

**Trinity College Institutional Review Board (IRB)  
Request for Project Review (Form B)**

<b>For use by IRB Office Administrator only:</b>		
Proposal No.:	Date Received:	Receipt Sent:
Action Notes:		
Notification Sent:		

**Please review the IRB Policies & Procedures Manual carefully before preparing this form.**

**Instructions (If you need help call (860) 297-2376 or e-mail [james.hughes@trincoll.edu](mailto:james.hughes@trincoll.edu))**

1. Copy this file to your computer.
2. Fill out (use tab key to navigate) and save the document.
3. Send the completed Form B and all supporting materials as electronic files by e-mail attachment to [james.hughes@trincoll.edu](mailto:james.hughes@trincoll.edu) **and** [irb@trincoll.edu](mailto:irb@trincoll.edu).

Date: **February 15, 2012**

**Nathan Walsh**  
Principal Investigator

- Trinity College faculty/staff/administrator  
 Trinity College student  
 Other (please specify)

E-mail: [Nathan.Walsh@trincoll.edu](mailto:Nathan.Walsh@trincoll.edu)

Phone: 774-238-9088

Jack Dougherty  
Faculty Sponsor (if applicable)

EDUC 497 - Senior Thesis  
Course Name & Number (if applicable)

Title of Research:

Minority Status and School Choice: The Experiences of African-American and Afro-Caribbean Parents in Hartford

February 20, 2012  
Estimated beginning date

April 31, 2012  
Estimated completion date

**NO RESEARCH may be done before IRB Approval of your protocol.**

### A. RESEARCH PERSONNEL:

Please list ALL research personnel involved in the conduct of this study. All personnel must complete the IRB approved educational program on the protection of human subjects.

Name	Position (e.g., Faculty, Student)	Date of Completion of NIH Online Human Subjects Research Education Program
Nathan Walsh	student	September 30, 2011

### B. NATURE AND PROSPECTIVE BENEFITS OF THE PROJECT

**Briefly describe your research project.** What research, if any, has been done in this area and how does it inform your project? Why is this research important? How is this study novel or different from earlier research in this area? How will this project contribute to the discipline and society? How do the benefits of the research justify any possible risks that might be incurred by the participants in the study? You may attach a research prospectus if available.

**Enter Text:** This study expands upon existing school choice literature by asking a new question: does anthropologist John Ogbu's theory on immigrant versus involuntary minorities explain any differences in parental views on school choice application processes? This research uses Hartford as a case study to understand the connections between minority status and school choice of non-immigrant African-Americans and Afro-Caribbean immigrant populations.

### C. PARTICIPANT POPULATION

**C1. Type of participants** (check all applicable):

- Adults**
- Minors** (under 18 years old)
- Trinity College students** (check all classes that apply):
  - 1<sup>st</sup> year
  - Sophomore
  - Junior
  - Senior
- Vulnerable populations** (e.g., mentally or cognitively impaired, prisoners, parolees, pregnant women, or fetuses)
- Other** (specify):

**C2. Explain any exclusion of particular groups (e.g., persons under age 18) or any oversampling (e.g., based on race/ethnicity).**

**Enter Text:** Interviews will be conducted with black Hartford parents who identify as either African-American or Afro-Caribbean.

**C3. Institutional Affiliation:**

**Please note:** Research involving off-campus institutions such as hospitals, schools, prisons, or other social service agencies requires approval from that institution's IRB or comparable research review board or agency official. **Documentation of approval from external agencies is required.**

- No institutional affiliation outside of Trinity College is involved**
- Schools** (specify\*):
- Hospitals** (specify\*):
- Other** (specify\*):

\*Please describe who you are working with (name, contact info) within the organization/agency. Describe any procedures or review process that you have been asked to follow. (Send copy of permission/approval along with this application.)

**Enter Text:**

**C4. Estimated number of participants:** 10 Participants

## D. METHODOLOGY

**D1. How will the participants be solicited or contacted** (e.g., ads, telephone, letter, announcements made in courses)? Please include exact wording of recruitment letters, notices, or scripts.

