View xForm - Protocol Form

Use this form for your initial IRB submission. You will copy this form for any amendment.

Data Entry
- Submitted 10/29/2021 1:29 PM ET by Napoli, Philip

Project Information

You may grant access to key personnel using the "Collaborators" button at the top of the page, giving them access to view, edit, manage, or submit this form.

Submitter

Napoli, Philip

Email: Philip.Napoli83@login.cuny.edu **Phone:**

Existing Study Information

Project number output
2018-1058

Site Output
Brooklyn - Brooklyn College

Project Title
Veterans Oral History Project

Current PI
Napoli, Philip

Email: Philip.Napoli83@login.cuny.edu **Phone:**

Agent type
N/A

Amendment Summary

If you are submitting this form ONLY to populate your currently approved protocol information - please enter N/A.

Adding unaffiliated key personnel

Qwynn Galloway-Salazar
qgsalazar@gmail.com

Indicate how many subjects and/or records have been reviewed to

date:

12

Faculty Advisor (if applicable)

No answer provided.

Key Personnel

Non-Affiliated Study Personnel (only if applicable)

*If you do not have any non-affiliated study personnel - **LEAVE THIS BOX BLANK***

No answer provided.

Amendment Personnel Page

Study Personnel

PI

Napoli, Philip

Email: Philip.Napoli83@login.cuny.edu **Phone:**

Study Personnel

Name	Role
Napoli, Philip	Principal Investigator

Do you need to make any change(s) in study personnel?

Yes

What change(s) need to be made?

Add study personnel

To add study personnel, click next and complete additional pages as needed.

Personnel Page (1 of 1)

Use this page to add study staff and/or personnel (including co-investigators, coordinators, etc).
Include one person on each page. You may add additional pages at the bottom of this screen.

Research Personnel

Napoli, Philip

Email: Philip.Napoli83@login.cuny.edu **Expirations:** CITI HSR Training - 07/06/2024

Campus Affiliation:

If the contact you are looking for is not found, please have the person log in to IRBManager at least once and then you will be able to add them here.

Campus

Brooklyn College

Role

Co-Investigator

Does this person or one of their family members have any non-financial relationships or commitments that could affect the design, conduct, reporting or review of this research?

No

Please ensure you have obtained this information from the person you listed above.

To add additional personnel, click "Add additional personnel" button below.
If you have no additional personnel to add, click the "Next" button below.

Research Design

Research Purpose and Hypothesis

This is an oral history research project focused on US military veterans. It is intended to be a local analog of the national Veterans History Project run and administered by the Library of Congress

Identify any research goals, objectives, aims—including research questions and hypotheses.

Provide scientific justification for the research.

(http://www.loc.gov/vets/about.html) and many others like it.

The purpose of this oral history research study is to:

1. record, preserve and present to the public the memories of military veterans

2. understand and interpret the long-term impact military service has had on veteran's lives.

These dual purposes derive from the nature of oral history itself. According to the Oral History Association, "Oral history refers both to a method of recording and preserving oral testimony and to the product of that process. It begins with an audio or video recording of a first-person account made by an interviewer with an interviewee (also referred to as narrator), both of whom have the conscious intention of creating a permanent record to contribute to an understanding of the past. A verbal document, the oral history, results from this process and is preserved and made available in different forms to other users, researchers, and the public." (http://www.oralhistory.org/?page_id=359&preview=true) Oral history, therefore, aims at both archival collection and publication and use at the same time.

The audio/video recordings and transcripts of these interviews will be made available to the public and I intend to produce written and published material from them.

The results of this study will supplement written records about the history of military veterans and help us better understand the place of the military in American life.

Describe how project outcomes will be used, including plan for disseminating findings and/or presentations.

Research Design and Methodology

Step 1

Individuals will be identified either through informal contact or via the 'snowballing' technique, wherein one individual refers to another. Once a potential oral history interviewee is identified, I will write to them or telephone, explaining my goals, and indicating that the ultimate product of an oral history interview would be part of the public record.

