

IRB APPLICATION FOR HUMAN PARTICIPANT RESEARCH

1. PROJECT TITLE

Title of Project: **Understanding the Relationships Between Behavioral Procrastination, Perfectionism, and Self-Esteem**

2. PROJECT DATES

a. Anticipated starting and completion dates: **October 24, 2016** to **December 9, 2016**

NOTE: Project may not start prior to approval from the IRB.

b. This project may be conducted on an annual basis: Yes No

3. PRINCIPAL INVESTIGATOR INFORMATION

a. Contact Information

Principal Investigator: **Claire Richards**
 Department or Affiliation: **Department of Psychological Science**
 Telephone: **216-555-5555** Email: **crichards10@jcu.edu**
 Name of chair/supervisor: **Dr. Sheri D. Young**
 Email of chair/supervisor: **syoung@jcu.edu**

b. Status

PI status: Undergraduate: Graduate: Faculty: Staff: Other:

Students and external researchers must provide their current address:

JCU 1458, 1 John Carroll Boulevard, University Heights, OH 44118

c. Student / External Researcher Information

If you are a student or external researcher, please provide the following as applicable:

Type of project: Thesis/Essay: Independent Study: Class Project: Other:

Course # & Name: **PS301 – Experimental Design in Psychology**

JCU Faculty/Staff Sponsor: **Dr. Angela C. Jones** Dept: **Psychology**

Sponsor Email: **acjones@jcu.edu** Phone: **216-397-1531**

NOTE: An application by a student or external researcher must have the following statement signed by a John Carroll University faculty/staff sponsor:

I have examined this completed form and I am satisfied with the adequacy of the proposed research design and the measures proposed for the protection of human participants. For student projects, I will take responsibility for informing the student of the need for the safekeeping of all raw data (e.g., test protocols, tapes, questionnaires, interview notes, etc.) in a University or computer file.

Faculty Advisor Signs Here

Date

Signature of Faculty/Staff Sponsor

Date

All faculty/staff sponsors are required to complete online CITI training in the ethical conduct of human subjects research and take the "Students in Research" module as one of the electives. See [our CITI page](#) for more information.

CITI Training Completion Date: **Date**

4. FUNDING

Is this project being funded?

Yes

No

If yes, list the funding source:

- 5. RESEARCH STATEMENT:** Provide a summary of your project. Include information about the background and rationale for the study, the research hypothesis, and goal(s) of the study. Cite previous research where applicable. Specific jargon should be avoided or explicitly explained.

Research has shown that the tendency to procrastinate is common in both the academic and general population. Behavioral procrastination (delay or avoidance of action) and its counterpart, decisional procrastination (delay or avoidance of making decisions) impact functioning in diverse areas of life, including academic and professional performance, social relationships, and management of finances (Balkis & Duru, 2007). Previous research focused on the relationship between procrastination and perfectionism has shown that people with high levels of procrastination tend to view their perfectionist tendencies as a problem (Slaney, 1996). Decisional procrastination and perfectionism have also been associated with low levels of self-esteem (Ashby & Rice, 2002; Ferrari, 2000). There is, however, little research on the relationship between behavioral procrastination and self-esteem. The purpose of this study is to investigate the relationships among perfectionism, procrastination, and self-esteem by incorporating measures of behavioral procrastination. It is hypothesized that perfectionism and behavioral procrastination (the independent variables) will be significant in predicting lower levels of self-esteem (the dependent variable).

- 6. RESEARCH RESULTS:** What will you do with the results of the study (e.g. publish, present publicly at a conference/presentation, archive data for a future project, etc.)? Contact the IRB Administrator first if the project is only for internal program evaluation or if the results will not be shared outside of the classroom.

The results of this research will be presented on a poster that will be displayed in the Department of Psychological Science. They may also be presented at conferences and/or at the Celebration of Scholarship.

