University of Wisconsin-Madison
ED/SBS IRB Application

Study # : 2020-1293

Principal Investigator:
Matthew Hora

BASIC STUDY INFORMATION

- 1. Indicate the appropriate IRB. NOTE:
  - If you are unsure which IRB to select, please contact the IRB Office for assistance.

MR IRB

- Is this an Education or Social/Behavioral Science study?

Yes No

- 2. Provide a short, lay-terms study title.

National Study of College Internships

- 3. Provide the full, formal study title. NOTE: This is the title that will appear in correspondence.

National Study of College Internships

- 4. Is this study being transferred from another institution?

Answer Yes to this question only if
a) the principal investigator (PI) for this application is coming to UW-Madison, UW Health, or the Madison VA from another institution and
b) they plan to open a study here that is already IRB-approved at their previous institution.

Yes **No**

- 5. Identify the Principal Investigator.

Matthew Hora

TYPE OF APPLICATION

- 1. Indicate the type of application:

Initial review

PI INFORMATION

Principal Investigator: Matthew Hora

- 1. Is the PI's primary appointment through the University of Wisconsin – Madison?

Yes No

1.1 Identify the appointment under which the PI will conduct this research.

•

	Title	Type	UDDS	Department Combined Name
◉	**ASSOCIATE PROFESSOR**	**FA**	**A938800**	**DCS/LIB ART & APP ST/LAAS**

☐ The appointment is not listed above.

STUDY TEAM

1. Identify the points of contact for this study (limit of four).

•

Name	Email

2. List all the other members of the study team (not including the PI or points of contact).

Name	Email

STUDY TEAM: ROLES

• 1. Does this study involve recruiting, consenting, or interacting with human subjects?

Yes No

1.1 Tell us which study team members will identify or recruit, obtain informed consent, or interact with human sub

Study Team Member	Identify or Recruit Subjects	Obtain Informed Consent	Interact v Subjects

	yes	yes	yes
	yes	yes	yes
	yes	yes	yes
	yes	yes	yes
	yes	yes	yes
	yes	yes	yes
	yes	yes	yes
	yes	yes	yes
	yes	yes	yes

FUNDING INFORMATION

• 1. Do you have pending or approved funding administered through Research and Sponsored Programs (RSP) or Business Services to support this project?

- Answer no to this question if this study will only be supported by VA funding; you will have the opportunity to add VA funding later in the application.

(•) **Yes** ( ) No

• 1.1 Use this chooser to select each funding source administered through UW-Madison that will support this study or project.

- For federal funds, pending sources may be listed if the grant has received a highly meritorious score. For example, an impact score of <30 is an indication of a highly meritorious NIH grant proposal. Receipt of a request for Just In Time (JIT) documentation is another indication of a highly meritorious proposal.
- For non-federal funds, pending sources may be listed if you have confirmation from the sponsor that funding will be awarded due to merit AND the sponsor has a peer-review process.
- For industry, do not select industry sponsors who are only providing drug/device OR only limited support for the study.
- If you cannot find a funding source or have other questions, please email andrew.drinkwater@wisc.edu for help.

Funding Source Details

PI Name	HORA, MATTHEW T
Award Number (MSN#)	MSN229387
Project Title	Expanding Experiential Learning in Pathways Framework
Project ID	AAG8667
Sponsor Reference	INV-000138

View

Number	
Sponsor (Source)	GATES (BILL AND MELINDA) FOUNDATION
Primary Sponsor	*No Value Entered*
Federal	No
Status	Active
Start Date	6/5/2019
End Date	5/31/2022

View

PI Name	HORA, MATTHEW T
Award Number (MSN#)	MSN246392
Project Title	Provisioning Education to Employment Services to PS
Project ID	AAI6274
Sponsor Reference Number	INV-023125
Sponsor (Source)	GATES (BILL AND MELINDA) FOUNDATION
Primary Sponsor	*No Value Entered*
Federal	No
Status	Active
Start Date	11/9/2020
End Date	5/31/2022

- 2. Do you have pending or approved funding NOT listed on this page?