During this conversation, as per the Oral History Associations document entitled "Principles and Best Practices," (http://www.oralhistory.org/about/principles-and-practices/) I will make sure that the narrator understands:

*oral history's purposes and procedures in general and of the proposed interview's aims and anticipated uses.

*his or her rights to the interviews including editing, access restrictions, copyrights, prior use, royalties, and the expected disposition and dissemination of all forms of the record, including the potential distribution electronically or on-line.

*that his or her recording(s) will remain confidential until he or she has given permission via a signed legal release." A sample contact script is attached. If they agree, an interview date will be set.

Step 2 At the interview appointment we will go over the attached informed consent and deed of gift, and an interview will take place.

Step 3 At the conclusion of the interview the interviewee will be provided with the attached deed of

Include:

- *Describe how you will answer the research questions.*
- *Operational definitions of key variables being investigated*
- *How participants are being identified*
- *For experimental studies, how will participants be categorized*
- *Where study procedures will take place*
- *The length of time it will take participants to complete each study procedure, including overall study timeline*
- *What data are being collected and how will they help to address the identified research aims*
- *How data are being collected (paper-pencil survey, electronic survey [specifically identify survey tool, e.g., Qualtrics], audio-recorded interview, field notes, etc.)*
- *What type of interview/focus groups/survey questions will be asked [ensure all survey measures are listed and consistent with the attached questionnaires]*
- *Full description of observation procedures (including whether observations are taking place in a public or private space, duration of observations, how consent will be obtained, etc.; ensure observation protocol is attached under the 'Attachments' tab)*
- *Identify where and when consent will be obtained from potential participants.*
- *Biological samples – what type of samples and how much will be collected*
- *Description of data analysis plan to identify how the data/variables will be used to address the research aims*
- *If this is a collaborative research project, fully describe the collaboration/roles*

gift. The deed of gift transfers the interview into the public domain. This is done in order to permit archival deposit and public use of the interview. This step is required because, according to the Oral History Association, "oral history interviews are a copyrightable document, owned by the narrator, he or she must sign over to either an individual researcher or a public archive rights to the interview via a legal release form. Without this, no one, including the interviewer, can legally use the interview." (http://www.oralhistory.org/about/principles-and-practices/)

Once the deed of gift is signed, the interview at that point is free of copyright and not protected by confidentiality. However, if the interviewee wishes I will provide a copy of the transcript of the conversation for their review and edit. If an interviewee elects to review the transcript and to make edits, thereby altering the original recorded conversation, the recording itself will not be made public; only the transcript as edited will be used. Step 4The interview will be transcribed by a commercial transcription service.

Step 5 Interview recordings, including transcriptions, if any, will be deposited in an historical archive such as the Library of Congress, and made available to the public.

Questionnaire
It is not possible to provide a detailed list of questions to be asked, for as Linda Shopes, a historian at the Pennsylvania Historical & Museum Commission and one of the foremost experts in the nation on oral history, has written, "An interview is an open-ended inquiry, generally structured around a set of

biographical and broadly historical questions; it does not follow a rigid schedule of questions but is shaped by the interview exchange." (http://www.oah.org/pubs/nl /2000may/bioethics.html visited April 23, 2003)

Will the research ONLY involve the use of retrospective data, records, and/or documents?

No

All data, records, and/or documents must be in existence prior to HRPP/IRB review.

Will you access or use records, data, and/or document (e.g. medical, student, or other records)?

No

Funding Requested/Obtained

No

Compensation for participation

No

Reimbursement of out of pocket expenses is not considered compensation and, if applicable, should be describe separately in the consent document.

Will participants incur any research related costs?

No

Is compensation available for research related injury?

No

Will the research involve the use of surveys or questionnaires?

No

Will the research involve the use of interviews?

Yes

Who will conduct the interview(s)?

If the contact is not in the system, please

Napoli, Philip

have them login to IRB Manager to create their accounts.

Email: Philip.Napoli83@login.cuny.edu **Phone:**

Will any individual(s) other than the research personnel be present during the interview?
Yes

Provide information about the other individuals who will be present during the interview (the names, roles, and reasons for being present):
Qwynn A. Galloway-Salazar, PhD
qgsalazar@gmail.com

Added as co-PI via this amendment.

