INFORMED CONSENT

(Inclusion Philosophies and Current Practices in Campus Recreation Centers)

You are invited to participate in a research study, which will involve participating in an interview in regards to the inclusivity for those with physical disabilities at the Student Fitness Center. My name is Kelly Cartner, and I am a graduate assistant for sport clubs at the University of the Pacific, Recreation Department. You were selected as a possible participant in this study because of your status at the University of the Pacific.

The purpose of this study is to examine both the University's claim and the Student Fitness Center's claim of inclusivity and their values of inclusivity. This study is to assess the degree to which those values are upheld. These claims will be examined in interviews with students with physical disabilities and administration on campus along with using a survey to measure the inclusivity based on industry standards. Social inclusion can involve being accepted as an individual beyond disability, having informal and formal supports, and having community involvement. Inclusion becomes realistic only when people can approach, enter, and use facilities and services in unimpeded ways. In an effort to increase participation in recreational facilities for people with physical disabilities, improvements need to be looked at in an effort to make the facilities more inclusive.

If you decide to participate, you will be asked to participate in an interview regarding the inclusivity of the Student Fitness Center. Your participation in this study will last 30-60 minutes.

There are some possible risks involved for participants. These are the risk of the results from the interview not being fully confidential, psychological risks, and sociological risks. To limit these risks, you will be given a pseudonym for this case study so your identity will remain confidential. There are some benefits to this research, particularly that the possibility of the Student Fitness Center inclusive environment for people with disabilities can be researched. Benefits to humanity can include the chance of a more inclusive environment at the Student Fitness Center that would benefit those students with physical disabilities and able-bodied students as well. The physically disabled students will have a more inclusive environment, while those who are able-bodied will have the opportunity to learn more about inclusion within the fitness center. The subjects involved can share their own knowledge on physical disability inclusion in campus recreation environments. Those involved in the focus group can voice their own opinions on what they would like to see from Student Fitness Center regarding a more inclusive environment. The focus group participants may also benefit from learning more about what they want in their campus recreation facility from other students after participating in the discussion. The administrators can benefit from learning more about how to create a more inclusive environment for those with physical disabilities. They can also benefit from having this research done at no cost to them, while improving their university's fitness center.

If you have any questions about the research at any time, please call me at 248-978-5201. If you

have any questions about your rights as a participant in a research project please call the Research & Graduate Studies Office, University of the Pacific (209) 946-7367. In the event of a research-related injury, please advise us, and then contact your regular medical provider and bill through your normal insurance carrier. The advisor for this research is Dr. Pete Schroeder and can be emailed at pschroeder@pacific.edu and phoned at 209.946.2704.

Any information that is obtained in connection with this study and that can be identified with you will remain confidential and will be disclosed only with your permission. Measures to insure your confidentiality are to assign you with an interviewee number and be referred by that number for the entirety of the project. The data obtained will be maintained in a safe, locked location and will be destroyed after a period of three years after the study is completed.

Your participation is entirely voluntary and your decision whether or not to participate will involve no penalty or loss of benefits to which you are otherwise entitled. If you decide to participate, you are free to discontinue participation at any time with out penalty or loss of benefits to which you are otherwise entitled.

Your signature below indicates that you have read and understood the information provided above, that you willingly agree to participate, that you may withdraw your consent at any time and discontinue participation at any time without penalty or loss of benefits to which you are otherwise entitled, that you will receive a copy of this form, and that you are not waiving any legal claims, rights or remedies.

You can obtain the results from this study by directly emailing me at k_cartner@u.pacific.edu You will be offered a copy of this signed form to keep.

Signature _____ Date _____

IRB application checklist: For Investigators and Unit Reviewers

☐ Human subject research training is required for all personnel involved in data collection and analysis on this protocol. Training is required every three years. Go to CITI's online course to fulfill this requirement.

☐Complete the application thoroughly, all pages must be completed

- **Interviews conducted with audio recordings will be expedited #6 "Voice, video, digital or any imaging recordings made for research purposes…"**
- explain your research as you would to a peer who is not an expert in your field, avoid jargon and acronyms.
- Information must be on the application itself and your research must be understood without the supplemental attachments, do **not** rely on a methodology section being attached

☐When assessing Benefits, risks, costs: *"Minimal" risk applies when "the probability and magnitude of harm or discomfort anticipated in the 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."*

- All research will have at least "minimal" **loss of confidentiality** risks
  - "as in any type of research when recording data, loss of confidentiality is a minimal risk"

- This risk is n/a ONLY if you are sending anonymous surveys in a non-public setting with non-sensitive questions that can not be identified with the subjects
- Is confidentiality being maintained appropriately?

