NJCU IRB APPLICATION FORM

NJCU Institutional Review Board
Email: kresch@njcu.edu

Investigator's Checklist for IRB Submission

Please make sure that your application is complete prior to submitting it to the NJCU IRB. Please save the entire application and all supporting documents as one word document. Please make sure that your file name includes your full name and please do not use "final" in the file name, as there may be revisions of the original application. Please be certain that your consent form, if applicable, includes all of the information provided below.

All applications must be submitted by the NJCU faculty or staff member listed as the Principal Investigator (PI). Neither students nor external researchers may submit an application. (For all students, a faculty/staff member must serve as the PI. All external researchers must have an NJCU faculty/staff member as a sponsor.)

Submit the completed application and accompanying documents as one word document to kresch@njcu.edu.

Application

X☐ Completed and signed Proposal Submission Form

X☐ Protocol Summary (5-page limit) that identifies the research question and describes methods

X☐ Copies of data collection instruments that coincide with the study described in the Protocol Summary

X☐ Recruitment materials (as applicable)

X☐ Consent document(s) or the rationale for deviation from written consent

X☐ Certificate of training in protection of human subjects from the Collaborative Institutional Training Initiative (CITI Program) (https://about.citiprogram.org/) for **all** researchers involved in the project. A separate guidance is available on CITI certification programs.

Please ensure that **all consent forms** are written for a general audience; are specific to subjects (and/or their parents/guardians); identify the researcher, the researcher's position, and his/her institution; and:

X☐ Describe the study and the procedures (activities, duration, and/or audio, photographic, or videotaping*) in lay terms

X☐ Clearly state that there are no benefits or known risks or clearly explain the precautions that will be taken if there are risks (Monetary payment does not constitute a benefit.)

X☐ Include a statement that participation is voluntary and that all subjects have the right to skip any questions or activities and to opt out at any time without penalty

X☐ Provide the names of all contact persons for the study, including the Principal Investigator and, for external researchers, the NJCU sponsor

X☐ Include this statement: "If you have questions about your rights as a participant in this study, please contact Dr. Meriem Bendaoud, chair of the NJCU IRB, at (201) 200-3310 or mbendaoud@njcu.edu.

X☐ Include a statement of confidentiality**

X☐ Have places for signatures and the date.

* Furthermore, for any study using audio, photographic, or video recordings, the researcher must also completely explain the use of these recordings, the plan for their storage, and also, if and how this information will be protected and disseminated.

** If the research project is planned to deviate from complete anonymity, the researcher may include a waiver to use the names of respondents, but the researcher must specify how all data will be used and disseminated.

Please expect acknowledgement of your submission within 10 working days. If there is no acknowledgement, please email kresch@njcu.edu.

NJCU Institutional Review Board Application for Review of Research Project

Email all materials in one word document to:
kresch@njcu.edu.

Please know that your project start date will be the date on which this application is approved or declared exempt by the NJCU IRB. Absolutely no work on this project can begin until that time.

Name (PI)/Sponsor Submitting Application:

Application Type: X☐ Original ☐ Previously Approved

Proposal Title	"Digital Dynamics in the Director's Chair: Analyzing the Impact of Technology on Musical Theater Productions in Hudson County".
Anticipated Duration of Research	10/1/2024

Type of Research

☐ Student/Classroom project
X☐ Faculty research project
☐ Staff research project
☐ External researcher project (All external researchers must have an NJCU faculty/staff sponsor.)

NJCU Investigators (Please list additional investigators as necessary)

Name: Dr. Laura Zieger
Department: Educational Technology Leadership Department
Telephone number: 201-200-3078
Email address: lzieger@njcu.edu

Co-Investigator (including student researchers)
Name: Melissa Welz
Department: Educational Technology Leadership Department
Telephone number: 201-320-6089
Email address: mwelz@njcu.edu

*Any NJCU investigator who plans to work on this project either with or for a Principal Investigator or a Co-Investigator at another institution must identify those investigators and their institutions below.

External Investigators

Name: Click here to enter Name.
Department: Click here to enter Department.
Telephone number: Click here to enter Telephone number.
Email address: Click here to enter Email address.