7. PARTICIPANT POPULATION:

- a. Indicate which of the following groups, if any, will be research participants (check all that apply):

<input type="checkbox"/>	Minors (under 18)	<input type="checkbox"/>	Pregnant Women	<input type="checkbox"/>	Terminally Ill
<input checked="" type="checkbox"/>	Students	<input type="checkbox"/>	Institutional Residents	<input type="checkbox"/>	Prisoners
<input type="checkbox"/>	Employees	<input type="checkbox"/>	Mentally/Physically Disabled	<input type="checkbox"/>	Senior Citizens (> 65)
<input type="checkbox"/>	Cognitively Impaired	<input type="checkbox"/>	Non-English Speakers	<input type="checkbox"/>	No Special Groups
<input type="checkbox"/>	Single Subject Populations (e.g., by Gender, Race, Ethnicity, or Religion)				
<input type="checkbox"/>	Other (specify): <input type="text"/>				

- b. **JCU Students or Employees:**

Will you recruit students from courses you are teaching?

Yes

No

If "Yes", explain why this population is necessary to the study. Coercion to participate is a significant concern. Explain how you will ensure you will not know which of your students have consented to participate and which have not until after semester grades are posted.

N/A

Will you recruit JCU employees?

Yes No

If "Yes", explain why this population is necessary to the study. Describe procedures for protecting employees' confidentiality.

N/A

Note: if your research involves campus-wide recruitment of JCU students or employees, institutional approval may also be required.

c. If other participant groups from the list above are selected, state the rationale for their use.

N/A

d. What is the approximate number of participants to be recruited? 50

e. How will the participants be recruited? Check all that apply and attach all applicable recruitment materials.

<input checked="" type="checkbox"/> Recruitment Scripts	<input type="checkbox"/> Cover Letters	<input type="checkbox"/> Advertisements
<input checked="" type="checkbox"/> Recruitment Emails	<input type="checkbox"/> Flyers	<input checked="" type="checkbox"/> JCU Psych Pool
<input checked="" type="checkbox"/> Direct Solicitation	<input type="checkbox"/> Other (specify):	

8. INFORMED CONSENT

See [IRB Guidelines on Informed Consent](#) for detailed information on consent and assent forms, the required consent elements, and to view sample consent forms. Attach copies of all applicable consent materials (e.g., informed consent form, information sheet, SONA study description page for JCU Psych Pool studies, parental consent/child assent forms).

a. **Type of Informed Consent** (check all that apply):

(i) Adult Consent

(ii) Use of Minors (under 18 years of age)

<input type="checkbox"/>	Parent/Guardian Consent
<input type="checkbox"/>	Child/Minor Assent (Non-readers: Not able to read or not-proficient at reading)
<input type="checkbox"/>	Child/Minor Assent (Proficient readers: Can read & understand a simple assent form)

(iii)	In certain circumstances, a waiver of informed consent/minor assent may be requested. In this case, participants are not informed or only partially informed about a study. To request that informed consent or assent be waived, indicate category below (check all that apply).
<input checked="" type="checkbox"/>	Partial Consent/Concealment: Information will initially be withheld from participants
<input type="checkbox"/>	Informed consent will not be obtained
<input type="checkbox"/>	Parental consent will not be obtained
<input type="checkbox"/>	Child/minor assent will not be obtained

If (iii), justify why informed consent will not be obtained. For partial consent, explain why this is necessary for this study and include plans for how and when participants will be debriefed. If a debriefing statement will not be used, explain why.

(Refer to 45 CFR 46.116d and 46.117 for the federal guidelines regarding waivers):

The true purpose of this study will not initially be fully disclosed to the participants. This concealment is necessary because revealing the actual goal of the study is likely to influence how the participants respond to the study tasks. All participants will be fully debriefed at the conclusion of the experiment.

b. Deception of participants

Deception occurs when participants are deliberately given false information about some aspect of the study. If your research involves deception, you must provide the following information:

(i) Describe the type of deception being used.

N/A

(ii) Why is deception a necessary and unavoidable component of the experimental design?

N/A

(iii) What alternative procedures were considered that did not involve deception and why were these alternatives rejected?

N/A

(iv) If deception is used, describe the significant prospective scientific, educational, or applied value of the research.

N/A

(v) If deception is used, how will participants be debriefed?

N/A

c. Method to obtain informed consent: check (i) or (ii)

(i) Written Consent/Assent (written signature will be obtained from participants)

- (ii) No Written Consent/Assent Obtained (a written signature will not be obtained from participants. Documentation of a signature is waived.)