- **psychological** risk may have "minimal" risk during interviews/surveys due to anxiety of being interviewed/surveyed
  - Some surveys may be "minimal" due to the nature of the questions
- **Sociological** risks may be "minimal" if subjects names are used or if interview/survey involves questions related to their profession
- **Economic** risks may be at least "minimal" if travel is asked of subjects and other monetary costs

➢ **It is good practice to prepare for the worst when evaluating the risks in your research. This ensures you, the researcher, and Pacific have complied with federal regulations by disclosing all risks to your subjects.**

☐Obtain all signatures

- a Unit Reviewer is required. This must be a Chair, Dean or IRB member in your department.
- Advisors signature is required if the student is conducting research

☐ Informed Consent form is required (except Exempt #4)

- use template attached *and fully disclose the same risks and descriptions listed in the application.*
- Use 6th grade language

Questions: email Office of Research and Sponsored Programs at osp@pacific.edu or call 209.946-7716

Protocol Review Number:_____
(Assigned by IRB)

University of the Pacific
Institutional Review Board
Human Subjects Activity Review Form

I. Project Information	
Investigator Name:	Kelly Cartner
E-Mail Address:	K_cartner@u.pacific.edu
College/School:	University of the Pacific
Department:	Health, Exercise, & Sport Science
If Student, Name of Advisor:	Dr. Pete Schroeder
Advisor Dept:	Health, Exercise, & Sport Science
Advisor email:	pschroeder@pacific.edu
Other Thesis/Dissertation Committee Members:	
If Student, Expected Graduation Date:	May 2017
List all other personnel involved in the data collection/analysis:	
Project Title:	Inclusion philosophies and current practices in campus recreation centers
Date CITI training completed (include certificate for all personnel involved in the data collection/analysis)	9/20/2015
Review category & number: See pg. 25 in the IRB Manual **(If exempt, attach required cover memo)** If your research involves pre-existing data, please complete the Existing Data Research Review Form only.	Expedited Review
When do you plan to begin this study* (date/year?) *This date should NOT be earlier than your submission date and should allow time for IRB review.	5/1/2016
What is the expected duration of the study?	Approximately 8-10 months

Has this project been reviewed by any other IRB? If yes, stop completing this application and contact the IRB administrator to determine whether a Cooperative Agreement can be entered.	No

II. Project Support	
☐ Funded ☒ Unfunded	If funded, list source:
Does any conflict of interest exist between the funding source and the investigator? ☐ Yes ☒ No (refer to Conflict of Interest Policy at: http://web.pacific.edu/x14005.xml	If yes, describe:

Investigator Status (Check one)
☒ Student ☐ Faculty ☐ Administrator ☐ Other_____

Investigator Signature and Certification: In submitting this proposed project and signing below, I certify that:

1) I have read and understand the Investigator's Manual on Research with Human Subjects;
2) I will conduct the research involving human subjects as presented in the protocol and approved by the unit, faculty supervisor (if a student project), and IRB;
3) I will present any proposed modifications in the research to the IRB for review prior to implementation;
4) All conflicts of interest between myself and any funding agencies have been resolved to the satisfaction of the University of the Pacific Office of Sponsored Programs, and,
5) I will report to the IRB any problems or injuries to subjects.

Signed:

_____ _____

Faculty Supervisor Review (if researcher is a student): My signature verifies that:

1) I will supervise this student's research project, and
2) The research complies with federal and University policies regarding protection of human subjects.

Approval:_____ Date:_____

Unit Review: The signature below verifies that the project:

1) Has been reviewed by the unit, and
2) Complies with federal and University regulations for research with human subjects.

Approval:_____ Date:_____

Name:_____

Unit reviewer may be: department chair, college dean, or a member of the Institution al Review Board within the researcher's department

INVESTIGATOR: Please provide answers to all of the following questions (attach additional pages as needed).

Applications must be signed, scanned as PDF documents, and submitted by e-mail to the IRB Administrator in Research and Sponsored Programs at osp@pacific.edu.

III. Purpose and Objectives of the Research

The purpose of this study is to examine both the University's claim and the Student Fitness Center's claim of inclusivity and their values of inclusivity. This study is to assess the degree to which those values are upheld. These claims will be examined in interviews with students with physical disabilities and administration on campus along with using a survey to measure the inclusivity based on industry standards.