NJCU Sponsor (if the researcher is not affiliated with NJCU)
Name: Click here to enter Name.
Department: Click here to enter Department.
Telephone number: Click here to enter Telephone number.
Email address: Click here to enter Email address.

X_____

NJCU Sponsor

1. Number of participants: 200 participants (These participants include all staff who directs, instructs, and designs all theatrical shows in Hudson and Bergen County Schools.

2. How was this number determined (e.g., power analysis)? This number was determined because there are approximately 100,000 theatrical school staff members who teach in Hudson and Bergen County Schools.

3. Does this project require the collection of new data? X☐ Yes ☐ No

3A. If yes, how will participants be selected or recruited (<4-5 sentences)?

In selecting or recruiting participants for a dissertation proposal focused on researching musical theater directors and staff in Hudson County schools, a careful and systematic approach will be employed to ensure the representation of diverse perspectives and experiences within the local musical theater community. The recruitment process will begin by establishing clear inclusion criteria, such as individuals actively involved in musical theater direction, production, or support roles within educational institutions in Hudson County. Potential participants will be identified through school databases, theater department records, and professional theater associations. To ensure diversity in the sample, a purposive sampling method will be used, considering factors such as years of experience, the scale of productions, and technological integration. Additionally, snowball sampling may be employed, where initial participants help identify and refer other relevant participants. Ethical considerations, including informed consent and data confidentiality, will be paramount throughout the recruitment process to maintain the integrity and reliability of the research.

3B. Will subjects participate on a fully voluntary basis? X☐ Yes ☐ No

3C. Will subjects be compensated for their participation? ☐ Yes X ☐ No

3D. If yes, please briefly describe the compensation:

Click here to enter text.

4. Does this project make use of human tissue or cell lines: ☐ Yes X ☐ No

5. Briefly describe the research methodology(ies) to be used in this study (e.g., focus group, participant observation, survey, experiment). (<4-5 sentences)

I would like to incorporate a mixed-method research approach First, a survey could be conducted amongst teachers, directors, and technical school staff involved in school musicals. This will gather quantitative data on the types of devices used, their frequency, and perceived impacts. Also, participant observation could be utilized to gain in-depth qualitative insights into how these devices are used during actual performances, providing a rich understanding of their practical implications. Furthermore, group or solo discussions/interviews may be conducted to encourage open dialogue and gather additional qualitative information, allowing participants to share their experiences and perspectives. This combination of methods would offer a comprehensive understanding of the role of technology in school musicals.

6. Does this project use data that have already been collected for a non-research purpose or by another researcher? ☐ Yes X ☐ No

6A. If yes, what is the source of the data? (3-4 sentences)

N/A

6B. Are the data accessible in the public domain? ☐ Yes X ☐ No

6C. If no, does the data include information that would allow identification of individuals, either directly or indirectly? X ☐ Yes ☐ No

6D. If yes, please explain briefly how participant confidentiality will be safeguarded. (3-4 sentences)

The participants' confidentiality will be safeguarded while participating in this study. Results will not refer to specific individuals for the initial survey, and pseudonyms will be established for each of the interviews at the selection of the participants and verified by Melissa Welz, the Co-Principal Investigator to ensure the privacy of those involved. Research data will be backed up to Google Drive during the course of the research and will be deleted at the end of the study.

Participant Risks

7. Will participants be exposed to any stresses (e.g., anxiety, pain, etc.) or physical harm (e.g., injury infection, etc.) in connection with this research? ☐ Yes X ☐ No

7A. If yes, please briefly explain what risks may be involved in the research, what specific steps will be taken to minimize and monitor the risk, and what will be done to compensate and/or treat participants who are harmed by the research. (4-5 sentences).

