



ANTIOCH
COLLEGE

Antioch College
Application for Institutional Review of Research Using Human Participants

Date: 11 September 2018

Principle Investigator (PI): Emma Metty

Other Researchers: N/A

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NIH Human Subjects Training completion # (for PI): N/A

Faculty research sponsor (if PI is a student): Rahul Nair rnair@antiochcollege.edu

Course name and number (if applicable): N/A

Research project title: Uncovering Archaeologists in Their Field

For IRB member use only:

Submission status: _____

Date of approval (if approved): _____

IRB approval #: _____

Please answer all questions (attach additional documents as needed):

1. Briefly provide, in non-technical, lay-terms (for reviewers outside your area), the following information:

- a. Describe the purpose of your study and the reason(s) this study is needed. Include a description of your hypothesis or research question.

The purpose of this study is to find out what it is like to work in the field of Archaeology and explore certain aspects of field work and relationships Archaeologists have to their work. This study will take place using an oral history format through voluntary interviews. My main purpose is to find out more about the people behind archaeological discoveries.

- b. Provide a complete description of the study's procedures (including the order in which they take place). Identify and distinguish procedures that are being performed solely for research purposes from any activities that would otherwise occur. Include information about audio- or videotaping and/or any records that may be accessed or created (e.g., educational records or videorecordings). Where will these records be stored and how will access permissions be maintained? How long will these records be maintained, and how will these records be deleted? ***Federal research guidelines require that all research records be maintained for a minimum of 3 years.***

My study will take place using the following procedures. The first is reaching out to potential interviewees asking if they would like to participate in my study. My plan is to include an introductory letter explaining what my project is, how long the interviews would probably take, and how the finished interviews will be used. Interested participants will be given an informed consent form that acknowledges their willingness to participate. The interviews themselves will most likely be recorded in audio format only. There is the potential that they will be recorded in video format but I believe it is easier to relax when there is not a camera present. Completed interview files are planned to be stored in three locations as of the present. On my personal laptop hard drive, on an external hard drive, and digitally on ohla.info. Permissions for use on the ohla.info website are included within the introductory letter and informed consent document. By having files in three locations, two of which non public, my goal is to have a back up in case a file were to end up corrupted or the storage location damaged.

- c. Attach all project statements, questionnaires, surveys, interview questions, release forms, etc. to be used in the project. ***Importantly, include an informed consent and/or interview release form, as well as a debriefing form for participants.***

Documents that have been approved by the Great Lakes College Association as an OHLA funded project are attached.

2. Describe the participants and the selection process by which the participants are to be chosen.

Participants will be selected on a volunteer basis from archaeologists that have a connection to Ohio. Introductory letters/emails will be sent out to potential interviewees either personally or through the Ohio Archaeological Council to its members. Interested potential interviewees will contact me and we will proceed from there until 5 or more interviews have been secured.

3. State the duration of the study AND the duration of an individual's participation. State how a participant may end their participation.

This project will start after approval in Fall 2018 and be completed in/by June 2019. Individual participants will only need to participate in a 1-2hour long interview. Even if they have signed the informed consent form and release forms if at any time a participant no longer wishes to participate during the interview they can inform me and the interview will end immediately.

4. Participant Identity, Confidentiality, and Informed Consent

- a. Are your participants to remain anonymous? Anonymity requires that the participants' identities are unknown to the principal investigator and cannot be determined from the information gathered in the research. Explain how you will assure your participant's anonymity.

No. As per oral history traditions/best practices all interviewees names will be listed. This will be stated in an introduction letter.

- b. Are your participants known, but their responses are to be confidential? Confidentiality implies that the principal investigator knows the identity of individual participants but will not share the responses or data in any way that reveals the participants in connection with their responses. Explain how you will assure your participant's confidentiality.

No. The interview in its entirety will be available online and this will be state in the introduction letter and informed consent documents.

- c. Is the identity of your participants and their responses known and made available to the principal investigator, other research participants, and/or the general public (such as in an interview project)? If yes, answer a through c below.

Yes, they will be available to the general public.

- a. Describe how the interviews collected will be presented (in full form in an archive or edited for inclusion in a final class project).

Interviews will be presented on a student project page on the ohla.info website. The interviews will include indexing, partial to full transcriptions, and playable audio of the interview. Preferably there will be a header image to each interview. My aim to ask the interviewees what they think represents their journey as an archaeologist and use that as the header image. For examples of how the final presentation will look please view other student projects on the OHLA website.

