**IRBF023b – QUALTRICS PANEL ADDITIONAL INFORMATION FORM**

**Use this form to when recruiting participants through Qualtrics panel**

1. **GENERAL INFORMATION**
	1. **Protocol Title:**
	2. **Protocol ID:**      (N/A if not issued yet)
	3. **Today’s Date:**
	4. **Primary Investigator (PI) Information:**

|  |  |
| --- | --- |
| Name |  |
| MTSU Email |      mtsu.edu |

* 1. **Faculty Advisora,d (FA) or Sponsor Information** *(not required if same as PI)*

|  |  |
| --- | --- |
| Name4,7 |  |
| MTSU Email |      @mtsu.edu |

\*The application documents MUST be emailed to irb\_submissions@mtsu.edu by the faculty investigator. Suggested subject line to the email is “Protocol Addendum”

DO NOT CONVERT THIS APPLICATION TO PDF – There are embedded XML features

1. **ADDITIONAL QUALTRICS PANEL QUESTIONS**

**Respond to all the questions: *do not merely enter N/A***

1. ***Participant Qualifications:*** Describe the qualification requirements for participants? (e.g., years of work experience, age citizenship, gender, etc.)

[ ]  The qualifications needed are described in the informed consent

[ ]  The desired qualifications are NOT described in the informed consent

1. ***Exclusion Criteria***:

[ ]  Participants will be removed from the study if

[ ]  The information collected from the participant will be excluded from the data if

[ ]  The participants will not be paid/compensated if

1. ***Screening Questions***:
	1. What are the screening questions?
	2. When will they be administered?
	3. What happens to people who fail to pass the screening?
	4. If you’re using a screening instrument, please include it as a separate attachment or with your survey questions clearly indicated as the screening portion.

Description of the screening instrument:

1. ***Special considerations for this research***:
	1. Attention Checks:

If you are using attention checks *to exclude participants from being paid or otherwise compensated*, you must describe those in the exclusion criteria presented to participants in the consent form. Attention checks include minimum time requirements, answering questions in a specific way, repeating certain questions and etc.

[ ]  NOT using attention checks in the survey

[ ]  Attention checks are used – DESCRIBE:

 [ ]  The attention check is disclosed in [ ]  Recruitment and [ ]  Informed Consent

[ ]  Not disclosed initially but included in the debriefing

**Not qualified for exemption**; Use Appendix D of expedited/full application

* 1. Duplicate Entries:

[ ]  The duplicate entries WILL NOT be removed

[ ]  The duplicates will be removed but the subjects WILL BE compensated for ALL entries

[ ]  The duplicates are removed AND the participant will be compensated for ONE entry

[ ]  The duplicates are removed AND the participant will be DISQUALIFIED

If duplicate participations are removed from the data and will not pay/compensate for duplicate entries, then include that information in the exclusion criteria presented to participants.

 [ ]  The plan to how compensation is given for duplicate entries is disclosed in

[ ]  Recruitment and [ ]  Informed Consent

[ ]  Not disclosed initially but included in the debriefing

**Not qualified for exemption**; Use Appendix D of expedited/full application

* 1. Completion Code: If a completion code is needed to process payment/compensation, then describe how the participants would receive such codes in the informed consent

[ ]  Completion code is not required to receive compensation

* 1. Duration: Include an accurate estimate of the study completion time in the materials presented to participants and explain how that completion time was determined.

* 1. Compensation: Will the participants receive compensation directly from the investigator(s) or will they receive any incentives from Qualtrics through an unknown scheme? If the latter is true, then the investigator(s) must disclose that “No compensation is provided by the investigators” in the informed consent.

[ ]  The participants are compensated by the investigator

[ ]  The participants are compensated by Qualtrics

[ ]  The informed consent states “No compensation provided by the investigators”

Additional comments (If applicable)

[ ]  The participants must complete the entire survey to receive compensation – Provide a clear justification

IMPORTANT: The subjects can withdraw any time without loss of benefits. Therefore, the researcher must not force the participant to participate and must compensate regardless if the subject answered all of the questions.

[ ]  The participants will be compensated even if they skipped all of the questions as long as they consented and satisfied all the necessary qualifications

* 1. The responses from any person who is not compensated (for any reason) MUST NOT be used in any subsequent analyses related to this research.

1. **DECLARATION**

I, **,** certify that:

[ ]  this project is carried out by me or and under my direct supervision

[ ]  I have read this additional information page thoroughly and I am fully aware of the activities to be performed under this protocol to recruit participants through M-Turk platform

[ ]  All of the required disclosures are properly made in the informed consent as described above

**[ ]  I am aware that the participant may contact the IRB to launch an investigation should there be non-compliance or breach of protocol.**

PI Signature \_\_\_\_

Date \_\_\_\_

(Enter your name and TODAY’s date in the space provided)

**Instruction:**

The reviewer will evaluate if the information in Section 2 above is clearly communicated:

1. In the recruiting materials? (include as an attachment)
2. On the consent form? (included as an attachment)
3. In the online instructions included in the online sampling system (e.g., HIT description statement and HIT instructions)? (Include as an attachment)