



# IRB proposal

Fundamentals of Human-Centered Computing



# IRB proposal

Today I will guide you through:

- Finding a group (due this Thursday)
- Doing the IRB training (due this Thursday)
- Writing your topic proposal (due next Tuesday)
- Writing an IRB proposal (due next Thursday)



# Topic proposal

Due next Tuesday!



# Topic proposal

## Contents:

- Team members
- Agreed-upon meeting time
- Topic
- Explain why this topic is interesting from an HCC perspective
- Define the scope of your topic
- Plan who you want to interview/observe
- Explain how you want to do the interview/observation



# Valid topics

Two types of topics:

- Any situation that could benefit from (a fundamental rethinking of) digital assistance
- Any situation where computers create a new social dynamic or a social/societal problem



# Example

**Topic:** Social event planning

**Why is this interesting:** Planning a casual get-together with friends is much more complicated than it should be. “Event” features in social networks such as Facebook are too formal: they assume that the activity, date, and time are already known.

How do we organize casual events? How do friends negotiate the time, location, activity, and invitees to such casual events? A better understanding of event planning can inform the development of new event-planning applications.



# Example

**Scope:** Within scope are casual events with friends that take some amount of planning (e.g. “Let’s hang out this weekend”). Out of scope are spontaneous events (e.g. “Let’s go for lunch right now”), and formal events (e.g. a birthday party, a wedding).

**Who to interview:** We will find events by asking around our friends whether they are having a casual event. If not, we will ask them to pull up the conversation (e.g. email thread) of a past event. We will interview at least 2 participants (both initiators and non-initiators) in at least 4 events.



# Example

**How to interview:** We will have face-to-face interviews with participants in the event either during the planning or after the event. In the interviews we will ask participants to pull up the planning conversation and reconstruct the planning activities. We will ask them to explain each planning step (their actions, motivations, feelings). We will pay special attention to any social conflicts that arise (e.g. disagreements over the activity), and/or any technical problems (e.g. missed messages).





# Finding a group

Due this Thursday!



# Finding a group

## **Raise your hand if you...**

...already have a group of 4:

Awesome!

...have a group but with <4 members:

Tell me your topic, so we can find you more group members!

...don't have a group:

Tell me which topic you like (or a new topic)



# Finding a group

Go talk to your (new) group!

- If you now have a 4-person group, send me an email with the names of your group members, and your topic
- If your group is still too small, post your topic + number of team members on the forum
- Once you're done with that, spend the next 5-10 minutes talking about your topic



# Finding a group

You should send me your group + topic by Thursday **before** class

(proposal is due next Tuesday before class)

I will try to make sure all the “forum groups” get filled

If not, send me your group + topic anyway



# IRB training

Due this Thursday!



# IRB training

The Institutional Review Board has to sign off on any research that involves human subjects

(including interviews and observation studies)

Research needs to be proposed and approved

Everyone will write a proposal, only submit if you want to actually publish your outcomes

Additionally, human subjects researchers need to do an online IRB training

You too!



# IRB training

Go to [citiprogram.org](http://citiprogram.org), Register, Log in

Add a course:

Human Subjects Research (IRB)

Researcher: Principal Investigator (PI), Co-Investigator,  
Research Team Member

Social and Behavioral Science Research (SBR)

Take the course “Group 1 Investigators Conducting Social and Behavioral Science Research (SBR) at Clemson University”



# IRB training

Due this Thursday

Upon completion, send me the PDF with your report





# IRB proposal

Due next Thursday!



# IRB proposal

There are three types of review:

- Exempt review
- Expedited review
- Full board review



# Exempt review

Quickest review

For interviews where participants are not at risk of criminal or civil liability, or damage to their financial standing, employability, or reputation if their responses were to be disclosed.

Exempt under category B2



# Exempt review

If your topic does not elicit sensitive responses, choose this category

In that case, still mention in the protocol that you will do your best to prevent participants from saying anything sensitive, and that you will remove any sensitive information immediately, should it be recorded by accident

Note that exempt review is not allowed if your participants are minors!



# Expedited review

More thorough review

For interviews where participants **are** at risk of criminal or civil liability, or damage to their financial standing, employability, or reputation if their responses were to be disclosed, **but...**

...where protections will be implemented so that risks related to invasion of privacy and breach of confidentiality are no greater than minimal.

