IRB Application Supplemental Instructions and Sample Responses

This document provides supplemental instructions, sample responses, and templates to guide investigators through the IRB application process. The sample responses and examples in this document are for illustrative purposes only. Some of the content has been generated by an artificial intelligence language model. We do not assume any responsibility or liability for the use or interpretation of this content. Investigators should ensure the content provided in their IRB application is specific to the research study being proposed. Throughout the application use complete sentences and grammatically correct English. If you have any questions or need additional support, please contact irb@westcliff.edu

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I. Investigator Details

Investigator Details: Include the title of the study and the principal investigator's name and contact information. If applicable, include the name of your dissertation chair or faculty mentor (J1 scholars) and any co-researchers and their contact information. You must acknowledge the required CITI certification training is complete and the principal investigator's CITI certificates must be uploaded with the application. For doctoral candidates and exchange scholars, the faculty chair/mentor's certificates also must be on file with the Dissertation Department.
Please note: If anything in this section is not applicable to your research please enter N/A. Missing or incomplete information in this section may cause your application to be deferred.

Sample Response | Investigator Details

Title of the Study	"Factors Influencing Doctoral Student Success: A Comprehensive Study on Academic, Social, and Psychological Contributors"
Principal Investigator	Sample Student
Email Address of Principal Investigator	samplestudent@westcliff.edu
Phone Number of Principal Investigator	(800) 867-5309
Name of Dissertation Chair or Faculty Mentor (if applicable)	Dr. Faculty Mentor
Co-Researcher(s) (For Faculty Research & Exchange Scholars only)	N/A
Date of IRB Application	05/01/2024

Ethics Training: All investigators and faculty mentors must file current CITI certificates for all required CITI courses. Please note that the University IRB *will not approve* a research project if the investigator(s) are lacking current CITI certification. For more information about the CITI certificates required at Westcliff University, please refer to the IRB website for training resources.

	Yes	No
Principal investigator's required CITI certificates are complete, up-to-date, and will be submitted with this application.	X	☐

Please note: Applications submitted without the investigator's CITI certifications attached will be returned without review.

II. Research Study Overview

Research Study Description: Summarize the proposed research study using non-technical language that someone outside the discipline can easily understand. The summary should include the purpose of the study, the objectives of the research, and a brief explanation of the importance of the knowledge that may reasonably be expected to result from the study. Use grammatically correct English and complete sentences (limit 300 words not including citations).

Sample Response | Study Description

The purpose of this study is to identify and analyze the key factors that contribute to the success of doctoral students. Specifically, the study aims to explore how academic, social, and psychological factors impact doctoral students' progress and overall success in their programs. The study seeks to provide empirical evidence on the relative importance of these factors and how they interact to influence doctoral student outcomes.

This study has several specific objectives:

1. Academic Factors: To examine the influence of academic performance indicators such as GPA, publication record, and academic advising quality on doctoral student success.
2. Social Factors: To investigate the role of social support from peers, family, and academic communities in fostering doctoral student success.
3. Psychological Factors: To assess the impact of psychological well-being, including stress levels, motivation, and resilience, on the success of doctoral students.
4. Interdisciplinary and Stage Variations: To explore how the importance of these factors may vary across different disciplines and stages of the doctoral process.

By achieving these objectives, the study aims to provide comprehensive insights into the multifaceted nature of doctoral student success. While there may be no direct benefits to participants, they may find value in reflecting on their experiences.

Additionally, their participation will contribute to valuable research aimed at enhancing doctoral programs and support systems, potentially benefiting future doctoral students.

The findings of this study will be valuable for university administrators, faculty, and policymakers to design and implement effective support systems and interventions that enhance the doctoral experience and improve completion rates. Ultimately, this research seeks to contribute to the body of knowledge on doctoral education and support the development of strategies that promote the academic, social, and psychological well-being of doctoral students.

(Word count: 280)

Research Study Methodology: State the specific qualitative (e.g., case study, narrative inquiry, grounded theory) or quantitative design (i.e., correlational, quasi-experimental, experimental) you have chosen for your research. If you are using a mixed methods approach, please list all research designs used that correspond to the chosen methodology. Provide an overview of all data collections methods and instruments to be used (e.g., surveys, questionnaires, interview questions) including the frequency of these procedures. For human-subjects research, provide an explanation of the research activities and the estimated total time commitment for participants, including a specific description for each activity (e.g. 20 minutes to complete survey, 60 minutes for interview).

