



Owned by Stacy Gherardi (sgherard@nmsu.edu). Last Modified on 2019-03-03  
(16167) New Mexico School Social Worker Pre-Service Preparation

### User and Submission General Information

- 1) Application Title: New Mexico School Social Worker Pre-Service Preparation
- 2) Application Summary: This project consists of an online survey to be distributed to school social workers in the state of New Mexico. The purpose of the survey is to assess the perceived competence of school social workers at present and when they began practice and to understand how social work education and development impacts perceptions of competency.
- 3) Submit Date: 2018-02-11 01:49:51
- 4) Approval/Rejection Date: 2018-02-28 00:00:00
- 5) Expiration Date: 2019-02-28 00:00:00
- 6) PI Name: Stacy Gherardi
- 7) PI Primary Email: sgherard@nmsu.edu
- 8) PI Phone: 5756462143
- 9) PI Department: Social Work

### IRB Categorization

- CD1) AppType: New
- CD2) Purpose: Publication
- CD3) ReviewType: Exempt
- CD4) Attributes: Not Funded

### IRB Required Information

- C1) Other Purpose:
- C2) Funding Source: None
- C3) Funding Agency: None
- C4) Other Funding Source:
- C5) Sponsor:
- C6) Review Category: 2

### Contact Information for the Principal Investigator (PI)

- 1) PI Alternate Phone Number: 7736239136



### Additional Author Information

In addition to the individuals listed above, who will be additional author(s) if the research results in publication?

2) First Name	Wanda
3) Last Name	Whittlesey-Jerome
4) Department	Social Work
5) MSC	3sw
6) E-mail Address	wkjerome@nmsu.edu
7) Telephone	

8) First Name	
9) Last Name	
10) Department	
11) MSC	
12) E-mail Address	
13) Telephone	

14) First Name	
15) Last Name	
16) Department	
17) MSC	
18) E-mail Address	
19) Telephone	

EXPIRED



### Collaborating Researcher(s) and Institution(s)

20) Please list the Full Name and Institution for each Collaborator.

### Renewal Information

21) Is this application a renewal application for the same research done one or more years ago and previously approved by this committee? **No**

22) If Yes, please provide the IRB Approval Number

### Conflict of Interest

23) Does the researcher(s) or family members have any financial conflict of interest in a business which owns a technology to be studied and/or is sponsoring the research? **No**

24) If Yes, please explain

### Human Subjects Tutorial Training

**OE1.** ? The researcher(s) must document completion of the human subjects tutorial training for the PI, Co-PIs and Research Assistants. Department Heads are not required to complete Human Subjects Training.

If the researcher is a student, the Faculty Advisor and Research Committee Chair (if applicable) must also document completion of the human subjects tutorial training.

**Each person who is required to complete Human Subjects Training must enter their certificate information at**

**<https://maestro.research.nmsu.edu/> in the "My Certs" section and upload a pdf copy of the completion report before your application**

**will be accepted for review.** The training certification is good for three years from the date of completion.

The NMSU IRB approved training web site is: <http://www.citiprogram.org>. Training instructions can be found at

<http://compliance.research.nmsu.edu/IRBtraining>

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### Protocol of Research Project

**No interventions or interactions with a living individual that result in the collection of data can be conducted until IRB approval has been granted. Data collected without IRB approval is unusable.**

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| 25) When will the research start?<br>(mm/dd/yy) Note: Research cannot begin before IRB approval. | 03/01/2018   |
| 26) When will the research end?<br>(mm/dd/yy)  | 12/31/2018   |
| 27) What is the scientific purpose of the research? (See CF6)                                    | The purpose of this research is to better understand how social work training in New Mexico prepares social workers for practice in schools and to identify any gaps in preparation. |

For the following question, list all the methods that will be used to collect data (e.g., tests, surveys, interviews, observations, existing data). If using technical terms and jargon, please define each term; AND attach a copy of all instruments to be used.