Yes **No**

CONFLICT OF INTEREST (COI)

1. Please review the study team member Outside Activities Report (OAR) and managed entities data below:

The following study team members have not completed their OAR for the year:

Na Lor, Javier Rodriguez Sandoval

NOTE: Per campus policy all study team members must submit an OAR every year and keep it up to date.

These study team members have managed entities:

• 1.1 Do any of the managed entities sponsor the study?

Yes **No**

• 1.2 Do any of the managed entities own or license a technology being used in the study (including any agent, device, or software)?

Yes **No**

1.3 If any of the management plans identified in 1 are not relevant to the study please explain why.

• 2. Do any study team members involved in the design or conduct of the research (including their spouses and dependent children) own intellectual property that will be used in the study or project?

Yes **No**

• 3. Besides the sponsor(s) of this project or entities listed above, do any study team members have a fiduciary or financial relationship with entities that will be involved in this study or that may be significantly affected by it?

Yes **No**

• 4. Do any of the study team receive any incentives for recruiting human subjects or any other purpose directly related to the study or project?

Yes **No**

CLINICALTRIALS.GOV REGISTRATION

Registration at Clinicaltrials.gov may be required for International Committee of Medical Journal Editors (ICMJE) publication purposes or as a condition of receiving federal funding as described below. Click on the help link above for additional information on these requirements.

1. Does this study need to be registered at Clinicaltrials.gov to meet the ICMJE or NIH requirements? Note: The ICMJE and NIH require the registration of all health-related interventional studies investigating relationships between the health-related intervention and any health outcomes (interventions include: drugs, surgical procedures, devices, behavioral treatments, educational programs, dietary interventions, and process-of-care changes).

• Yes **No**

EXTERNAL COLLABORATIONS

• 1. Will any UW/UW Health or Madison VA personnel conduct any of the following study activities at locations outside the UW/UW Health or Madison VA?
- Subject recruitment
- Obtaining informed consent
- Interacting or intervening with subjects

○ Yes ◉ **No**

• 2. Are you requesting that UW-Madison serve as the reviewing IRB for any external sites or individuals?

○ Yes ◉ **No**

• 4. Are there any non-UW Madison sites or personnel involved in this study that are providing their own IRB review?

○ Yes ◉ **No**

REVIEWING IRB: SITES

1. Select the site(s) for which you are requesting UW-Madison serve as the reviewing IRB. NOTE: If listing more than 3 sites, please consult with irbreliance@wisc.edu to ensure you are using the best application for your study.

Institution Name	Smart IRB Member
There are no items to display	

2. For any site(s) not in the above list, please enter it here.

Site Name
There are no items to display

3. For each site listed above, please upload a delegation log. One delegation log should be provided for each site. Click here to download a delegation log template.

File
There are no items to display

STUDY SUMMARY

• 1. Provide the expected duration of the study (i.e., the time from IRB approval to completion of all study activities).

4 years

SPECIAL CONSIDERATIONS AND PROCEDURES

• 1. If your study involves any of the following special procedures or considerations, additional

information may be needed. Select all that apply. If none apply, check Not Applicable.

Interviews, focus groups, surveys, questionnaires, assessments (e.g., QOL, SCID, BDI, etc.)

RESEARCH DESIGN AND PROCEDURES

- 1. What is the overall purpose of this project or study?

The need for data about student experiences with internships has become important as college educators and leadership are increasingly advocating for student to participate in such work-based learning experiences as a way to support and advance their career goals. In response, CCWT is launching the National Survey of College Internship in the Spring of 2021, which will include the core survey to document barriers, experiences, and outcomes of internship participation.

- 2. Briefly describe the procedures and interventions that will be performed for this project or study and all study arms involved.