Expedited under category 7



# Expedited review

## “Protections”:

- Get demographics before turning on the recorder (or after turning it off)
- Keep identifying information (recruitment emails, demographics, consent signatures, etc.) separate from interview material
- Link the two with a code (P1, P2, P3, etc)
- Password-protect audio recordings and transcripts
- Delete all data once the project is finished



# Full board review

Very thorough review

Usually for experimental medicines, invasive surgery, etc.

Does not apply to our types of research



# IRB proposal

An IRB proposal consists of:

- A protocol narrative (different for exempt and expedited)
- A consent form
- A recruitment message
- An interview protocol (example questions)

Forms are available at <http://www.clemson.edu/research/compliance/irb/forms.html>





# Protocol narrative

Download either the Exempt or Expedited Research Application Form from the IRB website and fill it out



# Exempt protocol

1. Developmental Approval: leave blank
2. Research Title: your topic
3. Principal Investigator:

Name: Dr. Bart P. Knijnenburg (faculty)

Department: School of Computing

Email: bartk@clemson.edu

Phone: 864-656-7858

Campus address: 215 McAdams Hall



# Exempt protocol

4. Co-Investigator(s): your names and info (create extra rows if needed)
5. Additional Research Team Members: leave blank
6. Research Team Roles: [Your names] will conduct and transcribe the interviews, analyze the transcripts, formulate theories, and write a report. Dr. Bart Knijnenburg supervises the research.
7. Email Communication: Include me + one of your team members



# Exempt protocol

8. Study Purpose: Take from study proposal (why is this interesting + scope)
9. Anticipated Dates of Research: start date: upon IRB approval, end date: end of semester (or longer, if you want to submit the paper for publication)
10. Funding Source: Not funded
11. Support provided by Creative Inquiry Initiative: No
12. Other IRB Approvals: No



# Exempt protocol

13. Exempt Review Checklist: Check box B2

14. (skip)

15. Study sample, 16. Study locations, and 17. Recruitment method: take from study proposal (who to interview)

18. Participant Incentives: No, No, and No

19. Informed Consent: check No under b



# Exempt protocol

## 20. Procedures:

- a) What data will you collect? Audio-recorded interview responses, artifacts (if applicable)
- b) Process: take from study proposal (how to interview)
- c) Sessions: Intensive interviews usually take between 30 and 60 minutes. Indicate whether you want to interview the same participant twice
- d) in-person contact
- e) Yes, f) No, g) No



# Exempt protocol

21. Protection of Confidentiality: See slide on “Protections”.
22. PI Signature: Check the No box, leave the rest blank



# Expedited

Additional fields for expedited research:

13. Level of Risk: No

14. Expedited Review Categories: check 7

19. Informed consent:

a) No, b) Yes under 1, c) Co-Investigator, d) Yes, e) Yes under 1





# Expedited

## 22. Risk / Benefit Analysis:

Under a, describe all possible risks that could occur (in your case, the most common risk is the disclosure of sensitive and/or embarrassing information, or signs of psychological trauma or illness)

Under b, mention that you will implement confidentiality procedures as listed under 21, and that you will refer participants to counseling services available in case of signs of psychological trauma or illness



# Consent form

Download consent form (“Informed Consent -Adult”) from the IRB website

Note: the consent forms for exempt and expedited review are slightly different!

Make sure you edit the consent form to match your protocol narrative (fill in the blanks, remove the correct ORs)



# Recruitment

Can be a flyer (to be posted) or a script (face-to-face recruitment)

Approximate text:

“You are invited to participate in an interview study about [topic]. The study is supervised by Dr. Knijnenburg, and will take about [XX] minutes. If you are interested in participating, please contact [name] at [email address].”



# Interview protocol

The interviews in this research are “semi-structured” meaning that the investigator introduces the topic, and then the participant leads the conversation on this topic.

Where useful, the investigator may follow up on things the participant says.

Below are example questions that the investigator may ask to get the conversation started, and/or to keep it moving forward

[Take questions from Charmaz, Box 2.1]



# IRB proposal

Submit before class next Thursday:

- Protocol narrative
- Consent form
- Recruitment message
- Interview protocol (example questions)

Let me know if you want me to submit this to the IRB!

Do this only if you want to actually publish your results

This may mean your study gets delayed by the review