Human Subjects Research Form

For Research with Human Participants

Title of Research *

Impact of the Grant Development Program (GDPR): A Year-Long Mentored Grant

Date research will begin *

09/19/2019

Expected completion date *

09/18/2020

If proposal is for external funding:

Agency

Enter funding agency here

Deadline (Enter the funding agency's application deadline)

MM/DD/YYYY

You agree that you have read the University's "Assurance of Compliance with HHS Regulations for the Protection of Human Research Participants" and agree to provide for the protection of the rights and welfare of the participants that participate in this research as outlined in the Assurance. You also agree to submit any significant changes in the procedures of your project to the IRB for prior approval.

I agree * ☑ (Do not forget to check this box)

Name of Investigator(s) (Separate using commas if more than one) *

Jane Doe, Joe Quail, Ron August, Mark lane (Entire PI first then use comma to separate other names)

Primary Investigator / Faculty Sponsor Email Address *

jdoe@ggc.edu

School and Program *

School of Science and Technology

Requestor classification *

○ Student ◉ Faculty/Staff ○ Non-GGC investigator

Phone *

678-123-4567

Submission Date *

09/06/2019

1. Have you submitted research on this topic to the IRB previously? *

○ Yes ◉ No

2. Description of research

a. Purpose of research *

The Minorities Affairs Committee (MAC) of the American Society for Cell Biology (ASCB) developed and implemented an intervention strategy for senior postdoctoral fellows and junior faculty members who are members of URM groups or faculty at MSIs. The Grant Development Program was a year-long intervention offered by the ASCB to promote grant funding success of junior faculty at Minority Serving Institutions (MSIs) and postdoctoral fellows/faculty members from URM groups. This study will gather quantitative and qualitative data so that the outcomes of the GDPR can be determined.

b. Nature of data to be collected *

The methodology will be non-experimental, mixed methods through a convenience sample of mentees and mentors who were part of the GDPR Program between 2014-2019. Historical data from existing GDPR Program annual evaluations and from online publicly accessible databases will also be collected and analyzed. Additional data on a control group of non-GDPR participants will be collected form database searches as well.

c. Data collection procedures * **(Spend most of your time and effort here. Be as clear as possible)**

For this study, the researchers will recruit as many of the GDPR mentees and mentors who are willing to participate in the study (convenience sample). Junior faculty members of similar characteristics to the GDPR mentees have been suggested by the GDPR mentees and will be used as a comparison group for data collection from publicly accessible databases.

d. Instruments to be used *

See attached survey questions and details on data to be collected from historical surveys and databases

The following file types are accepted '.rtf', '.doc', '.docx' '.dot', '.pdf', '.txt', '.odt'. Max file size: 25MB.

GDPRProgramOutcomeInstruments.docx (https://irb.ggc.edu/index.php/download?file=GDPRProgramOutcomeInstruments.docx)

Upload a PDF, DOC, DOCX, or RTF version of the survey instrument, not a weblink.

(We highly recommend Qualtrics for all surveys on campus. Each faculty and staff already have access and account. Please speak to Dr. Kyle Huff for more information)

e. Method for selection of participants *

The sampling method will be a convenience sample of:
Grant Develop Program (GDPR) mentees (36 total in cohorts 1-5)
Junior Faculty members matched to GDPR mentees by career stage and institution
GDPR mentors
The sample members will be invited to participate in the study via a solicitation email. The email will include a personal link to a web-based questionnaire in Qualtrics. An electronic consent form will precede the questionnaire for the GDPR mentees and the GDPR mentors.

f. Participant age range *

24 (If minors, less than 18 years old, this changes how you obtain consent. It has to be addressed to their legal guardian)

-

90

Number of participants *

100

Sex *

○ **Male** ○ **Female** ◉ **Both**

g. Incentives, compensation to be used *

None

3. Describe in detail any psychological, social, legal, economic or physical risk that might occur to participants. Note that all research entails some level of risk, though perhaps minimal. *

◉ **Minimal risk** ○ **More than minimal**

4. Benefit. University policy requires that risk from participation be outweighed by potential benefits to participants and/or humankind in general.

a. Identify benefits to participants resulting from this research *

The participants will receive no personal benefit from participating in this research project. The participant may benefit from the knowledge that the input that s/he provides may impact future GDPR Program activities and components.

b. Identify benefits to humankind in general resulting from this research *

The GDPR Program was designed to increase the grantsmanship of senior postdoctoral fellows and junior faculty members who are members of URM groups or faculty at MSIs. The desired outcome was increased funding to the GDPR Program mentees which would have an impact on their institutional environment. This research project will gather additional data that will be used in both a publication and in a renewal grant proposal that would allow for the continuation of this program and potentially for dissemination of the Program to other organizations.

5. What is the consent process to be followed in this study? All studies must include informed consent. Consent may require signature. Include form(s) to be used. If deception is necessary, please justify and describe, and submit debriefing procedures. *

a. Process

An electronic consent form (attached) will precede the actual Qualtrics-generated questionnaire for the GDPR Program mentees and the GDPR Program mentors.

The following file types are accepted '.rtf', '.doc', '.docx' '.dot', '.pdf', '.txt', '.odt'. Max file size: 25MB.

IRB Consent Form GDPR Program Outcomes Study.docx (https://irb.ggc.edu/index.php/download?file=IRB%20Consent%20Form%20GDPR%20Program%20Outcomes%20Study.docx)

(We highly recommend using the sample informed consent document. Located on the IRB faculty webpage: www.ggc.edu/faculty-and-staff/irb)

b. Is deception required? *

○ **Yes** ◉ **No**

6. Minors and other vulnerable participants. If minors or other vulnerable participants are involved, please outline procedures to be used in obtaining their agreement (assent) to participate, in addition to the consent of their authorized representative such as parent or guardian. If you do not wish to include minors, it may be useful to include related language in the cover letter or consent form.

Will minors be included in participants? *

○ **Yes** ◉ **No**

Will any other vulnerable population be included? *

○ **Yes** ◉ **No**

7. Future risk. How are participants protected from the potentially harmful future use of the data collected in this research?

a. Describe measures planned to ensure anonymity or confidentiality. *

An email inviting GDPR Program mentees and mentors will be sent. The email will contain a personal link to the informed consent and questionnaire in Qualtrics. Once responses are collected, the identifying information will be removed and replaced with a 6 digit randomly generated identifier. The codebook linking the names and institutions of the respondents will be kept separately from the data. The data collected from existing survey results and from database searchers will be handled in a similar manner (removal of identifying information, replacing with identifier).

b. Describe methods for storing data while study is underway. *

The data will be stored within the GGC Qualtrics database (under password protection). Once the data is downloaded onto the lead researcher's GGC-provided laptop, the files will be

password protected. The data from the existing surveys and from database searches will also be stored in password protected files on the lead researcher's laptop.

c. List dates and plans for destroying data and media once study has been completed. *

(Federal regulations mandate that you keep all data a minimum of 3 years after completion of the study.)

The data files will be deleted 3 years after the publication of the manuscript.

d. Are you planning on storing any kind of electronic media. IE audio, video, or electronic data such as databases, electronic forms, etc. *

○ **Yes** ◉ **No**

8. Illegal activities: Does the data to be collected relate to any illegal activities? *

○ **Yes** ◉ **No**

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