For the National Study of College Internships, CCWT will partner with institutions of higher education in the United States to survey their students about the barriers, experiences, and outcomes of internship participation.

RISKS AND BENEFITS: GENERAL

- 1. Describe any potential direct benefits to subjects. If there are no direct benefits, state this.

There are no direct benefits.

- 2. Describe the potential benefits of this research to society.

The need for data about student experiences with internships has become important as college educators and leadership are increasingly advocating for student to participate in such work-based learning experiences as a way to support and advance their career goals.

Each college will receive three deliverables: (1) a set of customized summary reports that includes an overall summary of key findings, a report on characteristics of the study sample, etc. (these reports will not contain student identifiers), (2) an interactive data dashboard for its students' survey responses (this dashboard will not contain student identifiers), and (3) the raw data from the survey for their institutions (that includes student identifiers). These reports will be delivered after the completion of data collection.

Given the current prominent role of internships and work-based learning in the policy debate on the relationship between higher education and workforce development, we expect that the findings will be relevant to a broad audience of educators and policymakers, and we will thus target these audiences by communicating our findings widely through peer-reviewed journal articles and policy papers.

- 3. Does this study involve direct physical intervention with subjects? NOTE: A physical intervention refers to study procedures that may pose a risk (however minimal) to a subject's body (e.g., blood draws, MRI scans, drug or device trials, exercise, dietary

restrictions/supplements). Examples of activities that are NOT physical intervention include obtaining informed consent and administering surveys.

○ Yes ◉ **No**

RISK/BENEFIT ANALYSIS

• 1. Describe any potential psychosocial risks to subjects, such as psychological stress or confidentiality risks (including risk to reputation, economic risks, and legal risks).

The research involves participating in a survey asking adult participants who are college students about their social background and their experiences at their academic institution and with their internship placement. The risk of psychological stress or to reputation associated with these topics is very low. The survey does not ask participants to identify their internship employer or third-party vendor, so there is also very low risk to reputation. Precautions will be taken to insure participants' confidentiality by de-identifying data in all reports.

• 2. Describe how ALL the risks of the study will be minimized.

Participation in the study is voluntary, which is communicated to participants in the survey consent splash screen. If in the rare chance that a participant might experience some psychological discomfort while taking the survey, they can choose not to answer the particular question or they can withdraw from the study by closing the survey. To ensure confidentiality, survey responses will be stored in a password protected Box Drive. At no time will survey responses be stored on laptops or other personal computing devices.

• 3. Describe the provisions in place to identify and address unanticipated problems or complications.

The research will be supervised by the PI, who has over a decade of experience conducting and supervising education research with human subject protocols, and supported by the Co-PIs, who are equally experienced. All project staff will be CITI certified and additionally trained to identify unanticipated problems or complications in the research, and will be able to communicate with the PI and Co-PIs by cell phone in such situations. The PI or designated co-PI will report to and work with the IRB to address any problems or complications, as appropriate.

SUBJECT POPULATION: GENERAL

• 1. Provide the number of subjects that will be recruited at sites for which UW-Madison is serving as the reviewing IRB. NOTE: You must provide an integer. If you are enrolling a range of subjects (e.g., 50 to 100 subjects), enter the larger number.

40000

• 2. Describe the main inclusion criteria.

i. Students enrolled in terminal degree, excluding students in the nursing and education programs, or other programs as determined who are in programs with a required practicum.
ii. Who have not indicated a disclosure restriction;
iii. Who are not incarcerated;
iv. Who are at least 18 years old;
v. Who are enrolled for 1 or more credits at Institution;
vi. Who are in the latter portion of their programs, having earned enough credits to have obtained Junior standing. (Note: for 2-year institutions we seek students with 30+ credits)

- 3. Describe the main exclusion criteria.

There are no exclusion criteria.

- 4. If any racial/ethnic group will be targeted for or excluded from this study, identify the group that will be targeted or excluded and provide justification for this. If this does not apply to your study, select Not Applicable.