Sample Response | Quantitative Methodology

This quantitative correlational study will analyze the relationship between academic, social, and psychological factors and doctoral student success. This study will use a cross-sectional survey method to collect data from a diverse sample of doctoral students across various disciplines and institutions.This study aims to provide insights about the factors contributing to doctoral student success, offering insights that can help universities enhance support systems for their doctoral students.

Data will be collected using an online survey via SurveyMonkey. The survey link will be distributed through LinkedIn. There are a total of 20 questions with a Likert-type agreement scale and it will take participants approximately 20 minutes to complete the survey. The collected data will be analyzed using Statistical Package for the Social Sciences (SPSS) version 29. The analysis will include:

- Descriptive Statistics: To summarize the demographic characteristics of the sample.
- Multiple Regression: To explore the relationships between academic, social, and psychological factors and doctoral student success, a multiple regression analysis will be conducted.

Sample Response | Qualitative Methodology

This qualitative phenomenological study will explore the factors influencing doctoral student success. Using a phenomenological approach, the research will focus on understanding the lived experiences and perspectives of doctoral students across various disciplines and institutions. This study aims to provide an in-depth understanding of the complex and multifaceted nature of doctoral student success. By exploring the experiences and perspectives of doctoral students, the study seeks to uncover what are the nuanced academic, social, and psychological factors that contribute to doctoral student success, ultimately informing policies and practices that support doctoral education

Data will be collected through in-depth, semi-structured 60-minute interviews conducted in person (or via video conferencing). The interview guide includes 8 open-ended questions designed to elicit detailed narratives about participants' academic, social, and psychological experiences.The collected interview data will be analyzed using Braun and Clarke's method of thematic analysis. All personal identifiers will be removed from the data to ensure participant confidentiality. Pseudonyms will be used in transcripts and reports.

Instrumentation: Provide a brief description of the instruments that will be used for data collection.

- Include the reliability and validity for each instrument (see Westcliff University Policy on Instrument Validation on the IRB website). Include at least inter-item consistency and at least concurrent validity for each instrument and agree with Westcliff University's Policy on Instrument Validation on the IRB website.
- All instruments must be attached when submitting this application.
- Investigators wishing to use an existing instrument or measure that has been copyrighted must receive permission from the copyright or license holder and attach this with the application submission. If an instrument that has not been copyrighted is to be used, a copy of the notice that it is public and available for research must be included (a screenshot of the applicable paragraph would suffice).

Sample Response | Survey

The Graduate Student Success Survey (GSSS) will be used for data collection. The GSSS was developed and validated with 537 M.S. and Ph.D. students at a research-intensive university in the southeastern United States. Guided by Maslow's Hierarchy of Needs and informed by salient factors described in the literature and published surveys, items were developed to measure students' perceptions of imposter syndrome, microaggressions, microaffirmations, mentoring, sense of belonging, financial support, and mentor relationships.
The article, "Toward a Holistic Understanding of Factors That Support or Inhibit Graduate Student Success"(https://www.mdpi.com/2813-4346/2/3/23) provides information about the reliability and validity for this survey. In particular, Cronbach's alpha for reliability is identified in the EFA (Table 1, p. 395) and goodness of fit measures for validity with the CFA (Chi-Square, CFI, RMSEA, and SRMR (Table 2, p. 395).

- Cronbach's alphas calculated for this five-factor model revealed that the values for the first three factors were very good, and those for the fourth and fifth factors were respectable (Table 1) [75].

Table 1. Item distribution by factor with Cronbach's alpha.

Factor	Original Scales	Cronbach's Alpha	Items
Faculty/Program Support and Respect	Microaffirmations (4), Sense of Belonging (5), Mentor Relationships (4), Thesis/Dissertation (1)	0.922	14
Financial	Financial (6)	0.817	6
Access and Opportunities	Professional Development (4), Financial (1)	0.721	5
Imposter Syndrome	Imposter Syndrome (3)	0.849	3
Microaggressions	Microaggressions—Race (1) and Gender (3)	0.693	4

- EFA can be described as an orderly simplification of interrelated measures to explore the possible underlying factor structure without imposing a preconceived structure [76,77]. CFA allows the investigator to test hypotheses of relationships between observed variables and underlying latent constructs based on knowledge from theory and empirical research [77]. Though the EFA from the first half of the data produced a five-factor model, CFA did not support this design, as seen in the poor model fit (Table 2, Step 1). The modification indices of the five-factor models suggested that several items on factor one be moved to other factors or eliminated. The issue with the EFA five-factor solution was that it did not conform to the underlying theory that drove the original subscale items (e.g., [77,78]).