N/A

8. Does the research design require that participants be deceived? ☐ Yes X ☐ No

If yes, please briefly explain why deception is necessary and what steps will be taken to reduce potential harm from this deception. (<3-5 sentences)

N/A

Potentially Vulnerable

9. Human Research Subject Populations – Please check if your research involves vulnerable populations:

Physically/Mentally Challenged Individuals: ☐ Yes X☐ No

Young children (ages 0 – 13): ☐ Yes X☐ No

Older children (ages 14 – 17): ☐ Yes X☐ No

Senior Citizens (over age 65): ☐ YesX ☐ No

Pregnant women: ☐ Yes

X☐ No

Prisoners: ☐

X ☐ No

9A. If anything in Question #9 is checked **yes**, please briefly explain how the rights of this (these) population(s) will be protected. (<4-5 sentences)

N/A

Informed Consent (Please attach your consent form(s).)

10. Consent form must contain the following in lay terms:

The voluntary nature of their participation and the freedom to withdraw without penalty at any time:	X☐ Yes ☐ No
The purposes and procedures of the research:	X☐ Yes ☐ No
Any reasonably foreseeable risks or discomfort:	X☐ Yes ☐ No
Any benefits to them or to others from the research:	X☐ Yes ☐ No
The extent to which confidentiality will be maintained:	X☐ Yes ☐ No
Whom to contact for information about the research participants' rights and any research-related injury:	X☐ Yes ☐ No

10A. If the answer to anything in Question 10 was checked no, please briefly explain why the research requires an alteration of the standard elements of informed consent.

N/A

11. How will participants' informed consent be documented? Please check all that apply.

☐ Signature on a written consent document

☐ Signature on a document to be read to the participants and witnessed by another party

☒ E-signature on an electronic form/survey

☐ Written documentation of informed consent will not be obtained because one of more of the following criteria is satisfied (check all that apply):

- ☐ The only link between the subject and the research would be the informed consent documentation and the primary risk is loss of confidentiality.
- ☐ The risks to participate, including risks associated with the loss of privacy, are no greater than those ordinarily encountered in daily life and the research involves no procedure for which written consent is normally required outside of the research context.

12. Who will obtain the informed consent from the participants?

☐ Principal Investigator

☒ Co-Investigator

☐ Sponsor (in cases where the Principal Investigator is not affiliated with NJCU)

☐ Other

☐ Not applicable

13. Please include your protocol summary (5-page maximum) and your recruitment materials (as applicable). You are provided space to do this at the end of this application. Please see *APPENDIX A. Protocol Summary.*

External Reviews and Funding

14. Has this protocol been reviewed by an Institutional Review Board or Human Subjects Review Committee at any other institution(s)? ☐

Yes ☒ No

If yes, at what institution(s)?

N/A

15. What is its status? ☐ Approved ☐ Rejected ☐ Pending (or provisionally approved)

16. Has this protocol been submitted for federal funding? ☐ Yes

X☐ No

16A. If yes, list the agency or organization:

N/A

Submission Date: Click here to enter a date.

Funding Start Date: Click here to enter a date. ☐ Anticipated ☐ Actual

Contact Person: Click here to enter Contact Person.

Contact's Telephone Number: Click here to enter Contact's Telephone #.

17. Has this protocol been submitted for any other types of funding: ☐ Yes X☐ No

17A: If yes, list the agency or organization:

N/A

Submission Date: Click here to enter a date.

Funding Start Date: Click here to enter a date. ☐ Anticipated ☐ Actual

Contact Person: Click here to enter Contact Person.

Contact's Telephone Number: Click here to enter Contact's Telephone #.

Proof of CITI Certification

Please provide documentation of current CITI certification in human subjects research for **all** researchers named in this application.

CITI PROGRAM

Completion Date 20-Oct-2023
Expiration Date 20-Oct-2026
Record ID 59154465

This is to certify that:

Melissa Welz

Not valid for renewal of certification through CME.

Has completed the following CITI Program course:

Social & Behavioral Research - Basic/Refresher
(Curriculum Group)
Social & Behavioral Research
(Course Learner Group)
1 - Basic Course
(Stage)

Under requirements set by:

New Jersey City University

CITI
Collaborative Institutional Training Initiative

101 NE 3rd Avenue, Suite 320
Fort Lauderdale, FL 33301 US
www.citiprogram.org

Verify at www.citiprogram.org/verify/?w9938e8da-7486-4eba-923c-d43e2bc08850-59154465

CITI PROGRAM

Completion Date 29-Jul-2019
Expiration Date 28-Jul-2022
Record ID 32590547

This is to certify that:

Laura Zieger

Has completed the following CITI Program course:

Not valid for renewal of certification through CME.