**NOTE:** If any copyrighted instruments/materials will be used, attach a pdf copy of the written permission granted by an authorized official. You may attach pdf documents to your application in the "Add Attachments" section at the beginning of the form.

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| 28) Describe the background, design, and research methodology, the time required for a single session, how many sessions, psychological or medical methods to be used. (See CF7, CF8, OE2) | This research consists of a one time online survey to be distributed to school social workers in the state of New Mexico. Participants will access the survey online; it is anticipated that it will take about 10 minutes to complete. |
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### Location of Research

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|---|--|
| 29) Identify the location where the research will be conducted.   | Off Campus   |
| 30) If on campus, please specify the Building(s), Room Number(s) or any other campus location.  |  |
| 31) If off campus, please list specific location(s). Attach a copy of the written approval from an authorized official, where applicable. (See OE3) | NASW-NM annual conference at Sandia Resort in Albuquerque and online. A pdf of the survey is attached and the online version can be accessed at: <a href="http://bit.do/NM-SSW-Prep">http://bit.do/NM-SSW-Prep</a> |

### Basic Subject Information

32) Number of Subjects (See HS1)	100
33) Number of Potentially Vulnerable Subjects	0
34) Age of Subjects	21+
35) If under 18, please indicate ages	
36) Sex of Subjects	Both
37) Ethnic Background of Subjects	multiple
38) Describe the process that will be used to recruit subjects and how subjects will be recruited. Attach copies of any recruitment materials (e.g., internet/email, newspaper/radio/tv ads, posters/brochures/letters) that will be used. (See HS2, HS3)	Participants will be solicited through the National Association of Social Workers (NASW) New Mexico chapter newsletter and in person at the NASW-NM annual conference in March. At the conference, researchers will be seated at a table offering the chance to participate to those who visit the table; they will also engage directly with school social workers at a school social work lunch session and present the survey link there. Participants will be encouraged to forward the survey link to their school social work colleagues. Direct recruitment of school social workers may also occur through email solicitation of school social workers who have publicly available email addresses. A copy of the solicitation to be used in the NASW-NM newsletter and any emails is attached.

### Student Subjects

#### If subjects are students:

39) Have they been allowed to participate in the research during regularly scheduled class time?	Not Applicable
40) If No, please explain	
41) Have they been offered extra credit for the class to participate in the research?	Not Applicable
42) If No, please explain	
43) Have they been given a choice to participate or do another assignment?	Not Applicable
44) If No, please explain	

### Benefit to Subjects

45) Describe the potential benefit(s) to be gained by the subjects as a result of being in this research study or by others as a result of this research study, if any. (See CF10)

Participants will have the chance to share their name for entry into a drawing for a \$50 gift card. They will also contribute to effective programming and policy around school social work in the state although there are no direct personal benefits anticipated.

### Subject Information (Expedited Reviews Only)

**If requesting an exempt review, mark any Yes/No questions as 'Not Applicable,' and skip the remainder of this section on Subject Information.**

46) State whether the selection of subjects has been equitable, with particular recognition of the special problems of research involving vulnerable populations.

NA

47) State the rationale for involvement of potentially vulnerable subjects, including minors, pregnant women, economically and educationally disadvantaged, decisionally impaired, and homeless people, employees, and students.

NA

48) Outline specific safety controls that will be required. If a physicians supervision and/or attendance are required, please explain and provide the physicians name, contact information, and his/her qualifications.

NA

49) Describe the potential risks to the human subjects (physical, psychological, social, or economic) of this research study. (See CF9)

The survey requests minimal demographic information; it is not anticipated that information collected would allow participants to be identified. There are not anticipated risks to participants outside of potential risks posed by any method of online data collection.

50) Describe what measures and/or additional safeguards will be taken to minimize the potential risks to human subjects to protect the subjects. (See CF9, CF16)

Demographic information collected will not allow participants to be identified. Data will be password protected within the PI's account in Qualtrics.