☑ Not Applicable

- 5. If men or women will be targeted for or excluded from this study, identify which sex will be targeted or excluded and provide justification for this. If this does not apply to your study, select Not Applicable.

☑ Not Applicable

SUBJECT POPULATION: VULNERABLE GROUP CHECKLIST

- 1. If your study involves *targeted* enrollment of any of the following populations, additional information may be needed. Check all that apply. NOTE: If inclusion of any of these populations is only *incidental*, do not select that population. If none apply, check "None of the above."

None of the above

SUBJECT IDENTIFICATION AND RECRUITMENT: GENERAL

- 1. From what sources or by what methods will subjects be identified and/or recruited?

Email solicitation

1.1 If other, specify.

RECRUITMENT METHODS

1. Describe the recruitment plan for this study. NOTE: This description should address what methods will be used, when and how often they will be used, and how many times potential subjects will be contacted.

Study sites will be recruited via personalized emails from project PIs sent to colleges and universities involved in the United Negro College Fund Career Pathway Initiative, the University of Wisconsin system, the Wisconsin Technical College System, the National Society for Experimental Education, and through other national and regional institutional consortia and networks. Institutions will self-select into the study. Interested institutions will be provided with Terms of Participation. An institutions' agreement to the Terms of Participation confirms that their IRB has determined that their institution in not engaged in research.

As detailed in the Terms of Participation (included in Supplemental Materials in Arrow), participating institutions will provide CCWT with directory information (student name, email, major, etc) so that we can send a recruitment email (with two follow-up reminder emails) that contains information about the study and an anonymous link to a Question Pro survey administered by CCWT. Students will then self-select into the survey.

2. If any advertisements will be posted, list locations and describe what advertisements will be

posted at which locations. NOTE: Study teams must obtain permission from each location prior to posting recruitment materials.

☑ Not Applicable

3. Upload copies of recruitment flyers. NOTE: Recruitment flyers are any advertisement that will be posted in public locations.

File
There are no items to display

☑ Not Applicable

4. Upload copies of any other recruitment materials, including scripts, brochures, or advertisements (radio, newspaper, mailed letters, etc.).

File
Student survey email.docx

☑ Not Applicable

• 5. Are you using an IRB approved recruitment database to disseminate recruitment materials or to contact subjects?

○ Yes ◉ **No**

5.1 If yes, provide the IRB protocol number of the recruitment database.

5.2 Describe what will be disseminated to individuals who agreed to be included in the recruitment database.

5.3 If the recruitment database is not the investigator's own, upload a letter of support for the use of the database.

File
There are no items to display

SUBJECT RECRUITMENT: CONTINUED

• 1. Will subjects be paid or offered other material inducements to participate in the study?

◉ **Yes** ○ No

• 2. Will subjects undergo a preliminary screen to determine basic eligibility?

○ Yes ◉ **No**

COMPENSATION

• 1. Is payment limited to covering travel expenses and other costs incurred by subjects as a result of study participation?

○ Yes ◉ **No**

• 2. Describe any monetary compensation and explain how it will be paid to participants. NOTE: Include the amount of payment(s), proration, multiple payment schedules, etc.

In order to increase response rates for students to take the survey, CCWT will be providing $100 for two $50 cash or gift cards to be provided to student participants. The 2 students will be randomly selected from a pool of email addresses that they can provide at the end of their surveys. If 300 students enter the raffle, the odds of winning are one out of 150. Students are not required to provide an email in order to complete the survey, although only those who provide an email address can be eligible for the incentive drawing. Students will not be required to take the survey in order to enter their name for the drawing. If they do not take the survey and want to enter the drawing, they can send their name and email to the following address: ccwt@wcer.wisc.edu. CCWT will then disburse the award funds.

• • 3. If the subject is a child, describe what compensation will be given directly to the child and what will be given to the parent/guardian.

☑ Not Applicable

• • 4. Describe any compensation to be provided that is not monetary.

