

Coalition for Healthy and Safe Campus-Communities Internal Review Board Common Questions & Suggested Answers for the 2008 Survey

These are the common questions among IRB forms submitted:

1. Proposed project period: From September 22 TO October 10, 2008

The Project will begin at the time of administration of survey and ends with sharing of data with campus constituents.

[Please note: All campuses are asked to give the survey during the same timeframe of September 22 and October 10, 2008. You may select during this three week period the best time for your institution in order to keep the previous 30 days out of the first week of school and before fall break (potentially high use times which may skew your results).]

2. Who is providing the funding for this research?

Funding is provided through the Coalition for Healthy and Safe Campus-Communities in partnership with Nashville Prevention Partnership.

3. What is the purpose of study?

The data being collected from college students is being used by two entities: 1) the Coalition for Healthy and Safe Campus Communities (CHASCo) and 2) the State Epidemiological Workgroup (SEW), which is part of the Tennessee Strategic Prevention Framework-State Incentive Grant (TN SPF-SIG).

CHASCo is comprised of Tennessee public and private institutions of higher education that strive to proactively address the issues of alcohol, other drugs, and violence in order to promote healthy campus and community environments. The Coalition's membership encourages and enhances local, state, regional, and national initiatives through a commitment to policy development, educational strategies, enforcement, evaluation, and community collaboration.

The TN SPF-SIG is a substance abuse prevention infrastructure improvement grant from SAMSHA. The TN SPF-SIG is examining whether using the Interactive Getting to Outcomes (iGTO) process is effective in building capacity in communities relative to a comparison group. The iGTO process should lead to increases in key stakeholder readiness, structures and formal linkages, resources, the number of and effectiveness of prevention champions, substance abuse policies and procedures, the quality of planning/evaluation/reporting, and substance abuse prevention expertise. This improved community capacity for substance abuse prevention activities is presumed to produce larger decreases in Alcohol and Other Drug (AOD) consumption and consequences in intervention communities relative to comparison communities between the years of 2006 and 2009.

4. How will the population from which your research sample is drawn be selected?

The proposed samples of students to be drawn from the school populations of students will be different, depending on the size of the school. Preliminary analyses indicated that approximately 400 students per school would be necessary to have sufficient statistical power for analyses at the

school level. Although this is not of interest to either for the TN SPF-SIG or the CHASCo, this may be of interest to researchers at each college/university. As current response rates for the proposed methodology are around 20%, all students in schools with enrollments less than or equal to 2000 would be invited to participate in the survey. Schools with enrollments larger than 2000 would have the necessary percentage of randomly-selected students invited to participate in the survey. For instance, a school with an enrollment of 3000 students would have 2000 randomly selected students receiving invitations for participation to ultimately achieve a sample of 400 students.

5. Give specific details of the procedures that relate to the subjects'/participants' participation.

Participation involves the voluntary completion of the on-line survey.

Or

Participation involves the voluntary completion of a paper survey.

6. What inducement/incentive is offered?

Inducement is offered at the discretion of each institution. It is recommended that any inducement be available to all participants logging in to the survey whether ultimately completing the survey or not.

7. Describe your research procedures. [Please note: This is only the answer for the electronic method of survey distribution.]

The procedures to be used for this study reflect a confidential (not anonymous) web-administered survey. A listing of student names and e-mail addresses will first be obtained from each participating college/university. E-mails will be sent to identified students giving them information about the purpose of the survey; assurance that their responses will remain confidential and that their responses will not be associated with any personally identifying information; a URL to participate in the web survey; and an explanation of the incentive for participation if any is offered. The approximate time it will take for the student to complete the online survey is 30 minutes.

Participants who do not complete the survey as a result of the initial invitation e-mail will be sent up to two reminder e-mails each time they do not participate as a result of an invitation. These follow-up e-mails will contain information similar to the initial e-mails.

FYI for those institutions that will be offering inducements/incentives: *[Please note: Potential answer, you may need to change depending on how you are handling it.]*

All students will be offered a <<inducement, if offered>> for participation in the survey. Students will be given the opportunity to receive this inducement/incentive, regardless of whether or not they complete the survey—they will receive the inducement/incentive either when they terminate the survey or complete the survey. A popup dialogue will appear in either case allowing students to print the <<name of the incentive ticket>>.

8. Number of times observations will be made and data will be collected.

Observations are not a part of the research. The online survey will be administered one time.

9. Is it clear to the subjects/participants that their participation is fully voluntary?

Yes. Participants, through the informed consent, will be told that their participation is fully voluntary and that there are no penalties for non-completion. The survey allows for opting out without completing the instrument and students may skip and question for which they choose not to answer.

10. How do you intend to obtain the subjects' informed consent?

FYI: Your IRB, given the information provided below, may not require the use of an informed consent. However, other IRBs, may require an informed consent.

