GIVE LAST APPROVAL DATE: _____

6. SOURCE OF FUNDING (IF APPLICABLE):

_____ UNIVERSITY GRANTS (INCLUDING FOUNDATION)
PLEASE INDICATE WHICH GRANT PROGRAM: _____

_____ EXTRAMURAL FUNDS
PLEASE INDICATE AGENCY NAME: _____

7. ARE YOU WORKING WITH A RESEARCHER FROM ANOTHER INSTITUTION? IF SO, BE AWARE THAT YOUR CO-INVESTIGATOR MUST ALSO SUBMIT YOUR JOINT PROPOSAL TO THE IRB AT THE INSTITUTION THAT EMPLOYES HIM/HER. _____ YES NO

8. DOES YOUR RESEARCH INVOLVE ANY OF THE FOLLOWING (Check all that apply)?

- minors
- prisoners
- pregnant women
- use of the investigators' current students as subjects
- drugs or other controlled substances
- psychological or physiological stress above the level of normal everyday activities
- misleading or deceiving subjects about any aspect or purpose of the research
- collection of information which deals with sensitive aspects of the participants' behavior (e.g., Illegal activity, drug or alcohol use, sexual behavior, etc.)
- collection of information which would place subjects at risk of criminal or civil liability if it became known
- collection of information which could affect subjects' financial standing, employability, or reputation
- examination of existing data, records, documents, or specimens that are not part of the public record
- children involved in your research without sensitive information about themselves or their families.
- collecting or studying existing data, documents, records, pathological specimens or diagnostic specimens which are publicly available and from which participants cannot be identified by anyone other than the investigator(s).

9. WHAT IS THE OBJECTIVE OF THE RESEARCH?

The subject of inquiry for this study focuses on three, inter-related categories, readiness, current utilization and future expectations of the recently developed video services offered by NJEDge.Net. NJEDge.Net is a statewide educational data network that brings together K-20 institutions in New Jersey.

10. DESCRIBE THE DESIGN OF THE RESEARCH INCLUDING WHAT WILL BE REQUIRED OF SUBJECTS (ATTACH ADDITIONAL SHEET IF NECESSARY):

The research is based on an electronic survey, that will be accessed by URL through a standard Internet browser. Invitation will be by Email. Consent will be obtained as the first survey question. Selecting "I do not consent" will end the survey immediately.

11. UNDER WHICH OF THE FOLLOWING CATEGORIES ARE YOU APPLYING FOR EXEMPTION?

- 1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of the comparison among instructional techniques, curricula, or classroom management methods.

- ____ 2. Research involving the use of social science or educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior unless (i) information is obtained in such away as that the participants can be identified directly or indirectly or (ii) the participants' responses, if they became known, could place the participant at risk of criminal or civil liability or be damaging to the participants' financial standing, reputation, or employability. (All research involving survey and interview procedures is exempt when the participants are elected or appointed public officials or candidates for public office. However, confidentiality must be maintained when required by federal statute.)
- ____ 3. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that participants cannot be identified.
- ____ 4. Research and demonstration projects which are funded by a federal agency and determined to be exempt by the agency head and which are designed to study, evaluate, or otherwise examine: (i) public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
- ____ 5. Exemption for collection or study of existing data: research involving collection or study of existing data, documents, records, if these data are non-identifiable and publicly available or information is recorded by the investigator in such a manner that subjects cannot be identified directly through identifiers linked to the subject (codes linking names to data are considered indirect identifiers).
- ____ 6. Exemption for study of the department of health and human services: unless specifically required by the statute, research and demonstration projects which are conducted by or subject to the approval of the Department of Health and Human Services, and which are designed to study, evaluate, or otherwise examine:
 - ____ (a) Programs under the Social Security Act or other public benefit or service programs
 - ____ (b) Procedures for obtaining benefits or services under those programs;
 - ____ (c) Possible changes in or alternatives to those programs or procedures;
 - ____ (d) Possible changes in methods or levels of payment for benefits or services under those programs.

IF YOU ARE REQUESTING EXEMPTION STATUS FOR YOUR RESEARCH, THE FOLLOWING MUST BE STATED ON A COVER LETTER (ON DEPARTMENTAL LETTERHEAD IN THE CASE OF FACULTY) TO ACCOMPANY ANY SURVEY OR QUESTIONNAIRE:

- 1. A statement that all participation is voluntary
- 2. A statement that you are conducting research and the reason for it (e.g., Master's thesis, publication, etc.)
- 3. Purpose of the research - what you are investigating
- 4. A statement that all responses will be kept anonymous and confidential
- 5. A statement that participants need not respond to all questions
- 6. If participants are your own students, a statement that class standing will not be affected in any way based on participation
- 7. The name and telephone number of the Principal Investigator (PI) and faculty sponsor (if applicable)

CLAIMS FOR EXEMPTION MAY NOT BE MADE FOR (A) RESEARCH INVOLVING CHILDREN, (B) AIDS-RELATED RESEARCH, (C) RESEARCH INVOLVING SUBSTANCE OR CHILD ABUSE OR (D) RESEARCH TO BE CONDUCTED AT THE V.A. (RESEARCH UNDER THESE CATEGORIES IS SUBJECT TO SPECIAL FEDERAL GUIDELINES.)