If (ii), a waiver of a signature is requested, indicate below how participants will be informed:

<input checked="" type="checkbox"/>	An Information Sheet will be used. Explain rationale below.
	This is a low-risk study. Participants will be informed via a Study Information Sheet (Appendix D) that by completing the questionnaires, they have provided consent to participate in the study.
<input type="checkbox"/>	Oral Consent will be obtained. Explain rationale below.
<input checked="" type="checkbox"/>	Electronic Consent (only for researchers using the JCU SONA System)

9. DATA COLLECTION & CONFIDENTIALITY ISSUES

a. Data collection methods (check all that apply):

<input checked="" type="checkbox"/>	Questionnaire or Survey	<input type="checkbox"/>	Archival Data
<input type="checkbox"/>	Web or Internet	<input type="checkbox"/>	Intervention
<input type="checkbox"/>	Interview	<input type="checkbox"/>	Focus Groups
<input type="checkbox"/>	Observation	<input checked="" type="checkbox"/>	Testing/Evaluation
<input type="checkbox"/>	Video or Audio Taping	<input type="checkbox"/>	Instruction/Curriculum
<input checked="" type="checkbox"/>	Computer Collected Task Data	<input type="checkbox"/>	Physical Tasks
<input type="checkbox"/>	Other: _____		

b. Will the data be collected anonymously (i.e., so that no one, *not even the researchers*, can determine who participated? See [the IRB Privacy page](#) for an explanation of anonymity vs. confidentiality.

Yes No

c. If you answered NO to 9.b., describe procedures for keeping data confidential and secure (i.e., for ensuring that even though the researchers can determine which participant provided which data, no third party could gain access to the data and determine who provided it). Be sure to explain how the data will be stored both *during* the data collection process *and after* the study is conducted since this will affect the confidentiality of the data.

Psych pool participants will enroll in this study via the JCU Sona System, which is password protected and confidential (Appendix A). The system assigns each participant with a number that corresponds to their data, so participant names never have to be recorded. No participant will be asked to give their name, but by appearing in person at the Psychology Department experiment labs, the participant will provide a visual identification to the researcher.

Both Psych pool participants and directly recruited participants will view a Study Information Sheet in Qualtrics prior to beginning the experiment (Appendix D). All participants will be informed that by continuing with the experiment, they are giving their consent to participate in the study. All data will be obtained confidentially using Qualtrics and will be maintained on university computers in the form of password protected files. Only the principal investigator and the faculty advisor, Dr. Angie Jones, will have access to the data. Data will be stored electronically until no longer needed.

10. METHODOLOGY: Describe in detail how the research will be practically conducted step by step. Be sure to address (1) how participants will be identified and the process of contacting, selecting and excluding participants; (2) how informed consent will be handled; and (3) how data will be collected, including how data instruments, if used, will be distributed and collected, and the location where the study will take place. Please reference attachments, where applicable.

Psych Pool participants will provide partial electronic consent when they sign up for the study (Appendix A). If necessary, additional participants will be directly recruited from upper division psychology courses (Appendix B, C). All participants will be instructed to appear at the Psychology Department experiment labs during their assigned experiment time.

Participants will read a Study Information Sheet (Appendix D) in Qualtrics and will be allowed to ask any questions about the experiment prior to beginning any study procedures. The sheet will inform the participants that by completing and submitting the questionnaire, they will be providing their informed consent. Participants will not be asked to give their name and all information collected from participants will be treated confidentially. The study instruments will be presented to participants in Qualtrics.

Participants will first be asked to complete a demographic questionnaire asking for gender, age, and year in school (Appendix E). Next, participants will see four different paper and pencil tasks (Appendix F). They will then be asked to imagine that they have up to one week to complete the assigned tasks and return them to the administrator, after which they will complete a questionnaire related to how they would go about completing the tasks (Appendix G). Participants will also complete The Almost Perfect Scale, Procrastination Scale, and Rosenberg Self-Esteem Scale (Appendix H).

At the end of the experiment, participants will read a debriefing statement that explains the true purpose of the study and also provides contact information for the researcher and the JCU Counseling Center (Appendix I).

11. RISK FACTORS: Does your study involve any of the following elements?

Coercion or undue influence		Yes	X	No
Procedures that might cause mental discomfort	X	Yes		No
Collection of information that, if disclosed, could be embarrassing or harmful to participant’s reputation, employability, financial standing, or insurability, or place the participant at risk for criminal/civil liability	X	Yes		No
Procedures that might cause physical harm to participants		Yes	X	No
Biomedical procedures, including the use of drugs		Yes	X	No
Participants will be audio or video recorded, or photographed		Yes	X	No

a. Describe any other potential risks to participants besides those above. You should consider potential physical, psychological, social, legal or other risks.