Table 2. Confirmatory factor analysis mechanism.

Step	Sample	Model	X^2	CFI	RMSEA	SRMR
1	CFA	5-factor, 32 items	1064.84, $p < 0.000$	0.821	0.071 *	—
2	CFA	7-factor, 32 items	896.759, $p < 0.000$	0.867	0.062 *	—
3	CFA	7-factor, 28 items	620.919, $p < 0.000$	0.907 *	0.057 *	0.0583 *
4	EFA	7-factor, 28 items	620.081, $p < 0.000$	0.911 *	0.058 *	—

Note: * indicates an acceptable value for the fit indices, — indicates no value was provided.

The author of the survey has provided permission to use the GSSS in my research. The permission letter received is attached with my application.

Sample Response | Interviews

Data will be collected through in-depth, semi-structured interviews conducted in person. The interview guide includes 8 open-ended questions designed to elicit detailed narratives about participants' academic, social, and psychological experiences. The interview guide is attached with the application submission.

Location of Research:

List the location(s) where the research activities will be conducted. All locations involved in the study that are not publicly available will need site permissions (e.g., company, business organization, school, hospital.).

- Please provide the exact legal name and address of each location.
- Letters (on official letterhead) signed by the appropriate authority granting permission to recruit participants or conduct research at a specific location must be attached with the application submission. Emails will be accepted if the email address and signature line of the authority granting permission is clearly visible and the email content clearly describes understanding of the study and the activities for which permission is being granted.
- If the location for research is virtual/online (for example, interviews will be conducted using Zoom, Microsoft Teams, Google Meet, or another virtual meeting platform), permission is still required if the company or organization has allowed you to contact potential participants through them or use company resources during the research in any way.
- If your research will be conducted in a public location and/or with the general public, site permission is not required.

Please note: Obtaining site permission is a vital part of the research process, especially when involving participants from specific institutions or organizations. This ensures that the research is authorized by the relevant authorities and complies with institutional policies.

To request site permission for your research study, you must first determine who has the authority to grant permission for research activities at the institution or organization where you want to conduct your research. Then, draft a formal letter requesting permission to conduct your research. At a minimum, the letter should include a brief introduction of yourself as the investigator, a clear statement of the purpose of the study, the significance of the research, and a description of the participants and the specific research activities being conducted. You should also outline the specific steps the organization is expected to take to enable the research to be conducted (e.g., provide email contact information for managers or contact managers with an invitation to participate). A sample template for a site permission request letter is included below.

The investigator must receive all necessary site approvals prior to submitting the IRB application. The site permission approval letter(s) must be submitted with the application for review. The site approval letter should clearly outline what the investigator is being granted permission to do or the organization has agreed to do at the location of research which may include the recruitment of participants or direct contact to invite participation in the study and the conduct of any research related activities (e.g. interviews, surveys, observations, etc.).

Sample Response | Onsite research location

The research interviews will be conducted in-person in a conference room on campus at Sunny University, 17977 Coast Ave 5th floor, Sunny, CA 92614. A letter granting permission to conduct the interviews at Sunny University has been received and is

attached with this application.

Sample Response | Online/virtual

The research interviews will be conducted online using Zoom or Google Meet (based on the participant's preference). Both the investigator and the participant will be in a quiet, private space to avoid interruptions and maintain confidentiality. The interviews will be recorded for transcription purposes. A journal will be kept during the interview process to record the principal investigator's impression of the participant's responses and body language which may affect interpretation of the responses.

Template: Site Permission Request Letter

Investigator(s) Name:
Contact Information:
Date:

Dear **[Name of institutional officer who will provide permission]**

My name is **[insert investigator's name, role, institution (e.g. student or faculty at Name of University]**. I am writing to request permission to conduct a research study at your institution. The purpose of this research study is **[describe the overall purpose of the study in plain English, in a few sentences, simple language]**. As part of this study, **[insert general descriptions of investigator's activities at partner site].**

To access information or data:
For my study, I am requesting access to **[Provide a description of the information or data you are requesting access to and how it will be used in your study]**.