☑ Not Applicable

PRIVACY AND CONFIDENTIALITY

• 1. Describe the precautions that will be used to ensure subject *privacy* is protected (e.g., research intervention is conducted in a private room; collection of sensitive information about subjects is limited to the amount necessary to achieve the aims of the research).

Students choose the time and location that they take the online survey.

• 2. Select how subjects are identified in the research records. Check all that apply:

Indirectly: Information identifying subjects is linked to data record but stored separately

• 3. Describe the measures that will be implemented by your research team to safeguard the identifiable subject information from unauthorized use or disclosure for both paper and electronic forms of information. Include how and where data will be stored.

WCER shall maintain a comprehensive information security program that is reasonably designed to protect the security, privacy, confidentiality, and integrity of Confidential Data. WCER shall use appropriate safeguards to prevent any unauthorized access to or use of the research data. All data for the study will be in electronic form, including the survey results, which will be stored on a password-protected Box Drive, to which only the PI, co-PIs, and other CITI-trained or NIH-trained project staff have access. At no time will surveys be stored on laptops or other personal computing devices.

The data in the project folder will be identified directly by the student's full name. Once the survey responses have been securely transmitted to participating institutions, the data retained by CCWT for research will be de-identified by removing personally identifying information of the participants. Publications from this study will not included personally identifying information.

- 4. Are you planning to retain data collected for this study for purposes not described in this application (e.g., future unrelated research project)?

Yes **No**

4.1 If yes, do you confirm that any future uses not described in this application will be submitted separately for IRB review?

Yes No

PRIVACY AND CONFIDENTIALITY: CONTINUED

- 1. Will data be stored on laptops or portable devices?

Yes **No**

1.1 If yes, what additional safeguards have been put in place (e.g., link for coded data will be stored separately, data will be deidentified) to protect these data from risk of breach of confidentiality (e.g., theft of laptop, loss of portable device)? NOTE: Consult with your IT department about security of data storage on laptops or portable devices.

SHARING OF DATA, IMAGES, OR SPECIMENS OUTSIDE UW-MADISON

- 1. Will subject data, images, or specimens be shared outside the UW-Madison?

Yes No

- 2. Select which of the following will be released outside the UW-Madison:

Data

- 3. List the individuals or groups with whom the data, images, or specimens will be shared.

The aggregated (across all institutions in the study) research dataset - which will include indirect identifiers (e.g., race, gender) may be shared with non UW-Madison researchers to conduct analyses for research purposes.

- 4. Describe the purpose of sending the data, images, or specimens to each recipient site.

The aggregated dataset may be shared with non UW-Madison researchers in order to generate new knowledge and insights into college internships for the research literature.

- 5. Describe what information will be included with the data, images, or specimens that will be shared.

Survey responses will be included in the data shared with research sites. These responses will include some indirect identifiers (e.g., race, gender) but no directly identifiable information.

- 6. Select the level of identifiability of the data, images or specimens being shared:

Directly Identifiable

Coded (i.e., indirectly identifiable)

Anonymous (i.e., de-identified)

• 7. Describe how the data, images, or specimens will be transmitted (e.g. Box) and how confidentiality will be protected (e.g., who maintains the key code).

Aggregated data would be shared with non UW-Madison researchers via Box. To reduce the possibility of identifying individual respondents, data provided to non UW-Madison researchers would be aggregated such that data from a single institution would not be available. A variable for institution type (e.g., community college, 4-year university) would be the only way to organize these data by institutional characteristics.

• 8. Address whether the data, images or specimens will be returned to UW-Madison and if not, why not (e.g., samples will be exhausted).

CCWT will retain a copy of the data for the proposes of research. This data retained by CCWT will be de-identified by removing all personally identifiable information from the data set.

• 9. Are subjects being informed of the plans to share data, images, or specimens?

Yes No

INFORMED CONSENT: GENERAL

• 1. What consent process or waivers of consent are you requesting for this study?