Social & Behavioral Research - Basic/Refresher
(Curriculum Group)
Social & Behavioral Research
(Course Learner Group)
1 - Basic Course
(Stage)

Under requirements set by:

New Jersey City University

CITI
Collaborative Institutional Training Initiative

Verify at www.citiprogram.org/verify/?w2dab7b7e-6c85-4d21-9570-e8d6765eccfd-32590547

Certificate of Agreement

The signatures* of all researchers involved in this project must be provided.

I/We certify that I/we agree to comply with the requirements of both NJCU and the Office for Human Research Protection (OHRP) of the United States Department of Health and Human Services as described in 45 CFR §46.

X _____

Principal Investigator

X _____

Co-Principal Investigator

X _____

Co-Principal Investigator

X _____

Co-Principal Investigator

X _____

Co-Principal Investigator

*__Instructions for signatures__: First, save your application file and then open it.
Sign the document by right clicking on the signature line and selecting "Sign." **DO NOT SAVE** the file, **simply CLOSE IT**. The signature will be automatically saved. If applicable, send the file as an email attachment to the next signatory. Every subsequent signatory must also follow these instructions.

Please submit the completed application, checklist, and accompanying documents as one word document to kresch@njcu.edu.

All applications must be submitted by the NJCU faculty or staff member serving as the Principal Investigator. Neither students nor external researchers may submit an application.

APPENDIX A. Protocol Summary*; Surveys, including recruitment materials as applicable; and consent forms.

Rationale: The integration of technology in educational settings, including school musical theatrical performances, has become increasingly important. This study aims to assess how Hudson County schools utilize technology in their musicals and plays. Understanding the current practices, challenges, and impacts will inform recommendations for enhancing the integration of technology in the performing arts education in these schools.

Objectives:

1. To identify the types of technological devices and tools used in Hudson County school musical theatrical performances.
2. To assess the frequency and extent of technology utilization in these performances.
3. To understand the perceived impacts, benefits, and challenges associated with technology integration.
4. To provide recommendations for optimizing technology use in school musicals for improved educational outcomes.

Methods:

1. **Survey:** A questionnaire will be distributed to teachers, students, and technical staff in Hudson County schools involved in musical performances to gather quantitative data on technology usage and perceptions.
2. **Participant Observation:** Researchers will attend school musical performances and rehearsals to observe the practical application of technology and its impact on the overall production.
3. **Focus Groups:** Focus solo/group discussions/interviews will be conducted with participants to gain qualitative insights into their experiences and opinions regarding technology integration.

Populations: The study will involve teachers, directors, and technical staff in Hudson County schools engaged in musical theatrical performances.

Period: Data collection will take place over a 7-month period starting in September 2024, followed by data analysis and report compilation, with the final report expected by March 2024.

Appendix A

Participation Invitation Messages

Mr. Smith,

My name is Melissa Welz and I am a doctoral candidate in the Educational Technology Leadership Program at New Jersey City University in Jersey City, NJ, under the direction of Dr. Laura Zieger, Dissertation Chair and Chairperson and Professor of the Educational Technology Department. I am conducting a study as part of my dissertation requirements, which will rely on a mixed methods research study focusing on understanding all forms of technology that is utilized in your theater classes and theatrical school performances. My goal is to reach out to teachers, directors, and theatrical staff that contribute to your theatrical school performances.

The purpose of my message is to see if you would be willing to forward or connect me to these individuals in your school district for communication. There is no obligation to participate, and there is also an opportunity where your staff could volunteer to be contacted for an interview or an observation. I have obtained approval from the New Jersey City University Institutional Review Board. I am happy to answer any questions regarding the study should you of the participants have any. My contact information is also provided at the bottom of this email.

Thank you for your time and consideration. I truly appreciate your help!

Sincerely,

Melissa Welz