To recruit and/or contact participants:
I am requesting your permission to contact and recruit participants from **[Name of institution]**.Participants will be asked to **[describe what activities the participants will be engaged in during the study. This should mirror the Consent form: procedures, confidentiality, compensation, and participants' rights].**

This research study will be reviewed and approved by the Westcliff University Institutional Review Board (IRB).
The anticipated start date is **[DATE]** and the research activities are expected to be complete on **[DATE]**.

If you will grant approval to allow the research to be conducted in your organization, please provide the information below in your response:

- Name of Organization:
- Person responsible for permission to conduct research and their contact information:

- Description of permission being granted to the investigator: [This section must include specific details for how/when the investigator will acquire information or resources at the institution and/or recruit or engage with study participants at the organization and who is responsible for these actions (the investigator or organization)].

  Signature:
  Date:

Thank you for considering my request. Please let me know if you have any questions or require additional information.

Sincerely, **[PI signature]**
[Name and Contact Information]

III. Participant Information

Population & characteristics:

- Provide a clear description of the target population and characteristics associated with the sample (i.e., all inclusion or exclusion criteria related to the study and how you plan to gain access to the potential participants).
- Provide a clearly defined sample size, sampling method, and support for that number (e.g., power analysis for quantitative research and literature basis for qualitative research).
- Criteria for inclusion in your study population should be as specific as possible and included in the research application and consent forms.

Sample Response | Quantitative

The study will target currently enrolled doctoral students from multiple universities. A stratified random sampling technique will be employed to ensure representation from different fields of study (e.g., humanities, sciences, engineering) and stages of the doctoral process (e.g., coursework, dissertation proposal, dissertation writing).

A sample size of 77 participants will be targeted. This range allows for robust statistical analysis and enhances the reliability of the results.For the quantitative study, a larger sample size is necessary to ensure statistical validity of the findings.

Examples of rationale for sample size

- Statistical Power: A sample size of 77 is generally adequate to achieve sufficient statistical power for detecting medium-sized effects in multiple regression analysis.
- Subgroup Analysis: This sample size allows for meaningful subgroup analyses (e.g., by discipline, stage of study) without compromising the statistical power of the study.

Sample Response | Qualitative

The study will target currently enrolled doctoral students from multiple universities. A purposive sampling technique will be used to select participants who can provide rich and diverse insights into the doctoral experience. The sample will include students from different fields of study (e.g., humanities, sciences, engineering) and stages of the doctoral process (e.g., coursework, dissertation proposal, dissertation writing). One limitation of the study is that the findings will not be generalizable to all doctoral students.

For this qualitative study, the goal is to achieve depth and richness of data rather than

statistical generalizability. Therefore, a sample size of 30 participants will be used until data saturation is reached. This range is considered sufficient for a phenomenological study to capture diverse experiences and perspectives while allowing for in-depth analysis **(Author, year).**

Examples of rationale for sample size:

- Data Saturation: Typically, data saturation – the point at which no new themes or insights are emerging – can be reached within this range. This ensures that the study provides a comprehensive view of the factors influencing doctoral student success.

Recruiting: Describe how participants will be recruited and selected. If participants are being recruited from an organization, school, hospital, etc., you must attach letters of permission from all participating site locations on their official letterhead. Attach copies of all proposed recruitment materials (e.g., ads, flyers, website postings, recruitment letters, and oral/written scripts) with your application submission.

Sample Response | Recruiting

Doctoral students will be recruited for this study via LinkedIn. The investigator will leverage their network and applicable groups to reach out to LinkedIn connections who might be in doctoral programs or know potential participants and ask their connections to refer to other doctoral students who might be interested in participating.

The LinkedIn post is attached with the application submission.

Sample: Recruiting LinkedIn post

Title: Seeking Doctoral Students for Research Study on Academic Success!

Are you currently enrolled in a doctoral program? "If you are enrolled in a doctoral program, I would be very interested in what experiences and insights you have!"

I am conducting a research study to explore how academic, social, and psychological factors impact doctoral students' progress and overall success in their programs. By participating, you'll contribute to important research aimed at improving the doctoral journey for students everywhere.

Participation Details:

Who: Doctoral students from any discipline
What: A 60-minute online interview
Why: To share your experiences and help identify key factors that contribute to success in doctoral programs

Confidentiality: Your participation will be confidential, and your personal information will be protected

Benefits of Participation:

- Contribute to meaningful research that aims to enhance doctoral education
- Reflect on your own academic journey
- Opportunity to share your story and experiences

If you're interested in participating or would like more information, please reach out to me at [Your Email] or send me a direct message here on LinkedIn.

