

**MEMORANDUM**

**DATE:** 7 July 2010  
**TO:** Faculty & Graduate Students  
**FROM:** John Allen, Melissa Soenke, & Jeff Greenberg  
**RE: INTRODUCTORY PSYCHOLOGY STUDENT SURVEY**

To all Mass Survey contributors:

This is an important notice about **the University of Arizona Institutional Review Board (IRB) policy regarding materials in the Mass Survey**. Please read this message carefully to determine what steps you need to take to ensure that you are in full compliance with IRB policy. Failure to conform to these guidelines could result in delay and possible exclusion of your materials from the Mass Survey. In brief, your survey will fit one of the following two types of cases:

- 1) You are submitting a new scale, and this will require a disclaimer at the top of the scale, and some detailed description in the Project Review Form (PRF) to the IRB.
- 2) You are submitting a standard scale that has been used prior to fall 2006 for educational purposes. Such surveys do not require disclaimers. If you are already using responses from such a standard scale under an extant project approval, you need not take any special action. But in new or revised submissions to the IRB, you will need to explain in your PRF that you are using data from a survey that serves an educational purpose.

This distinction is the result of a series of discussions that we have had with the IRB chair. Data that are routinely collected for educational purposes do not require special disclaimers, as educational endeavors do not require consent or disclaimers. Using data collected for these endeavors in subsequent research therefore does not require a special disclaimer, but the consent forms in your study should make mention of data gathered from the mass survey. New surveys that are clearly only for research purposes, on the other hand, fit case #1 and will require a special disclaimer.

**CASE #1 - New Scales**

The IRB requires that any **\*new\*** scales that you intend to submit for the Mass Survey (where "new" = any scale that was introduced on or after the Fall 2006 Mass Survey) must be accompanied by a disclaimer **on the portion of the survey you submit** to Jeff Greenberg's mailbox (deadline = 4:00 P.M. on Tuesday, August 7, 2007). This disclaimer should appear at the top of the first side of the first page of your survey submission. Below is a template you may use to create an appropriate disclaimer (simply replace the highlighted text with text appropriate to your study/submission):

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Title of Project: **Emotion and Physical Systems**

You are being invited to voluntarily complete questions on the next **2 pages** that may make you eligible to participate in a study that would measure your physiological and subjective responses to short film clips, with the purpose of evaluating the suitability of these films for advertising, but you are under no obligation to participate in that study if invited. You can obtain further information from the principal investigator, **Dr. John Allen, at (520) 621-4992**.

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*Preparing the PRF for Case #1*

Rather than submitting the disclaimer on the questionnaire, we recommend that you include an appendix like that at the end of this document. It has a page that highlights how the elements of consent are covered for the most part in the cover page on the mass survey, with the remainder in your disclaimer.

On the PRF section asking for how informed consent will be obtained (Section 2D on the Behavioral Science PRF), you might include the following text:

**We would like to waive the federal requirement of a signed consent form for the questionnaire measure in the Mass Survey and instead use a Disclaimer Consent Form for these questionnaires, because the risks of participating in this research are no more than minimal and it involves no procedures for which written consent is normally required outside of the research context. The mass survey packet includes a cover page disclaimer, and then a shorter disclaimer that will be included at the top of the questionnaire for this study. For those interested in participating in the main study, informed consent will be obtained in writing with a consent form. Please see Appendix A for these forms.**

**CASE #2 - Scales that have been routinely included for educational purposes**

Any scales that have been administered on the Mass Survey prior to the Fall 2006 semester, and which can be described as serving educational purposes (e.g. training students in statistical techniques, selecting students for clinical training, etc.) do not require a disclaimer. Examples include the Rosenberg Self Esteem Scale and the Beck Depression Inventory, among others.

*Preparing the PRF for Case #2*

If you already have approval, no new submission is required to the IRB. For Project Review Forms (PRFs; a.k.a., "long-forms") that are newly submitted, or revised, mention of your use of the Mass Survey can be made using the following text templates. Simply include a line like the following in your PRF:

**"For this study, we propose to use responses on the [SCALE NAME and REFERENCE], which has been a standard part of the mass survey, as one of the scales that is included every semester in the mass survey for educational purposes."**

...or a similar variant:

**"Responses on the [SCALE NAME and REFERENCE], which has been a standard part of the mass survey and is included every semester in the mass survey for educational purposes, will be used [TO SELECT STUDENTS or AS A CONTINUOUS MEASURE IN THE ANALYSIS]."**

If you have further questions regarding these policies and procedures, please contact John Allen ([jallen@email.arizona.edu](mailto:jallen@email.arizona.edu)), Melissa Soenke ([msoenke@gmail.com](mailto:msoenke@gmail.com)) or Jeff Greenberg ([jeff@email.arizona.edu](mailto:jeff@email.arizona.edu)). Thank you for your cooperation in helping to fulfill these requirements in an efficient manner.

Sincerely,

John Allen  
Melissa Soenke  
Jeff Greenberg

## **Appendix A: Consent and Disclaimer Forms**

The Mass Survey includes a cover page introduction and disclaimer for the survey as a whole, and then the specific questionnaires for this study will be preceded by a specific short disclaimer form placed on the top of the first of the two surveys.

The Mass Survey cover page addresses the following issues:

- Voluntary Nature
- Purpose (general survey)
- Subject Selection
- Procedure
- Costs and Compensation
- Risks
- Benefits
- Confidentiality
- Contact (general IRB)

Items covered in Study-specific Blurbs (for those contributions to the survey that are not part of the sections that serve educational purposes):

- Voluntary Nature
- Procedure
- Purpose
- Subject selection
- Contact (specific investigator)

## **INDV STUDENT SURVEY DISCLAIMER**

You are being invited to voluntarily participate in this set of surveys. The Student Survey is conducted every semester in INDV/Psychology 101. Its purpose is to give researchers in the Department of Psychology important background information about some of the characteristics -- attitudes, interests, concerns, and personality traits, for example -- of the students who are taking the course. You will receive one credit towards your research requirement for today's participation, which will take up to this entire class period. There is no cost to you except for your time. You'll learn about the kinds of questionnaires psychologists use.

By completing each survey, you are giving permission for each investigator to use your information to determine your eligibility for participation in a research project. If you are eligible to participate in a study, the investigator(s) may contact you to invite you to participate in the described study. As with any research project, you are not obligated to participate further if you are contacted by the investigator(s). The responses you provide today are for screening and educational uses only and will not be used for any other purpose.

If you do not want to be screened for any research studies, do not complete these surveys. If you want the possibility of being invited to participate in any of the specific studies below, please complete the surveys. Only the principal investigator and research team members authorized by the principal investigator will have access to your name and the information that you provide on each survey. As with any research study conducted in the Department, your responses on these forms will be seen only by the researchers in the laboratories that provided the forms. This information will be treated by each investigator as strictly confidential. If any particular questionnaire, or individual question, is disturbing, you may feel free just to pass it by. If your responses to the questionnaires do not make you eligible for a given study, you won't be contacted to invite your participation, and your responses will not be used for research purposes.

If you are contacted by an investigator to participate in a study and you choose to participate in the study, your responses may be used for research purposes, but any reports that result would not identify you in any way. If you decline the offer to participate in a study based on your responses to this survey, your information will be not be used for research purposes.

Any questions you have will be answered and you may withdraw from the survey at any time. If you have questions regarding your rights as a research subject, you may call the University of Arizona Human Subjects Protection Program Office at (520) 626-6721.

This disclaimer will appear at the top of the first of the two surveys for this study

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Title of Project: **Emotion and Physical Systems**

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