**Usable Security and Privacy, Spring 2017**

Please fill out and submit the following document to the course staff as a docx / doc / odt file. If a question does not apply, please write “not applicable.” If you are attaching a document in response to a specific question, write the file name of the relevant document as the response to the question that requests it. Please submit all documents as a single archive (zip, tar, etc.) by email to Blase and to your assigned TA.

**1) Study title**

**2) Names of investigators (i.e., students in your group)**

**3) Study location. Explain where the research activities will take place (including recruitment, data collection, and/or data analysis.)**

**4) Will any of your research procedures occur outside the United States?**

[] Yes

[] No

**5) Provide a brief, non-technical description of the purpose of the research, including the research question(s) you hope to answer.**

**6) Which research procedures does this study involve? (Check all that apply)**

[] Surveys / Questionnaires

[] Interviews / Focus groups

[] Observational / Ethnographic research

[] Secondary data analysis (analysis of data that already exists)

[] Audio or video recording or photographs

[] Deception / incomplete disclosure of research purpose or procedures

[] Other

**7) In non-technical language, describe the procedures subjects will be asked to complete or undergo. Explain step by step what subjects will be asked to do. If your study includes multiple variations of the procedures, please make clear the procedures included in the variations.**

*----Participants and Recruitment------*

**8) Approximately how many participants do you anticipate enrolling in this study (at all research locations / sites)?**

**9) Describe the criteria for enrollment -- will you be limiting your enrollment to a certain age range, gender, people with certain health conditions, etc.? Please also describe any factors that will exclude people from enrollment.**

**10) Vulnerable populations -- check the boxes for ALL vulnerable populations from which you may enroll participants:**

[] Childen

[] Wards of the state

[] Prisoners / detainees

[] Adults not competent to consent

[] Employees or students of the University of Chicago

[] Non-English speakers

[] Other vulnerable populations

**11) Who will be recruiting individuals for participation in this research project? Explain whether it will only be members of the University of Chicago research team, collaborating researchers at other institutions, or others (e.g., a survey firm hired by the research team) who will be doing the recruitment activities.**

**12) Please check off all methods of recruitment that will be used:**

[] Directly approaching participants (in-person recruitment)

[] Email / listserv / electronic mailing list

[] Flyers / posters or brochures

[] Letters sent to potential participants

[] Radio / television / video announcements

[] Newspaper / magazine advertisements

[] Website / social media posting such as Craigslist, Facebook, UChicago Marketplace, etc.

[] Telephone scripts

[] Amazon Mechanical Turk

[] SONA system

[] Snowball sampling

[] Other

**13) Provide details on your recruitment methods, including names of any publications / websites in which you will post recruitment information.**

**14) Attach all recruitment script, flyers, social media postings, and other materials you plan to use for recruitment purposes.**

**15) Will your study offer any compensation / incentive to research participants (including cash, gift cards, course credit, buying the participant a meal, etc.)**

*----Risks------*

**16) Describe the forseeable risks associated with your study. Please include discussion of any non-physical risks, such as economic, psychological, social, and legal harms.**

**17) Describe the steps you will take to minimize risks to your participants (for example, using pseudonyms or a coding system, etc.)**

**18) If applicable to your study, what steps will you take if a participant becomes distressed during your study or reports intent to harm themselves or others?**

*----Data Collection and Protection------*

**19) In what format will the research data be collected and stored?**

[] Paper

[] Electronic

[] Audiovisual / recording media

[] Stored biological specimens

[] Artifacts

[] Other

**20) Explain where the research data will be stored while the study is active (e.g., UChicago Box, personal laptop, thumb drive, departmental computer server, office file cabinet, etc.)**

**21) What security measures will be in place for each type of data to minimize the possibility of a data breach (password protection, encryption, locked file cabinet in a locked office, behind a firewall, etc.)**

**22) Will you collect any identifiers from the research participants (including names, addresses, Social Security Numbers, email and phone contact information, etc.)?**