Thank you for considering this opportunity to make a difference in the academic community!

Best regards,

[Your Name]
[Your Title]
[Your Institution]
[Your LinkedIn Profile URL]

#Research #DoctoralStudents #AcademicSuccess #PhD #HigherEducation #StudyParticipants #EducationResearch

Template: Recruitment Letter

Dear **[Name]**,

My name is (insert name), and I am a **[doctoral student, faculty member, staff, etc.]** in the **[college affiliation]** at Westcliff University. I am conducting a research study examining **[describe purpose of your study].**

You are being invited to participate in the study because you are **[inclusion criteria for [participants]**.

If you are interested you will **[provide an explanation of how they participate including the research activities (e.g. survey, interview, etc.)]**. Participation will take **[amount of time]**. **[Include compensation if any is being offered]**.

Participation in this study is voluntary. Your identity as a participant will remain **[confidential]** during and after the study. There are no known risks involved in this research **[or state the risks if there are any].**

If you have questions or would like to participate, please contact me at **[provide your contact information]** and I will follow in a separate email/letter with additional information and further instructions.

Thank you for your consideration to participate in this research study.,

Your Name
[Doctoral Student, Faculty or Staff Member]
Email: studentname@email.com

Risk Assessment for Participants: Check the appropriate selections.
Definition of Minimal Risk: A risk is minimal where the probability and magnitude of harm or discomfort (physical, psychological, social, or economic) anticipated in the proposed research are not greater, in and of themselves, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

☐ The research involves no more than *minimal risk* to participants (not greater in magnitude to ordinary life or during your routine physical or psychological examinations or tests).

☐ The research involves greater than *minimal risk* to participants.

If your research involves greater than *minimal risk*, describe all reasonably expected risks, harms, and discomforts, including physical, psychological, social, reputational, legal, and economic risks, harms, and discomforts. Discuss the severity and likelihood of greater than minimal risks that might occur and what measures you will have in place to mitigate those risks.

Sample Response: No more than minimal risk to participants

This study poses minimal risk to participants. Participants will be involved in the following minimal-risk activities:

- Online interview: Each participant will take part in a 60-minute online interview conducted via a secure video conferencing platform such as Zoom or Microsoft Teams. The interview will consist of open-ended questions about their experiences, challenges, and successes during their doctoral studies.
- Survey: Participants will be asked to complete a brief online survey to gather additional demographic and contextual information.

The primary risks associated with participation include:

- Privacy Concerns: There is a minimal risk of privacy breaches, which will be mitigated by ensuring all data is securely stored. Personally identifiable information will be removed.
- Emotional Discomfort: Discussing personal academic experiences might cause

mild emotional discomfort. Participants can skip any questions they do not wish to answer or withdraw from the study at any time without penalty.

Sample Response: **Greater than minimal risk to participants**

This study involves greater than minimal risk due to the potential for emotional distress and privacy concerns. However, comprehensive measures are in place to mitigate these risks and protect participants' well-being. The insights gained from this research aim to enhance doctoral education and support systems, providing significant benefits to future students.

This study involves risks that are greater than minimal, including:

- Emotional Distress: Discussing personal academic challenges, failures, or psychological struggles may cause emotional distress or discomfort. Sensitive topics such as stress, mental health issues, and experiences of failure or discrimination may be covered.

Examples of measures to mitigate risks:

- Emotional Support: Participants will be provided with resources and contact information for counseling and mental health services available to them.. A protocol will be in place for referring participants who exhibit signs of significant distress to appropriate support services.
- Right to Withdraw: Participants can skip any questions they are uncomfortable with and can withdraw from the study at any time.
- Confidentiality: Personal identifiers will be replaced with codes. Interview recordings and transcripts will be stored securely in encrypted digital files for a minimum of three years after which the data will be deleted or destroyed. Access to data will be limited to the principal investigator and the faculty mentor(s).
- Data Security: All electronic data will be stored in password-protected files on personal computers.. Physical data will be stored in a locked cabinet.

Compensation. Will participants receive compensation or other incentives (e.g., free services, cash payments, gift certificates, parking, classroom credit, travel reimbursement, and/or entry into a raffle) to participate in the research study?