Please attach the interview guides to the attachments section.

Observation

No

Audio or Video Recording or Photograph

Yes

Please be sure to insert template language regarding recordings and/or photographs in the consent document.

List the procedures that will be recorded and specify the type of recording (audio, video, photograph):
audio, video, photograph

Describe the procedures or activities that will be recorded, and specify the type of recording.

State the purpose of each method of recording (audio, video, or photograph).
The interview will be recorded to permit transcription by a commercial transcription service.Additionally, transcription will permit later public use and archival deposit of the interview.

Will participants be permitted to review, edit and/or erase the recording(s)?
No

Explain why not (specify).
It is not practical to permit interviewees to edit long-form recordings that can last several hours.If edits are desired -- if an interviewee includes something in the interview and then later decides it is best left out -- edits can be made to the transcription. In this case, the recording will not be used.

Will participants be identified in the recording(s)?

Will the recordings include facial

Yes

features or other identifiable characteristics, or include information that makes an individual identifiable (such as name or other direct identifiers)?

How will you maintain participant confidentiality?
During the research, recordings will be stored on an encrypted, password-protected hard drive in Prof. Napoli's office. As per the Oral History Association's Principles and Best Practices, "the recording(s) will remain confidential until he or she has given permission via a signed legal release." (http://www.oralhistory.org/about/principles-and-practices/)

Once the legal release -- a deed of gift -- is signed transferring the interview in to the public
domain, confidentiality will not be maintained, because, according to the Oral History Association, "oral history is fundamentally an archival practice, defined by the assumption that interviews are conducted for the permanent record and are to be made publicly available." (http://www.oralhistory.org/about/do-oral-history/oral-history-and-irb-review/)

Who will have access to the recordings?
Philip Napoli

Will the research involve deception (withholding information from the subject(s))?

No

Are participants misled about the purpose or procedures, or will the research involve incomplete disclosure (where the full purpose of of the research is not disclosed in the consent process)?

Will participants be screened?

No

Will the research involve the use of prospectively collected biological samples and / or existing biological samples?

No

Will the research involve the use of drugs or vaccines?

No

Will the research involve the use of devices?

No	*The device is the subject of the research study designed to evaluate the effectiveness and/or safety of the device.*

Eligibility

Inclusion Criteria and Rationale

U.S. military veterans	*Characteristics that the prospective subjects must have if they are to be included in the study. Inclusion Criteria must be based on those factors that most effectively and soundly address the research problem and not on the potential subjects' easy availability.*

Exclusion Criteria and Rationale

non-veterans are excluded	*Those characteristics that disqualify prospective subjects from inclusion in the study. Exclusion Criteria must be based on those factors that most effectively and soundly address the research problem and not on the potential subjects' easy availability.*

Procedure and Risk (1 of 2)

List all research related procedures/data collection methods involving interaction or intervention with participants; use the 'Add New Procedure and Risk' button to add each method.

Procedure (specify)

interviews	*Data collection techniques include open-ended surveys and questionnaires, interviews, focus groups, observation, case studies,etc.*

Where it will take place? (specify)

any private location

When it will take place? (specify)

at the interivewee's convenience

Frequency

at least twice, each time for 2 hours.

Is procedure optional for participants?

No

Associated risk or discomfort (specify).

It is possible that talking about past events can be upsetting.

Anticipated severity of risk or discomfort (specify).

minimal

Expected frequency of risk or discomfort (specify).

not expected at all

Risk reduction or mitigation method (specify).

During the interview, an interviewee may request to stop the recording at any time
to discuss or clarify how he/she wishes to respond to a question or topic before proceeding. If an interviewee is bothered, troubled or upset as a result of this study an interviewee can call the Veterans Crisis Line 1-800-273-8255, and Press 1. I will have with me a list of counseling resources that I can give to an interviewee. In the unlikely event of a psychiatric emergency, I will call 911.

To add another procedure, click "Add Another Procedure".
If you added another page by accident, click "Delete This Page" to remove it.
If you do NOT have another procedure to include, click "Next".