- b. List intended and potential audiences (the general public or presentation attendees). If the interviews will be featured on the internet (such as a blog), please provide the url.

The intended audience is the general public and potential attendees to my senior project presentation. All interviews will be hosted publicly on ohla.info under the student project section.

- c. State the length of time the interviews will be available as above (into perpetuity, one day, until blog is taken-off line).

Interviews one publicized will be up permanently on the OHLA website unless taken off line. There is currently no plan to ever take the interviews offline unless asked by interviewees at a later date.

5. Explain your informed consent practices. Attach a copy of your informed consent and the debriefing that participants will receive. Attach all consent or release forms used in the project.

Attached is the informed consent form that I completed for the application for the GLCA. It has been approved by the council.

6. If your research requires exceptions to obtaining written informed consent, explain why such an exception is required (state how obtaining such consent would impinge upon your research). Describe the method you will use to assure participants are fully informed about the research project and made aware of their voluntary participation.

I aim to have all forms filled out in person on a hard copy or signed and emailed/faxed back to me to have a hard copy on hand. As mentioned above I plan to craft an introductory letter to the project once approved to send to participants to make sure they are informed in multiple ways.

7. Does the nature of the research require deception? If YES, explain fully (describe the deception and why it is necessary to your study).

No.

8. Indicate how participants will be able to obtain an abstract or summary of the completed study results or interview after their participation. (Note: This information could be included in your debriefing).

As of the moment when the interviews are completed I will send a link to their personal interview page if they are inclined to see the finished product. There is a potential that I will use these interviews for part of my senior project. I will include information on how their interviews may be included in my project and offer to let participants see my senior project in the introductory letter. Currently I am not 100% sure in what ways I will use the interviews to form my senior project though it is looking like potentially a comparison.

9. Explain any potential risks (economic, ethical, legal, physical, political, psychological/emotional, social, breach of confidentiality, or other) posed to participants by the proposed research.

The potential risks that I can see with this project are mostly psychological/emotional or social.

a. What procedures will be used to minimize each risk?

I will let interviewees know that their answers are completely voluntary and that they only need to share what they are comfortable with during the interview. As far as social risks go I think to minimize them I need to learn a little bit more about my interviewees before completing the interviews with them. This would be completed by reading through works that they have created or learning more about sites they have worked at.

b. Explain how potential benefits of the study justify the potential risks to participants.

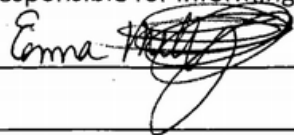
The goal of this project is to let archaeologists talk about their experiences in their field. By having them talk about their own personal experience people (general public) will be able to learn more about what it is like to work in archaeology. Since my goal is to not have people answer anything that they do not want to and the project is complete voluntary I believe that the benefits out way the risks.

10. State the research qualifications of the individuals who will have direct contact with the participants. List any workshops, courses, tutorials, or other educational experiences attended, at Antioch College or elsewhere, which have covered issues relevant to human participants research. Ensure the PI contact info AND Antioch IRB contact info is provided to project participants in your project statements.

Interviews will be conducted by myself. I have worked with Oral History in the Liberal Arts since January of 2017. While working there I have attended three different lectures on oral history best practices and attended the mandatory training session for OHLA funded projects at the Oral History in the Liberal Arts Institute in July 2018. My project has already been approved for funding through the GLCA in August of 2018.

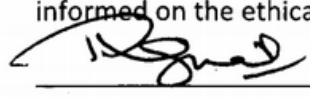
Required Signatures for ALL PROJECTS

I certify that I have read and understand the policies and procedures for research projects that involve human participants and that I intend to comply with the best practices referenced herein, and Antioch College policy. All of the information I have provided is accurate to the best of my knowledge. Any changes in this approved protocol will be resubmitted to the IRB for written approval prior to those changes being put into place (unless it involves an immediate safety issue for the participant during a procedure). I understand that if approved, my project must be reviewed at least annually. I also understand that as the principle investigator, I am responsible for informing other researchers involved with this study about the above protocol.

 Emma Metty

Signature of Principle Investigator(s)

As a faculty research sponsor, I certify that I have ensured that the student research project is ethical and safe for human participants, compliant with all federal research regulations, and that the purpose, rationale, design, and methods of the study are scientifically sound. I certify that the student PI is qualified to conduct the proposed study and that the student PI is well-informed on the ethical conduct of human participant research.

 RAHUL S. NAIR (ASST. PROFESSOR OF HISTORY, ANTIOCH COLLEGE)

Signature of Faculty Research Sponsor (if student project)