**Enter Text:** Parents will be contacted in person or via phone through contacts made with school staff (primarily Community School Directors and Parent Coordinators), community leaders, and various cultural organizations (such as the West Indian Social Club of Hartford).

**D2. Will any extrinsic incentives (e.g., money, course credit, etc.) be offered to the participants for their participation?**

Yes  No (If yes, please explain the nature and amount of incentive.)

**Enter Text:** For interviews conducted in-person at a neutral location (such as a café), the interviewer will offer and agree to pay for a light snack or drink as appropriate (around \$2-3) for the participant. No substantial financial incentive will be offered. Interviews conducted via telephone will include no incentive.

**D3. How long will it take a subject to complete all study procedures?** Be specific (15 mins., 2 hours, etc.).

**Enter Text:** Around 5 minutes, unless the parent wishes to speak longer

**D4. Please describe or attach a copy of all written materials, including questionnaires, surveys, or tests that will be administered to participants.** (If using standardized or copyrighted tests, you may simply name the instrument.)

**Enter Text:** See attached interview guide

**D5. Are you planning to conduct open-ended interviews or focus groups?**

Yes  No (If yes, please submit a schedule of interview or focus group questions.)

**Enter Text:** See attached interview guide

**D6. Do you plan to film-, video-, or voice-record participants?**

Yes  No (If yes, please provide details.)

**Enter Text:** I will, with approval of the participant, voice-record interviews

## E. RISKS

**E1. Will the participants incur any psychological, social, physical, or legal risk?** (This includes any psychological distress associated with experimental manipulation.)

Yes  No (If yes, please explain the nature of the risk.)

**Enter Text:**

**E2. Will the participants be deceived or misled in any way?**

Yes  No (If yes, please explain the nature of the deception.)

**Enter Text:**

**E3. Will there be any probing (either verbal or in written form) for information that participants might consider to be personal or sensitive?**

Yes  No (If yes, please explain the nature of the information.)

**Enter Text:** Participants will be asked to share their experiences on parenting school-age children and their views on school choice application processes. While these are not highly sensitive questions, they are personal in nature.

**E4. Will participants be presented with materials, or be exposed to social interactions, that they might consider to be offensive, threatening, or degrading?**

Yes  No (If yes, please explain the nature of the materials or social interaction.)

**Enter Text:**

**E5. If you answered “YES” to any of the questions in this section, please explain how you will minimize any risks.**

**Enter Text:**

**F. INFORMED CONSENT/ASSENT**

**F1. Will a written consent form be used?**

Yes  No\* (If no, provide justification.)

**Enter Text:** See attached interview guide

*Federal law requires that, except in special circumstances, informed consent must be obtained. In brief, consent forms must include: 1) a statement explaining the purpose, procedures, and duration of the project; 2) a description of benefits to the participant and others; 3) a statement describing the manner in which confidentiality will be maintained; 4) a statement of any risks involved; 5) contact information should questions arise in the future; and 6) a statement that participation is completely voluntary. (Include a copy with your application.)*

*\*If a consent form is not to be used, the researcher must provide a justification, for instance in the case of web-based surveys where consent can be implied by participants accessing a website. In addition, researchers must provide participants with contact information for a person affiliated with the project and with the name of a member of the IRB committee (usually the committee chair) should questions arise.*

**F2. If participants are minors (under 18 years old), will parents' or guardians' consent be obtained?**

Yes  No  N/A (If NO, please explain. If YES, include a copy with the application.)

The copy you send to the IRB should be the exact version you will use with parents/guardians.)

**Enter Text:**

**F3. If participants are minors, will minors' assent be obtained?**

Yes  No  N/A (If NO, please explain. If YES, include a copy with the application.)

The copy you send to the IRB should be the exact version you will use with minor participants.)

**Enter Text:**

## G. CONFIDENTIALITY

### G1. Will data be collected that identifies individuals or that will be recorded in a way that allows observations to be linked to individuals?

Yes  No (If yes, please explain the nature of the information being collected and the manner, if any, in which the information may be publicly disclosed.)

**Enter Text:** Interview participants will be voice-recorded (with permission), and they may provide some individually-identifiable information about their family during an interview. But the interview guide does not ask them for their full names, and all individually-identifiable information will be removed in the transcript.