Waiver of signed consent NOTE: This means that no signature will be obtained from subjects

WAIVER OF SIGNED CONSENT

• 1. Are you requesting a waiver of signed consent for all components of the study?

Yes No

1.1 If no, list the component(s) of the study for which the waiver of signed consent is being requested.

• 2. If your study enrolls minors, are you requesting an alteration or waiver of signed assent and parental permission?

Yes No

Not Applicable

• 3. Under which of the following criteria does this research qualify for a waiver of signed consent?

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.

• 4. Provide a justification for the criterion selected above.

The waiver of signed consent is justified because participation in the survey presents no more then minimal risk of harm to participants, who will signal their voluntary consent to participate by proceeding with the survey after reviewing the consent splash screen.

WAIVER OF SIGNED CONSENT: CONTINUED

Please use ED/SBS IRB informed consent guidance and consent form wizard to develop consent processes and documents.

- 1. Describe the consent process (e.g., oral consent or use of an information sheet).

Through the Question Pro survey platform, each participant will be sent a URL to direct them to the online consent form and survey. Participants in the survey will read the information sheet online and be given an opportunity to consent to participate in the survey selecting the YES box and click NEXT to signal that they have voluntarily agreed to participate in the research. Students will not enter their name or other information to the online survey consent form.

2. Upload a copy of the oral consent script or the information sheet.

File
Revised NSCI Student Survey Consent_070921.docx

HIPAA: GENERAL

NOTE: For guidance on the HIPAA privacy rule, including what constitutes individually identifiable information and Protected Health Information (PHI), refer to the HIPAA website. If the purpose of this study or project is to create a database or registry, contact the HIPAA Privacy Officer to determine whether it needs to be registered.

- 1. Will the research involve the access, collection, use, or disclosure of individually identifiable information and Protected Health Information (PHI)?

○ Yes ◉ **No**

INTERVIEWS, FOCUS GROUPS, SURVEYS, QUESTIONNAIRES, ASSESSMENTS

- 1. Describe the interview tools, questionnaires, or surveys that will be used. Click the add button to provide information about each tool to be used.

	Details

View

Tool Description	*No Value Entered*
Tool Standardized	No
File name	National_Pilot_Survey_IRB_20200922 (1).docx
Tool Manner	Internet
Tool Manner Other	*No Value Entered*
Date Modified	6/30/2021

- 2. Are any of the uploaded instruments used to assess cognitive or psychological status or

function?

○ Yes ◉ **No**

INTERVIEWS, FOCUS GROUPS, SURVEYS, QUESTIONNAIRES, ASSESSMENTS: CONTINUED

• 1. Is information that is potentially sensitive, stigmatizing, or psychologically disturbing (e.g., HIV status, illicit drug use, sexual abuse) being collected?

○ Yes ◉ **No**

• • 2. If the study involves conducting focus groups, describe how the identity of individuals participating will be protected.

☑ Not Applicable

3. If the study involves in-home visits, describe how mandatory reporting requirements (e.g., suspected child/elder abuse) will be met and how subjects will be informed of this reporting requirement.

☑ Not Applicable

SUPPLEMENTAL INFORMATION

1. Provide any additional relevant documents (e.g., supplemental statistical justification information), if applicable.

File
There are no items to display

2. Describe what additional documents were added in 1.

FINAL PAGE

1. Do you certify that:
   - The information presented in this application is accurate; and
   - The specific aims and description of research (including subject population, subject interventions, collaborators, performance sites, and general scope of work) in this IRB application are consistent with those described in the sources of support listed as providing financial and/or material resources to conduct this study?

• ◉ **Yes** ○ No

To complete and submit this application to the IRB office, please follow the steps below:
Select Ready to Submit or Exit on this page to be directed to the application workspace.
In the application workspace, click the Submit activity to send the application to the IRB office.
NOTE: The Submit activity is only available to the Principal Investigator.