No risks other than those identified above.

b. For all potential risks, assess the likelihood of their occurring and their seriousness, even if you think these risks will be avoided.

Risks in this study are minimal. There is a slight risk that participants may feel mild mental discomfort when completing the various questionnaires. There is a possibility that participants would be embarrassed if their responses to the questionnaires were disclosed.

- c. Describe the procedures you will use to mitigate these risks as well as any provisions for ensuring necessary professional intervention in the event of a distressed participant.

During the informed consent process (Appendix D), all participants will be informed that they may withdraw from the study at any time. As an additional safeguard, the JCU Counseling Center phone number will be provided on the debriefing statement. Data will be treated as confidential and maintained securely. Results will be reported without any identifying information about individual participants.

12. BENEFITS

Describe the anticipated benefits to participants and contributions to general knowledge in the field of inquiry:

There is limited research that measures perfectionism, behavioral procrastination and self-esteem, therefore this study will provide participants with knowledge about these areas that can help them establish or sustain a healthy lifestyle.

13. COMPENSATION

If the research participants will be compensated or rewarded, indicate the type and amount of compensation. If participants are being recruited from JCU classes or the Psych Pool, indicate whether students are receiving course credit (regular or extra credit) and, if so, what alternatives are offered to those students who do not wish to participate in the research.

Psych Pool students who are enrolled in a PS101 course will receive 1 credit towards their research requirement for the course. Students who do not wish to participate in research may complete an alternative library research project listed by professors in the PS101 syllabi. Psych pool and directly solicited participants in upper division psychology courses will receive course credit at the discretion of their professor.

14. SUBMISSION MATERIAL: TWO COMPLETE HARD COPIES OF THE FOLLOWING

The IRB must review copies of all final material presented to participants. The IRB cannot approve a project without a complete and accurate application and final copies of all supporting materials. Please indicate below what materials have been attached to this application (check all that apply):

- Recruitment material (flyer, announcement, oral script, email, letter, etc.)
- Data instruments (surveys, interview questions, tests, web-survey, etc.)
- Informed consent (consent and assent forms, information sheet, oral consent script, psych-pool electronic consent, etc.)
- Debriefing statement
- Video clips, music CDs, photos, etc.
- Other: (specify) _____

15. CERTIFICATION STATEMENT

In making this application, I certify that I have read and understood John Carroll University's policies and procedures governing research with human participants (specifically, those as described in John Carroll University's Institutional Review Board Policy). I shall comply with the letter and spirit of those policies and will not undertake the research without IRB approval. Furthermore, I am aware that certain departments may have their own standards for conducting research, and it is up to me to familiarize myself with them. I further acknowledge my obligation to: (1) obtain written approval of significant deviations from the originally approved protocol BEFORE making those deviations; and (2) report immediately all adverse effects of the study on the participants to the Chairperson of the Institutional Review Board and the Chairperson or Supervisor of my Department.

Student researcher signs here

Date

Principal Investigator Signature

Date

PI CITI Training Completion Date:

Enter date CITI training was completed

CO-INVESTIGATORS:

a. Name:

Co-investigator name

Title:

Signature:

Affiliation:

CITI Training Completion Date:

Date CITI training was completed

b. Name:

Co-investigator name

Title:

Signature:

Affiliation:

CITI Training Completion Date:

Date CITI training was completed

c. Name:

Co-investigator name

Title:

Signature:

Affiliation:

CITI Training Completion Date:

Date CITI training was completed

16. SUBMISSION INFORMATION

Send **one original and one copy** of this packet (the application and all pertinent supporting materials) to:

**IRB Administrator
John Carroll University
1 John Carroll Blvd, AD 250
University Heights, OH 44118**



You will receive an acknowledgment when the application has been processed for review. The submission of handwritten and/or incomplete packets may significantly delay the review process. Forms and policy guidelines are available at: <http://sites.jcu.edu/research/pages/irb/forms/>.

For questions, comments, or assistance in completing the form, contact the IRB Administrator at 216-397-1527 or ckrus@jcu.edu.