### G2. What steps will be taken to insure confidentiality of personal data? (Be specific. How will confidentiality be preserved as data are collected, stored, analyzed and published? When and how will data identifying individual participants be destroyed?)

**Enter Text:** When transcribing the voice recordings, the researcher will remove all individually-identifiable information by inserting pseudonyms. All voice recordings will be erased at the conclusion of the project, but the masked transcripts (with no names or other identifying details) will be archived by the faculty sponsor for future use by other researchers.

### G3. Who will have access to these data? List individuals by name and role on project (e.g., PI, student investigator, staff, public).

**Enter Text:** Nathan Walsh, student researcher, will have access to all recordings and transcripts. Professor Jack Dougherty, faculty supervisor, will have access to the masked transcripts, which he may share with future researchers.

## ASSURANCE PAGE

I certify that the procedures described above are accurate and will be followed in the course of the research project. I will notify the IRB immediately of any changes to procedures and if unanticipated problems arise during the research process.

Nathan Walsh

Minority Status and School Choice: The Experiences of African-American and Afro-Caribbean Parents in Hartford  
Project Title

Researcher's Full Name

774-238-9088

Nathan.Walsh@trincoll.edu

Phone Number

Email Address

Jack Dougherty

Faculty Advisor/Supervisor

February 15, 2012

Date

## Completing Form B:

1. Once you have filled out the form completely, save the Word document using a unique filename. (It is suggested that you use your surname and the date in the filename.)
2. Send the completed Form B and all supporting materials as an e-mail attachment to the chair of the IRB [james.hughes@trincoll.edu](mailto:james.hughes@trincoll.edu) and to [irb@trincoll.edu](mailto:irb@trincoll.edu).

**For IRB Use Only:**

- The proposal is exempt from further review.
- The proposal is eligible for expedited review.
- The proposal should be given a full IRB review.

Per:

Full Name of Reviewing IRB Member

Date

**Hartford Parent Informed Consent and Interview Guide** (updated February 12, 2012)  
by Nathan Walsh & Jack Dougherty, Cities Suburbs & Schools Project at Trinity College

Hello, my name is Nathan Walsh, and I would like to interview you about school options for Hartford children for a study at Trinity College, to help us learn more about what parents think. The questions are voluntary, your answers are anonymous, we can complete it within five minutes or continue further if you wish, and you can stop at any time.

- Are you willing to be interviewed?
- I won't ask for your name, but may I record our interview? [If no, then stop. If yes, turn on recorder and verbally thank participant for allowing you to record the interview.]
- Do you live in Hartford? [If no, then stop.]
- Do you have school-age children? [If no, then stop].

The interview consists of three main questions, and the first one is:

1) Tell me more about your child(ren) and his/her/their school(s)

*Ask these follow-up prompts if needed:*

- Which school(s) do s/he/they attend, and what grade levels?
- Are you satisfied with your child(ren)'s school(s)?
- Do you feel welcomed at your child(ren)'s school(s)?
- What are your hopes or plans for your child(ren)?

2) My next main question is about school choice. Have you heard about any school choice options for your child(ren), or submitted any applications?

*Ask these follow-up prompts if needed:*

- Have you heard about or applied to magnet schools?
  - the Open Choice program in suburban schools?
  - charter schools or technical schools?
  - the Hartford Public Schools choice program?
- Why did you (or didn't you) consider applying to a school choice program?

3) Now let's wrap up with some background questions. Tell me about your family history.

*Ask these follow-up prompts if needed:*

- Were you born in Hartford or did you move here?
- Where are your parents from?
- (If different family lines): Do you have stronger ties to one side of the family?
- What is your zip code?
- In your own words, how do you identify your race or ethnicity?
- What is the last level of schooling that you completed?

Thanks for participating. [If person would like more information, tear off bottom of this form]

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For more information about this Hartford parent interview research project:

Nathan Walsh, student researcher email: nathan.walsh@trincoll.edu phone:774-238-9088  
Jack Dougherty, faculty advisor email: jack.dougherty@trincoll.edu phone:860-297-2296  
Cities Suburbs and Schools Project at Trinity College (<http://commons.trincoll.edu/cssp>)