Procedure and Risk (2 of 2)

List all research related procedures/data collection methods involving interaction or intervention with participants; use the 'Add New Procedure and Risk' button to add each method.

Procedure (specify)

photography

Data collection techniques include open-ended surveys and questionnaires, interviews, focus

groups, observation, case studies,etc.

Where it will take place? (specify)

any private location

When it will take place? (specify)

at the interviewee's convenience

Frequency

at least twice

Is procedure optional for participants?

Yes

Associated risk or discomfort (specify).

It is possible for someone to dislike being photographed

Anticipated severity of risk or discomfort (specify).

not anticipated at all

Expected frequency of risk or discomfort (specify).

not expected at all

Risk reduction or mitigation method (specify).

individuals can ask not to be photographed

To add another procedure, click "Add Another Procedure".
If you added another page by accident, click "Delete This Page" to remove it.
If you do NOT have another procedure to include, click "Next".

Risks and Benefits

Does your research claim to present a therapeutic benefit to the participants?

No

Expected Direct Benefit(s)

no direct benefit

Benefit to Society.
The results of this study will supplement written records about the history of military veterans and help us better understand the place of the military in American life.

Will data safety monitoring be done?

No

Participants

Please provide the upper limit of anticipated enrollment

100

Indicate the ages ranges of the participants:

18 to 65 years old
65 & over

Targeted Populations (check all that apply).

CUNY Employees
CUNY Students

CUNY STUDENTS

Are any of the researchers directly involved in the instruction of students who may be asked to participate in this research?
No

CUNY EMPLOYEES

Do any of the researchers directly supervise the employment of the employees who may be asked to participate in this research?
No

INTERNATIONAL PARTICIPANTS

Will the study take place in an international setting (any territory outside of the fifty states)?
No

Will researchers travel outside of the U.S. to collect data or use/collect data from participants who are not in the U.S.?

Click here to review the Research Conducted in an International Setting policy.

Recruitment

Please select the method(s) of recruitment that will be used in the research:

Flyers, posters, brochures or print ads
In-person

Please attach the documents to the attachments page.

Outline the recruitment process in a step-by-step fashion (specify).

Subjects will be recruited by the snowball method. Once identified, I will contact them and invite participation.

Consent

Will you obtain documented Informed Consent or Parental/Guardian Permission?

Yes

Are you requesting Broad Consent?

No

Broad consent may ONLY be used for the storage, maintenance, and secondary research use of identifiable private information or identifiable biospecimens (collected for either research studies other than the proposed research or nonresearch purposes).

Oral or internet based Informed Consent or Parental/Guardian Permission.

No

Also known as "Waiver of Documentation of Informed Consent"

Are you requesting an alteration of the elements of informed consent or parental/guardian permission?

No

An alteration of informed consent and/or parent or guardian permission is when one of the elements of informed consent is altered or left out of the informed consent and/or parent or guardian permission form.

Research involving access to or use of

identifiable private information or identifiable biospecimens, the requirements of informed consent can be waived or altered only if the research could not practicably be carried out without using such information or biospecimens in an identifiable format.

Elements of Informed Consent:

- *A statement that the study involves research*
- *An explanation of the purposes of the research*
- *The expected duration of the subject's participation*
- *A description of the procedures to be followed*
- *Identification of any procedures which are experimental*
- *A description of any reasonably foreseeable risks or discomforts to the subject*
- *A description of any benefits to the subject or to others which may reasonably be expected from the research*
- *A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject*
- *A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained*
- *For research involving more than minimal risk, an explanation as to whether any compensation, and an explanation as to whether any medical treatments are available, if injury occurs and, if so, what they consist of, or where further information may be obtained*
- *Research, Rights or Injury: An explanation of whom to contact for answers to pertinent questions about the research and research subjects' rights, and whom to contact in the event of a research-related injury to the subject*
- *A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to*

which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits, to which the subject is otherwise entitled

Are you requesting a full waiver of informed consent or parental/guardian permission?

No

A full waiver of informed consent means that you do not intend to obtain informed consent (for adults) or parental/guardian permission (for children).