**23) What identifying information about research participants will be linked to the data?**

[] Data will be directly labeled with personal identifying information

[] Data will be labeled with a code that the research team can link to personal identifying information through a crosswalk to the coding system

[] Data will be labeled with a code but the research team will not have access to the crosswalk that connects codes to participant identifiers

[] Data will not be labeled with any identifying information and a coding system will not be used

[] Other

**24) If you will be using a coding system, who will have access to the crosswalk that links participant identifiers to the data, and where will you store the crosswalk?**

*----Consent------*

**25) Check which type of consent process you plan to use with adult participants (select all that apply):**

[] Written consent form signed by the participant

[] Information sheet / consent script without participant's signature (if using a verbal consent process or online consent script)

[] Request to alter consent (some elements of consent waived)

[] Request to waive consent -- consent not being obtained

[] Not applicable -- no adults will be enrolled as research participants

**26) Who will obtain consent from participants? Will the Principal Investigator, other members of the University of Chicago research team, collaborating researchers from other institutions, or another third party (such as a survey firm) obtain consent?**

**27) Describe the process that will be used to obtain consent, including how, when, and where consent will be discussed. If you might enroll any illiterate individuals, please explain how you will obtain consent from those individuals.**

*----UChicago Affiliates------*

**28) (If enrolling UChicago students or employees) Explain how you will minimize the potential for employees and/or students of the University of Chicago to feel coerced to participate in the research.**

*----Surveys------*

**29) Describe all surveys / questionnaires to be used in this study**

**30) How often will participants be asked to complete the surveys / questionnaires and approximately how long will it take to complete the surveys / questionnaires?**

**31) Will you be using any survey software?**

[] Yes

[] No

**32) Attach the full text of any surveys / questionnaires you plan to use.**

*----Interviews------*

**33) Explain where interviews / focus groups will take place (include possible online venues such as Skype, online chat rooms, etc.). Describe any steps you will take to protect the participant's privacy during the interview / focus group. Keep in mind that participants have less expectation of privacy in focus group settings, so focus groups may not always be appropriate for discussion of very sensitive topics.**

**34) Describe the number of interviews / focus group sessions you anticipate for each participant and approximately how long you expect each to last.**

**35) Attach the full text of any interview questions and focus group discussion guides that you plan to use.**

*----Recording------*

**36) Explain what types of data will be recorded or photographed. If you may be collecting sensitive data, will you use any procedures to de-identify / anonymize the recordings or photographs?**

**37) Explain what will happen to the recordings / photographs at the end of your study. If you plan to place the materials in an archive, please explain which archive and whether that archive is open to the public.**

*----Deception------*

**38) Describe what information will be withheld from participants or what misinformation will be provided to participants.**

**39) Explain why this research involves no more than minimal risk to participants and why it would be impracticable to carry out the research without the use of deception/incomplete disclosure.**

**40) Describe the plans for debriefing participants after their participation. If you do not plan to debrief participants, explain why.**

**41) Attach the full text of any debriefing script/statement that you will use.**

*----Additional attached documents------*

**42) Attach the full text of consent forms. See the following model consent forms:**

(For MTurk studies)

https://sbsirb.uchicago.edu/sites/sbsirb.uchicago.edu/files/uploads/Consent%20Example\_Amazon%20MTurk%20study\_2016-05-26\_0.docx

(For other interviews and surveys)

https://sbsirb.uchicago.edu/sites/sbsirb.uchicago.edu/files/uploads/Consent%20Template%20-%202016-10-06.doc

(If you use deception, use the following debrief template)

https://sbsirb.uchicago.edu/sites/sbsirb.uchicago.edu/files/uploads/Debriefing%20Statement%20--%20Template%20--%202014-05-27.doc

( See also: https://sbsirb.uchicago.edu/page/consent-form-templates-and-examples )

**43) Attach any additional study materials not previously requested**