Appendix A:

Sona Study Information Page

Study Information

Study Name	Looking at Task Completion	
Study Type	 Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.	
Credits	1 Credits	
Duration	30 minutes	
Description	In this experiment, you will be asked to complete a questionnaire related to how you would complete a series of tasks that you will view. You will also be asked to complete several other short questionnaires.	
Eligibility Requirements	Participants must be 18 years or older to participate in this study.	
Researcher	Carole Krus	
Deadlines	Sign-Up: 24 hour(s) before the appointment Cancellation: 1 hour(s) before the appointment	

Appendix B:**Email recruitment letter sent to all upper division Psychology faculty members
(If additional participants are needed)**

Dear <Insert Name>

My name is Claire Richards, and I am a student in Dr. Jones' PS 301 course. I am conducting a study examining the relationships between behavioral procrastination, perfectionism, and self-esteem, and I need to recruit additional study participants.

Participants will be asked to complete a questionnaire related to how they would complete a series of tasks they will be shown. This will be followed by several other short questionnaires. The study will last approximately 30 minutes. Your students will be informed that their participation is voluntary and that they may withdraw without penalty at any time. They will be debriefed at the end of the study.

Typically, research participants are awarded 1 full credit toward their research requirement if they are PS 101 students. I understand that your willingness to allow me to recruit from your classes, and the amount of class credit your students receive is at your discretion. If you are willing to allow me to recruit from your classes please contact me at crichards10@jcu.edu.

Thank you!

Appendix C:**Verbal solicitation script for directly recruited participants**

My name is Claire Richards, and I am a sophomore here at John Carroll University. I am currently conducting a study on task completion and how different people might approach a series of tasks that they are asked to do.

In this experiment, participants will be asked to complete a questionnaire related to how they would complete a series of tasks that they will be shown. This will be followed by several other short questionnaires. The experiment should take approximately 30 minutes to complete and will be conducted in one of the Psychology Department's experiment labs in Dolan Science Center.

If you are interested, please let me know, and I can schedule a time for you to participate. Your participation in this study is voluntary and you may withdraw at any point during the experiment if you wish. Would you like to be a participant? Are you 18 years of age or older? Do you have any further questions for me? Contact me and I would be happy to answer any other questions or give you any other necessary guidance you may need to set up a time slot.

Appendix D:**Study Information Sheet (will be presented in Qualtrics)***Looking at Task Completion*

Thank you for your help with my research study. In this experiment, I am trying to study how you would complete a series of tasks. You will be asked to complete a questionnaire related to how you would go about completing a series of tasks that you will view. You will also be asked to complete several other short questionnaires. The entire experiment will take approximately 30 minutes.

Your participation is voluntary. You may quit the experiment at any time or skip any questions you do not wish to answer without penalty. Your name will not be collected in this study, and all data will be treated in a confidential manner. No identifying information about you will appear in any publications or presentations that may arise from this research. Psychology students who participate in this study will receive 1.0 research credit as compensation.

If you have any questions or concerns about this study or any of these procedures, please feel free to contact Claire Richards at this time or contact her later at crichards10@jcu.edu. If you have questions or concerns about the rights and welfare of research participants, please contact the John Carroll University Institutional Review Board Administrator at (216) 397-1527.

By continuing with this experiment you confirm that you have read and understand the information above and you willingly give your consent to participate in this research study. You also confirm that you are at least 18 years of age.

Appendix E:**Demographic Questionnaire**

What is your gender?

- Female
- Male

How old are you?

- 18 - 20
- 21 - 23
- Older than 23

What year are you in school?

- Freshman
- Sophomore
- Junior
- Senior
- Fifth year senior or more

Appendix I: Debriefing Statement (will be presented in Qualtrics)

Debriefing Statement

Thank you for your participation in this study. You've just completed a series of questionnaires in order to study the relationships between behavioral procrastination, perfectionism, and self-esteem. The researcher is interested in whether or not behavioral procrastination and perfectionism are significant in predicting low levels of self-esteem.

If you have questions about this study, you can contact the researcher at crichards@jcu.edu. If the questions you've just answered raised issues you would like to discuss with a counselor, you may reach the John Carroll University Counseling Center at 216-397-4283. If you have any questions about the rights and welfare of research participants, please contact the John Carroll University Institutional Review Board Administrator at 216-397-1527.