Research involving access to or use of identifiable private information or identifiable biospecimens, the requirements of informed consent can be waived or altered only if the research could not practicably be carried out without using such information or biospecimens in an identifiable format.

Waiver of Informed Consent Involving Public Benefit and Service Programs.

No

Alteration of Informed Consent Involving Public Benefit and Service Programs

No

Privacy and Confidentiality

Describe the mechanisms in place to protect the privacy of participants during recruitment, consent process and research procedures

This study involves US military veterans -- a status that is a matter of public record. As a result, privacy in the recruitment stage is not expected. Consent will be obtained in a private location of the interviewee's choosing. Research interviews will be conducted in private locations of the interviewee's choosing.

Describe the mechanisms in place to maintain confidentiality of participant data

Research records will be stored on an encrypted, password-protected hard drive in Prof. Napoli's private office at Brooklyn College.

How will you store participant data?

With participant's direct identifier(s)

The CUNY UI-IRB considers audio/video-recordings and photographs to be direct subject identifiers.

To view a full list of additional direct subject identifiers, please view Appendix A of the CUNY Data Classification Standard Policy (page 5 of 11).

List the identifier(s) that will be stored
Name, voice, image.

Will identifiers be deleted (and data anonymized) at a later date?
No

What will you do with the data once the research has been completed?

Save data for future use / create data bank

Future use and data banking refer to use of research data for research other than this proposed research study.

Purpose of the data bank
The research records will become part of the public domain when the interviewee signs the deed of gift. The records will be deposited in the Library of Congress, the Archives, and/or any other institution/location that the Brooklyn College Veterans History Project may deem appropriate.

Data points that will be included in the data bank
With the interviewee's permission, the entire research record -- recordings, transcripts, and photographs -- will be deposited.

Will data be banked with
Participant identifiers

List the identifiers
Name, voice, image.

Will you share data with researchers not associated with this study?
Yes

Will data be shared with:
Participant identifiers

Describe the process by which data may be requested by other

researchers

The material will be public domain. There is no specific process.

Will the data bank use a data request form?
No

Identify individual(s) responsible for determining the adequacy of the requests
It is not possible to answer this question.

Describe the mechanism for determining if participants whose data is included in the data bank provided informed consent for future use of their data for the purposes of this bank
By placing the information in the public domain, research participants have consented to all possible future uses, by anyone.

Attachments

Click the "Add Attachment" button to open a pop-up window on screen.

Click "Select files..." to browse for the document(s) you wish to attach.

Click the "Attach" button at the bottom of the window.

The window will auto-close and attach the document to your application.

Interview guide(s)

Napoli 2018-2019 Potential Veterans Oral History Questions.doc	Misc/Other

Informed Consent Form and/or Parent-Guardian Permission

Napoli 2021-2024 Veterans History Project informed consent copy.pdf	Consent - Consent Document

Recruitment materials

Napoli 2018-2019 Veterans History Project recruitment script in person telephone and email.docx	Misc/Other

If you have any other documents that you have not yet attached to this form, attach them here.

Galloway-Salazar CITICert.pdf	Education – CUNY CITI completion certificate

Napoli 2018-2019 Veteran's Counseling Resources.docx	Misc/Other
Revised Napoli 2018-2019 Veterans History Project protocol.pdf	Misc/Other
2021 2018-1058 - Approval Letter Continuing Review Notification.pdf	Other - Other IRB Correspondence

Optional Submission Notes.

This amendment adds Dr. Qwynn Galloway-Salazar as key personnel on the project.

I have attached Dr. Galloway-Salazar's CITI.

I have replicated the original protocol here.

I have attached my original protocol, continuing review approval letter, counseling resources and interview guide.

Signature Page

Are you ONLY creating this submission in order to populate your currently approved protocol information?

I am creating this submission as an amendment, in order to add key personnel.

10/29/2021 • Napoli, Philip

No

I certify that the statements herein are true, complete and accurate to the best of my knowledge.

✔ I agree

Signature

Signed Friday, October 29, 2021 1:29:34 PM ET by Napoli, Philip