IV. Contribution to, or development of, generalizable knowledge

This study will be contributing knowledge to the campus recreation and physical disability fields that may carry implication for others. Other universities will be able to use some of the suggestions about how to create a more inclusive environment at their own campus recreation centers.

V. Description of Subject Population(s)

A.) Who are the subject groups and how are they being recruited?	Administration at University of the Pacific recruited by the researcher via email and a group of 6-10 students with physical disabilities recruited with the help of the Director of Services for Students with Disabilities.
B.) What is the maximum # of subjects you will enroll?	30
C.) Are you advertising for subjects? ☐ Yes ☒ No If yes, include a copy of the proposed advertisement.	

D.) What are the criteria for selection and/or exclusion of subjects? (see page 20 in IRB Manual.)	Students from the University that must have a physical disability who are capable to make informed decisions and administrators that work for the Student Fitness Center along with administrators (Vice President, AVP's) that work in the Student Life department at the University.
E.) If special populations are being used, please justify. (see page 20 in IRB Manual.)	N/A

VI. Activities Involving Human Subjects

A.) Describe the activities involving each subject group described in II.A. Include the expected amount of time subjects will be involved in each activity, and where the activities will be conducted. ATTACH methodology section of your grant proposal, dissertation or thesis.

The administrators will be involved in semi-structured interviews for 30-60 minutes each. Interviews will take place on campus in either a neutral location or the administrator's office. Questions will be prepared prior to the interview and will be centered on their knowledge of physical disability inclusion in campus recreation.

The focus group with students on campus who are physically disabled will consist of prepared questions regarding their thoughts on the inclusive environment at Student Fitness Center and their current recreation activities. The focus group will last about 60 minutes and will contain between 6 and 10 students. If there are more students that would like to be involved in this study and have a physical disability, there is a chance that a second focus group will be put together. The focus group will take place on campus in a neutral location to all parties.

B.) How will the data be collected? Check all that apply:

☐ Questionnaires (**submit a copy**)
☒ Interviews (**submit list of questions**)
☐ Observances (briefly describe below)

☐ Standardized tests (list names of tests, AND attach copy of each test)

☒ Other (describe)

To assist this study, the Accessibility Instruments Measuring Fitness and Recreation Environments (AIMFREE) will be used. The AIMFREE instruments were designed to measure the accessibility of fitness and recreation facilities as it pertains to persons with mobility impairments. The AIMFREE survey consists of 16 subscales, divided into six accessibility-related areas, which include built environment, equipment, facility information, policies, professional behavior, and swimming pool. The AIMFREE has been validated using the Rasch measurement model and has been found to be a reliable and valid assessment tool that both researchers and consumers can use to examine the universal accessibility for use by persons with disabilities

VII. Data

A.) How will the data be recorded (notes, tapes, computer files, completed questionnaires or tests, etc.)?

Interviews will be recorded by recording device and some notes will be taken as needed by hand. The AIMFREE survey will be recorded on the survey manual, which will be printed out and recorded by hand.

B.) Will medical records or other patient data be accessed? Refer to the IRB Investigators Manual for the 18 identifiers listed in HIPAA regulations and a sample HIPAA Authorization

☐ Yes ☒ No

If yes, complete the HIPAA Privacy Rule Questionnaire and provide a copy of the HIPAA Authorization Form that will be used.

C.) Who will have access to the gathered data, and how will confidentiality be maintained *during* the study, *after* the study, and *in reporting* of results?

The researcher and the thesis advisor will be the only ones with access to the data as it will be stored on the researcher's personal computer. This will be the same throughout the entire research process. Confidentially will be maintained by each interviewee receiving a number. The key for the numbers with which interviewee they correspond to will also be kept privately on the researcher's personal computer.

D.) What are the plans for the data after completion of this study (publication/presentation), and *how* and *when* will the data be maintained or destroyed? Describe method(s) of destroying the data, including any audio or visual recordings.

After the completion of this study, this data will be kept until the entire thesis is completed in April of 2017. It will also be used for the researcher's thesis to learn from when the research of the thesis takes place.
When the data is destroyed, the data will be erased from the digital recorder and from the researcher's computer. There will be no reminisce left of the interviews. Any handwritten notes will then be shredded and disposed of in a recycling bin.
Only the original copies of the consent forms will be kept for three years. These will be kept secure by the researcher by being kept in a locked file drawer in the researcher's own home.

VIII. Benefits, Risks, Costs

A.) What are the potential benefits to humanity?