COMPLETE THE FOLLOWING ADDITIONAL QUESTIONS FOR EITHER A FULL OR EXPEDITED IRB REVIEW

12. DESCRIBE THE SUBJECTS WHO WILL BE PARTICIPATING (NUMBER, AGE, GENDER, ETC):

The subjects will be the NJEDge.Net Video Resource Group (VRG) representatives.

Each NJEDge.Net member has a designed VRG. There are 45 members.

13. HOW WILL SUBJECTS BE RECRUITED? IF STUDENTS, WILL THEY BE SOLICITED FROM CLASS?

The invitation will be via Email from an executive member of NJEDge.Net to

the VRG representatives.

14. WHAT RISKS TO SUBJECTS (PHYSIOLOGICAL AND/OR PSYCHOLOGICAL) ARE INVOLVED IN THE RESEARCH?

There should be no physiological and/or psychological risk involved in

answering the questions.

15. IS DECEPTION INVOLVED IN THE RESEARCH? IF SO, WHAT IS IT AND WHY WILL IT BE USED?

No deception will be used in this research.

16. WHAT INFORMATION WILL BE GIVEN TO THE SUBJECTS AFTER THEIR PARTICIPATION? IF DECEPTION IS USED, IT MUST BE DISCLOSED AFTER PARTICIPATION.

All participants will be allowed access to the overview information during the

survey process, and afterwards through the release of the paper. An additional

follow-up Email will be sent thanking participants, with access information.

17. HOW WILL CONFIDENTIALITY BE MAINTAINED? WHO WILL KNOW THE IDENTITY OF THE SUBJECTS? IF A PRE AND POST TEST DESIGN IS USED HOW WILL THE SUBJECTS BE IDENTIFIED?

The only person allowed access to data by participant will be the PI, in an

encrypted, password-protected database.

18. HOW WILL THE DATA BE RECORDED AND STORED? WHO WILL HAVE ACCESS TO THE DATA? ALL DATA MUST BE KEPT FOR A MINIMUM OF THREE YEARS.

Data will be stored electronically to a CD. Physical documents will be imaged

and stored on the same CD. They will be stored in my home office and is

available upon request, at the discretion of the PI.

New Jersey City University

Last Name: **Velasco** _____

Access No.: _____

Project: _____

NOTICE OF IRB REVIEW AND APPROVAL (Initial/Revised/Continuation)

The project identified below, for which you requested review and approval by the NJCU Institutional Review Board for the Protection of Human Subjects in Research, has now been reviewed and approved. This approval is based on the assumption that the materials you submitted to the NJCU IRB c/o Academic Affairs contain a complete and accurate description of all the ways in which human subjects are involved in your research.

This approval is given with the following conditions:

1. that you will conduct the research according to the plans and protocol you submitted.
2. that you will immediately inform the IRB of any injuries to subjects that occur in the course of your research.
3. that you immediately inform the IRB of any problems that arise in the course of your research.
4. that you will immediately inform the IRB of any changes that you make in the protocol of the research.
5. that you will give each person who signs the consent document a copy of that document, if you are using such documents in your research.
6. that you will retain all signed consent documents for at least three years after the termination of the research.

Failure to comply with these conditions will result in the withdrawal of this approval.

Name of Chief Investigator: _____

Name: _____

Title of Project: _____

Period of Approval: _____

Additional Conditions: _____

One month before the end of the period of approval, you will be reminded to file with the IRB a copy of the form "Request for continuing Review." The form will be sent to you.

Date: _____

Signed: _____

Chair

Institutional Review Board - 201-200-2033

New Jersey City University

Last Name: **Velasco**

Access No.: _____

NOTICE OF EXEMPTION FROM IRB REVIEW

The project identified below has been declared exempt from review by the IRB under the provisions of Federal Regulations 45 CFR 46. Your Research is exempt under category:

This exemption is based on the following assumptions:

1. that the materials you submitted to the New Jersey City University IRB provide a complete and accurate account of how human subjects are involved in your project.
2. that you will carry on your research according to the procedures described in those materials.
3. that you will report to IRB any changes in your procedures that would remove the project from the exempt category and make it subject to IRB review.
4. that if such changes are made, you will submit the project for IRB review.
5. that you will immediately report to the IRB any problems that you encounter while using human subjects.

Name of Chief Investigator: _____

Name of Co-Investigators: _____

Title of Project: _____

Conditions: _____

Date: _____

Note: For Categories 2 & 3 A consent form is not needed for subjects asked to complete an anonymous questionnaire.

Signed _____
Chair of IRB