☐ Yes

☐ No

If you answered yes, describe all compensation and/or incentives that participants will receive and include this information in the recruitment letter. The IRB will assess any incentives, gifts, or payments in your research protocol with regard to impact on participants, especially with respect to coercion. The compensation is provided upon completion of all research activities by the participant.

Sample (No compensation): Participants will not receive compensation.

Sample (Compensation): Participants who complete the survey will be entered into a raffle for a $100 Amazon Gift Card.

IV. Informed Consent

Informed Consent: If Informed Consent *is required*, describe the informed consent process and upload consent documents with your application.

- **Use the Letter of Informed Consent Form Template on the IRB website.**

If Informed Consent *is not required*, explain why.

Waiver Requirements:

(1) An IRB may waive the requirement for the investigator to obtain a signed informed consent form for some or all subjects if it finds any of the following:

(i) That the only record linking the subject and the research would be the informed consent form and the principal risk would be potential harm resulting from a breach of confidentiality. Each subject (or legally authorized representative) will be asked whether the subject wants documentation linking the subject with the research, and the subject's wishes will govern;

(ii) The research would not be feasible without the waiver and the research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context such as observational studies or secondary data analysis; or

(iii) If the subjects or legally authorized representatives are members of a distinct cultural group or community in which signing forms is not the norm, that the research presents no more than minimal risk of harm to subjects and provided there is an appropriate alternative mechanism for documenting that informed consent was obtained.

(2) In cases in which the documentation requirement is waived, the IRB may require the investigator to provide subjects or legally authorized representatives with a written statement regarding the research in terms of risk to participants as well as rights and welfare. The written statement may include wording such as "The waiver will not adversely affect participants' rights and welfare as the survey is anonymous, and participation is entirely voluntary."

(see 45 CFR 46.117)

Informed consent process: Explain the procedures that will be followed to obtain informed consent from participants, including how consent will be obtained (e.g., written, oral, electronic) and how participants will be provided sufficient opportunity (e.g., waiting period, if any) to consider participation. Use the Informed Consent Form template on the IRB website and attach all consent form(s) when this application is submitted. If the research is not anonymous, describe the process the investigator will take to withdraw participants and their data if they decide not to continue to participate at any time during the study.

Sample Response: **Informed Consent will be obtained electronically**

The investigator will obtain informed consent from the participants electronically for this study. Participants who contact the investigator via the LinkedIn post will be emailed a link to access the informed consent form and the online survey.

The informed consent form will be the first page of the online survey. At the end of the consent document the participant will have the option to select a check box to indicate their consent. This will be mandatory before the participant can proceed to the survey questions. Two options will be included.

- I do not wish to participate in this research study. (If this response is selected they will exit the survey.)
- I have read the information provided and agree to participate in this research study. (Then, a URL will be provided for the participant to proceed to the electronic survey for data collection).

All participants will have the option to download or print a copy of the informed consent form for their records.

The informed consent form is attached to this application submission for review.

(Note: Please use the Letter of Informed Consent template provided on the IRB website.This template includes specific instructions for how to obtain voluntary consent via signature, email/electronic and for anonymous research.)

V. Privacy and Confidentiality

Privacy and confidentiality: Describe how privacy and confidentiality will be protected, including how information will be handled, stored, and who will have access to the information. Include an explanation of security measures for both electronic and hard copy records. Research data must be retained for a minimum of 3 years after the final project closeout. Discuss how you will dispose of the data once the retention requirement has been reached**.**

Sample Response |

The collected interview data will be analyzed using thematic analysis. All personal identifiers will be removed from the data to ensure participant confidentiality. Pseudonyms will be used in transcripts and reports

Confidentiality/anonymity:

- Confidentiality: Access to data will be limited to the research team. Personal identifiers will be replaced with codes/pseudonyms. The document linking the participant information to the pseudonym should be kept separate from the data and analysis..
- Anonymity: No information will be collected that contains direct personal identifiers for research participants (e.g., name, address, IP address, etc.) and the principal investigator does not know the identity of the participants.

Data security examples:

- Interview recordings and transcripts will be stored in encrypted digital files.
- Survey data will be collected through a secure, password-protected online platform.
- Electronic data collected will be stored in password-protected files on a personal harddrive and accessible only to the research team.
- Physical data, if any, will be stored in locked cabinets to which only the investigator has access.

Data retention:

- All data will be stored securely for 3 years. After 3 years, the electronic files will be deleted and/or the physical files will be destroyed/shredded.