51) Describe any protected health information (PHI) you plan to obtain from a HIPAA-covered facility, giving details of the planned use and/or disclosure of the PHI. (See CF12)

NA

52) Describe any protected student information you plan to obtain from a Family Educational Rights & Privacy Act (FERPA)-covered facility, giving details of the planned use and/or disclosure of the protected student information. (See CF12)

NA

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| 53) Does this research require that you deceive human subjects in any way?   | No |
| 54) If yes, please describe the type of deception that will be used and state why it is necessary for this research. (Attach a copy of the debriefing script that will be provided to the subjects.) (See HS3) | NA |

### Informed Consent

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|---|--|
| 55) How will each subject be informed of the nature of the potential risks involved in participating in this study? (A pdf copy of each item checked must be attached.) (See CF9) | Other (Please explain below)   |
| 56) If Other, please explain.   | The first survey item will request consent   |
| 57) Describe the procedures that will be used to obtain and document informed consent and assent. (See CF7, CF13)   | The first survey item describes potential risks and benefits of the study. Participants consent by clicking continue. A PDF of the entire survey and initial consent verbiage is attached. |

**CF2. If a waiver of informed consent is requested, an informational cover letter is required.**

Documented informed consent may be waived by the IRB in cases where

- (1) the principal risks are those associated with a breach of confidentiality concerning the subject's participation in the research and the only record linking the subject with the research is the consent form; or
- (2) the research presents no more than minimal risk and involves procedures that do not require written consent when they are performed outside of a research setting.

A pdf copy of the informational cover letter that will be used must be attached. **You may attach pdf documents to your application in the "Add Attachments" section at the beginning of the form.**

### Compensation

**If requesting an exempt review, mark any Yes/No questions as 'Not Applicable,' and skip the remainder of this section on Compensation.**

**NOTE: Human subjects must be free to quit at any time without penalty.**

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|--|---|
| 58) Will any type of compensation and/or incentive be used in this research study? (See CF11, CF17)  | Yes (Please explain below)  |
| 59) If yes, provide an explanation of why the compensation is necessary and whether it is reasonable in relation to the experiences of and/or burden on the human subjects. (See CF11, CF17) | Participants will have the opportunity to share their email address to be entered in a drawing for a \$50 gift card upon completion of the survey by clicking a link to a google form. This incentive is necessary in order to encourage participation and is reasonable recognition of participants' willingness to give their time and opinion. |

60) If yes, describe how the compensation and/or incentive will be provided, e.g., at beginning of subjects participation, upon completion of subjects participation, prorated for partial participation, etc. (See C11, C17)

Participants will have the opportunity to share their email address to be entered in a drawing for a \$50 gift card upon completion of the survey by clicking a link to a google form. These email addresses will not be linked in any way to survey responses and entry is optional for participants.

### Data Use

61) How will the data collected be used? (Check all that apply)

Publication/Journal Article,Conferences/Presentations,Other (Please explain below):

62) If Other, please explain

Aggregated results may be released to NASW-NM or schools of social work in the state to inform programming and policy.

### Confidentiality of Data

63) Describe the measures that will be taken to ensure the confidentiality of [ ]human subjects and data. (See CF12)

No identifiable information will be collected and survey links will not track participant identity. The only information collected will address educational and work experience demographics.

64) Describe the format the data will be kept, e.g., paper, digital or electronic media, video, audio, or photographic.

Data will be collected through and stored in Qualtrics in the PI's password-protected account.

65) Describe what security provisions will be taken to protect the data (e.g., password protection, encryption, etc.).

Qualtrics uses data encryption and data within the researchers Qualtrics account is password-protected.

66) Describe where the data will be kept and for how long. (Federal regulations require data be kept for a minimum of 3 years).

Data will be stored in this account for at least 3 years or until no longer needed for researcher after which is will be destroyed.