Under DHHS Human Subjects Guidelines (46.116) we request that the use of a consent form be waived. This request is based on the following reasons:

- The research involves no more than minimal risk to the participants.
- The lack of an informed consent document will not adversely affect the rights and welfare of the participants.
- The use of a consent form would actually increase the risk of identifying those participating in the study. More specifically, the participants' identity is not requested at any point in the survey process and an informed consent form would require them to divulge their identity.
- The respondent selecting "Submit" at the final page of the web survey would be seen as a final delivery and consent to participate.

11. What benefits may result from the study that would justify asking subjects to participate?

There are no direct benefits to the students who participate in the surveys, although some may find value in the opportunity to reflect on their substance use behavior and other related behaviors. The student community; however, will benefit indirectly from the study in two ways:

- The data collected can inform colleges/universities about potential substance use/abuse problems on their campuses and provide information to inform campus drug and alcohol policies that better serve student populations.
- The data to be collected have the potential to inform the widespread improvement of the substance abuse prevention infrastructure in the state of Tennessee.

The potential risks to the students entailed by the proposed surveys are minimal given the confidentiality procedures. The potential benefits of this project far outweigh these risks.

12. What possible risks will participating subjects/participants face?

The nature of the survey is such that research participants will be asked to participate by responding to questionnaire items that could be of a sensitive nature. Questions may be perceived by some respondents as an invasion of privacy. In addition, if some of the information became publicly known, it might place a respondent at risk of suffering adverse consequences. As specified in DHHS policy for Protection of Human Research subjects #46.101, the following safeguards against potential risks to research subjects are addressed.

- Risk #1: Subjects may not be fully informed of the project, the research procedures, or of the voluntary nature of the study.
- Redress for Risk #1: Participants will be informed of the general purpose of the survey and fully informed about the nature of the data collection procedures via an e-mail inviting students to participate. Participants will be informed that their participation is voluntary and

that they can refuse participation or refuse to answer specific questions. They also will be informed that no individual will be identified by name in any research reports.

- Risk #2: Subjects may be identified from their responses to the interviews.
- Redress for Risk #2: All data will be considered strictly confidential and no names will be associated with the completed survey questionnaire responses. The list of names and e-mail addresses of students will be separate from the data files containing student responses. Furthermore, there will be no way to link this list of identifying information with questionnaire responses in the data file. Once data collection has been completed, the name and e-mail address files will be destroyed. These precautions should reasonably protect the confidentiality of the data.
- Risk #3: Subjects may be adversely affected because the questions may evoke a psychological response or the subjects may want to ask for help regarding their own drinking problems or that of their friends or family.
- Redress for Risk #3: Referral information, <<individual campus and community referral resources>> will be provided to students upon termination of the survey or at the end of the survey.

13. Who will have access to the data? How will confidentiality be protected?

- Data Sharing:

The Coalition for Healthy and Safe Campus Communities (CHASCo) members, comprised of both public and private institutions, have an interest in assuring appropriate confidentiality for the data through coalition activities. They also have a proprietary interest in that information, since they are assuming the internal costs of administering the survey. CHASCo has an interest in assuring that this information is not made available to third parties without appropriate permission by each participating CHASCo member. CHASCo members conduct their activities with the following understandings:

1. Specific survey data provided by the company overseeing the survey will be provided directly to the institution. All student identifiers will be removed from the data.
2. The company overseeing the survey will provide CHASCo aggregate survey results broken out by sector and the three grand divisions (West, Middle and East).
3. CHASCo will provide the aggregate results, with a list of survey participating institutions to each participating institution. No institution will be able to be identified or singled-out as the data is aggregated. If confidentiality can be ensured, CHASCo will provide regional and/or sector aggregate data.
4. CHASCo will provide the campus-level results to the Bureau of Alcohol and Drug Abuse Services (BADAS) for their data collection purposes associated with understanding the alcohol and other drug issues in Tennessee across the lifespan. The only identifier to accompany the campus-level data given to BADAS is whether the school is in the intervention or comparison Strategic Prevention Framework-State Incentive Grant (SPF-SIG). A random institutional number will be assigned to each institution's data sent to BADAS. BADAS will not be able to match the campus-level data to any given institution. BADAS agrees to abide by the terms in this agreement that are applicable to any participating institution.
5. CHASCo explicitly recognizes the value of research and publication in higher education. Accordingly, any CHASCo member may undertake and publish studies using CHASCo

data in professional associations and publications so long as appropriate confidentiality is preserved. At a minimum, participating institutions may not be identified by name and CHASCO may not be identified as the source of the information without written permission of CHASCO.

- CORE Institute of Southern Illinois University – Survey Administrator:
- Your institution may already have a process in place that is required for securing confidential data. The person responsible for managing your IRB process should be able to provide you with this information.

14. Explain how any data collected relate to illegal activities.

Data will be collected from students on a number of illegal behaviors. More specifically, students will be asked about their use of illegal drugs and various illegal behaviors they might have engaged in as a result of alcohol and/or other drug use. Nevertheless, the risks to students are minimal, as the survey is conducted anonymously, students have the option to opt out of any individual question, and as the survey administration is considered confidential there will be no way to tie lists containing names and e-mail addresses to student responses.