Benefits to humanity can include the chance of a more inclusive environment at the Student Fitness Center that would benefit those students with physical disabilities and able-bodied students as well. The physically disabled students will have a more inclusive environment, while those who are able-bodied will have the opportunity to learn more about inclusion within the fitness center.

B.) What are the potential benefits to the subjects?

The subjects involved can share their own knowledge on physical disability inclusion in campus recreation environments. Those involved in the focus group can voice their own opinions on what they would like to see from Student Fitness Center regarding a more inclusive environment. The focus group participants may also benefit from learning more about what they want in their campus recreation facility from other students after participating in the discussion.

The administrators can benefit from learning more about how to create a more inclusive environment for those with physical disabilities. They can also benefit from having this research done at no cost to them, while improving their university's fitness center.

C.) What compensation, if any, will be offered to the subjects and how will payment be scheduled throughout the study?

N/A

D.) Assessment and Description of Risks. See section VIII. in the IRB Manual for descriptions of risks.

1.) What risks to the subject are most likely to be encountered, and at what level?

Type of Risk	Not applicable to this study	Minimal	More than Minimal	Not Sure
Physical	☒	☐	☐	☐
Psychological (emotional, behavioral, etc. – including anxiety)	☐	☒	☐	☐
Sociological (employability, financial, reputation, etc.)	☐	☒	☐	☐
Loss of confidentiality	☐	☒	☐	☐
Criminal or civil liability	☒	☐	☐	☐
Deception	☒	☐	☐	☐
Economic	☒	☐	☐	☐
Other (explain)		☐	☐	☐

2.) Describe all risks identified in D1. **Include this information in Informed Consent form also.**

Psychological – this risk can occur within both the administrators and the focus group participants. The focus group participants can become emotional when discussing their experiences at the Student Fitness Center and be reminded of traumatic experiences if they exist. Some participants might experience anger or hostility toward the university if they feel strongly about the subject. Administrators may experience anxiety if they do not know the answers to the questions asked or feel pressure to answer them in a certain way. Sociological – Administrators may feel as if their jobs or reputations are on the line while answering questions related to sensitive topics such as inclusion in the fitness center. The students from the focus group may feel as if they will be targeted if the university administrators find out who they are and if their opinions put the university at risk for not meeting their wants and needs. Loss of confidentiality – There is a risk of participants not remaining confidential. The

researcher could use too specific of titles and the participants can be found out. To limit this risk, pseudonyms will be given to each participants and descriptions of their titles will be kept broad.

E.) What safeguards will you use to eliminate or minimize each of these risks? If subjects experience adverse reactions, how will they be managed?

All participants in this study will be given pseudonyms and when referring to their titles, their positions will be broad terms. Administrators will be referred to as general administrators and students will be referred to as students. The University will be given a pseudonym as well, along with the student fitness center. If confidentiality is kept throughout the study, the sociological and psychological risks can be kept to a minimum as well. The participants are free to withdraw at anytime during the study and may skip questions that may be uncomfortable. The researcher will also gauge when a participant does not want to answer and move on to the next question.

First person, written consent will be obtained. A copy of the informed consent is attached. During the interviews each participant will receive a brief explanation of the study prior to commencement by the researcher.

F.) What are the costs, if any, to the subjects (monetary, time, etc.)?

A request of 30-60 minutes of the participant's time will be the cost.

IX. Other Compliance Issues

A.) If this project may be subject to other regulations, such as state or local laws protecting special populations, or the use of a new drug or device, please identify and discuss.

The project might be subject to ADA regulations if the facility is found non-compliant. If while doing the site evaluation, the researcher finds that the facility is not up to code with ADA regulations, this could put the Student Fitness Center and the university at legal risk.

B.) If this project involves any of the following activities, requiring consideration by another committee, please check:

- ☐ Animal Use and Care
- ☐ Radiation Safety (including use of x-rays, microwaves)
- ☐ Biological Safety (including recombinant DNA, biohazards)
- ☐ Chemical Safety (including hazardous waste materials, chemical carcinogens, flammable, lab safety)

X. Informed Consent

A.) How will the study be explained to the subjects, and by whom?

First person, written consent will be obtained. A copy of the informed consent is attached. During the interviews each participant will receive a brief explanation of the study prior to commencement by the researcher.

B.) Attach informed consent form(s) you will use in the study (refer to Section IX in the Manual).

C.) Indicate rational for any special conditions relating to informed consent (e.g., request for approval to obtain oral consent or waiver of documentation).