



## PIE Research

The Program in Intensive English (PIE) encourages faculty and graduate student research on topics related to second language learning and teaching. To conduct research in PIE, follow these steps.

Step 1: Propose an idea. Submit a proposal that includes the following:

- The level(s) and number of students you want to study
- Do you want to use class time to do the study or will you collect data outside of class?
- Study type
  - Classroom intervention
  - Questionnaire
  - Interviews
  - Use existing data
  - Other (please specify)
- Describe your study in one paragraph
- Instruments and timing
  - Brief description of instruments (if applicable)
  - How much time will be needed to collect the data?
- Timeline of the project
- Expected outcome
  - Conference presentation
  - Submitted article
  - Dissertation
  - Class project
  - Other
- Name of faculty sponsor

Submit your proposal to [bill.crawford@nau.edu](mailto:bill.crawford@nau.edu) and wait for approval (generally within one week).

Step 2: Once approved, submit IRB; you will need to upload the approval e-mail to IRB. IRB requires that you include the date your faculty advisor completed IRB training and his/her CV. Allow at least 2 weeks for IRB review.

Step 3: While waiting for IRB approval, arrange a meeting with Dr. Crawford discuss your data collection.

Step 6: Upon completion of your research project, submit a 1-2 page executive summary of your study. This summary should include:

- General motivation for the study (very brief)
- Research question(s)
- Findings
- Implications
- Possible future directions

Submit to [bill.crawford@nau.edu](mailto:bill.crawford@nau.edu)

Failure to submit a report may preclude further research in the PIE.

### **Do you need IRB permission?**

If you are collecting data from PIE students and if you will ever give a research presentation or write an article on your project, then YES, you do need IRB permission. If you are only doing a project for your class and will never report on this project, then NO, you do not need IRB permission. De-identified student essays or speech files are considered “archived data” and you do not need IRB permission. However, the researcher is responsible for having another person with authorized access to the records remove all identifying information from the data before releasing it.

### **IRB at NAU**

- A. Carefully read the [NAU website on the use of human research subject protection](https://tinyurl.com/y7lwcyx6) (<https://tinyurl.com/y7lwcyx6>). Help is available in the [training](https://tinyurl.com/yconf47q) (<https://tinyurl.com/yconf47q>) and [guidance](https://tinyurl.com/yc25s9da) (<https://tinyurl.com/yc25s9da>) sections. There are 2 different computer programs you will use: CITI and IRBNET.
- B. If you have not already done so, [sign-up for a CITI account](https://www.citiprogram.org) (<https://www.citiprogram.org>) and complete CITI Human Subjects Training for Social & Behavioral Sciences.
- C. If you have not already done so, [sign-up for an IRBNET account](https://irbnet.org) (<https://irbnet.org>).
- D. [Link](https://tinyurl.com/ybfdpckf) your CITI account to IRBNET (<https://tinyurl.com/ybfdpckf>).
- E. You may want to read [Tips for Submission](https://tinyurl.com/y9vrqfel) (<https://tinyurl.com/y9vrqfel>).

## Human Subject Verbal Informed Consent Script

Researchers, please note: This document is intended to serve as a guide for your presentation before PIE students. Type in the appropriate information, and delete what is not needed. Make sure to simplify the language so that the PIE students will understand you. This script must be filled out and submitted with your PIE application as well as your IRB application. [Delete this paragraph for your submissions.]

### INTRODUCTION

Hello! Thank you for letting me come to your class. Can you understand me OK? Am I talking too fast?

I am PI Name, a faculty member, graduate student, etc., in the enter department name at Northern Arizona University.

I am conducting a research study for the purpose of brief explanation of purpose of study.

I will ask you to describe study procedures. This will take you participant total time requirement. If you will be collecting video recordings or audio recordings as part of your research or if you will be collecting test scores or grades, please state so. Specify how these video/audio clips or scores/grades will be presented in the research.

Your participation is appreciated, but it is voluntary. *Voluntary* means that this is optional. You may choose not to participate, or you may change your mind and decide to stop participating at any time without any penalty. To make a good decision, please ask me any questions that you have about this project.

Any information about you will be confidential. *Confidential* means that it is kept secret. State that students' names will never be used. Explain how the research data will be password protected/locked in a secure location.

The benefits of this research are Enter direct, personal benefits of participating in the research. Enter specific educational benefits to the field of applied linguistics and to society.

The risks involved in this research are not greater than those risks involved in everyday life / or researcher will tell you about specific risks here..

### CONSENT

Next, I will ask you to participate in this study. Any verbal consent to participate in this study that you give today will show you understand this study and will participate. **Remember though, your participation is voluntary and you may stop at any time without penalty.** If you have any questions later, you may contact PIE Academic Director Dr. Bill Crawford.

Do you have any questions about this study you would like to ask me now?

Do you wish to participate in this study? [Ask for a yes/no, nod of head, or raised hands. Use teacher's help and class roster to note who agrees and who does not.]

## Human Subject Written Informed Consent Script

Researchers, please note: If you are collecting any information that is protected by FERPA regulations, you must receive written agreement from each student. Create this additional page that must be submitted with your application, and later printed out for each participant to sign; a copy of this agreement with your signature must be given to the teacher of all participants so that it can be distributed in class. Remember to simplify language so that students will understand it. [Delete this paragraph for participant form or delete this page if it is not needed for your application.]

Research title: Type the title of your project here

Principle investigator(s): Type your name(s) here

*If audio recordings are being used (otherwise, delete):* Do you agree to allow recordings of your voice [such as speech files from tests] to be used in this research?

*If video recordings are being used (otherwise, delete):* Do you agree to allow video recordings of you to be used in this research?

*If participant records are being used (otherwise, delete):* Do you agree to allow your grades, test scores, native language, gender, or specify other to be used in this research?

Participant printed name: \_\_\_\_\_

Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Researcher printed name: \_\_\_\_\_

Researcher signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions about this project, contact:

Dr. Bill Crawford, Academic Director, PIE ([bill.crawford@nau.edu](mailto:bill.crawford@nau.edu)); 523-5987

If you have any questions about your participant rights, contact:

NAU Human Research Protection Program Office: (928) 523-9551

Have the research title and the name of the principle investigator ready.