67) Will any direct identifiers, names, social security numbers, addresses, telephone numbers, etc. be recorded? (See RI2, CF12)

No

68) If yes, describe why it will be necessary to use such direct identifiers and any coding system that will be used to protect against disclosure of such identifiers.

NA

69) If yes, and if a link between study code numbers and direct identifiers will be retained after completion of data collection, explain why it will be necessary and for how long the link will be kept.

NA

70) If yes, and if anyone other than the researcher or the research team will have access to the link, provide an explanation of why and identify who will be provided this access.

NA

### Submission Assistance

**To ensure a proper review of your protocol and minimize resubmissions, please be sure you have included the following information, as applicable, to your proposal.**

#### **HS. Human Subjects:**

**HS1.** Describe the approximate number of human subjects to be included in your project.

**HS2.** Describe in detail how human subjects will be recruited.

**HS3.** Describe how you will debrief the participants after completing the research.

#### **RI. Research Instruments**

**RI1.** Include a copy of the questionnaire/survey instrument you propose to use.

**RI2.** Make sure that questionnaire/survey instrument does not identify participant information contrary to Consent Form.

**RI3.** The introduction to an online survey should include a statement informing the participants that completion of the questionnaire will imply consent.

**RI4.** The introduction to the survey should include a statement informing the participants whether they will be required to answer every question or may leave some unanswered.

#### **CF. Consent Form**

**CF1.** The consent form must be included in the submission

**CF2.** If needed, include a cover letter with information normally included in a consent form.

**CF3.** Language reading level needs to be appropriate for the intended participants.

**CF4.** Explain audio-taping and/or video-taping if included as a method.

**CF5.** Explain what will happen to the audio or video tapes or recordings upon research completion.

**CF6.** Explain the purpose of the research.

**CF7.** Explain the procedures to be followed.

**CF8.** Explain the expected duration of the subject's participation.

**CF9.** Describe any reasonably foreseeable risks or discomforts to the subject.

**CF10.** Describe any benefits to the subject or to others that may reasonably be expected from the research.

**CF11.** Disclose appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject.

**CF12.** Describe the extent, if any, to which confidentiality of records identifying the subject will be maintained.

**CF13.** Explain that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.

**CF14.** Include contact information to answer questions that participants may have about the research activities. ? (The Researcher and Faculty Advisor (if a student) should be listed as the individuals to answer questions about the research activities).

**CF15.** Contacts to answer questions that participants may have about their rights as research subjects. (The OVPR office should be listed to answer questions about their rights as research subjects.)

**CF16.** Describe what free resources will be available to the participants should they feel distressed and/or uncomfortable.

**CF17.** Describe the incentives to participate in the research, e.g., money, extra course credit, raffles, etc.

#### **OE. Other Elements:**

**OE1.** Each person must log in to the [Compliance Form Submission website](#) and go to "My Certificates," to upload individual training certificates. A training certificate must be included with the application for the PI, Co-PI(s), Research Assistant(s) and Faculty Advisor, as applicable.

#### **Certificates**

**must be added via the "Add Certificates" section - not as an attached file.** A training certificate is not necessary for the Department Head/Dean.

**OE2.** Describe your research protocol, e.g., a brief description of the research methods, the number of sessions proposed, time required for a single session, any psychological or medical methods to be used, and research objectives or hypothesis(es).



# Office of Research Compliance



IRB New Application to Use Human Subjects in Research (Expedited or Ex...

**OE3.** If needed, attach a copy of the written approval from an authorized official of the facility where the research is to be conducted.

**OE4.** Your Faculty Advisor and/or Department Head/Dean must be included in your Approval Team, via the "Add Approval and Research Team Members" section.

**OE5.** A pdf copy of the funding proposal(s) must be attached to this application. You may attach pdf documents to your application in the "Add Attachments" section at the beginning of the form.

Expired