This is the newly revised IRB submission form. It is structured in the following way:

Section A and B: all review categories (exempt 1,2,3, and 4; expedited; full)
Sections C, D, E, and F (exempt 2 and 3; expedited; full)
Section G (expedited and full)

Reed College
Institutional Review Board (IRB)

NOTE: *This document is a protected fillable form. Please use Microsoft Word to complete this form. Microsoft 365 is available to Reed students, faculty, and staff at no additional cost. Visit* https://www.reed.edu/cis/help/office.html *for more information. If you have trouble editing this form, please contact Kayla Johnston at johnstonk@reed.edu.*

COVER PAGE
Project Title:Experiences of disabled USians in the contingent workforce
Submission Date: May 2022
Name of Primary Investigator (student or faculty): █████████
Primary Investigator Email Address: ██████████████
Department: Anthropology
Faculty Advisor (if student is primary): Charlene Makley
Faculty Email Address (if student is primary):   makleyc@reed.edu
Please indicate your agreement to the following by signing below:
> *I will promptly report changes in the proposed study and any unanticipated problems involving risks to participants, including adverse reactions, to the Institutional Review Board.*

Electronic Signature of Primary Investigator ███████████
****

Please submit this application and additional materials through the Web Portal (see http://www.reed.edu/irb/ for instruction).

*If you are a student, please note that your faculty advisor is expected to review a full draft of your proposal <u>in advance</u> of submission, and incorporate feedback. Once submitted, the proposal will be forwarded to your faculty advisor for an electronic signature of approval, and then it will be sent to the committee for review.

If your submission is **similar to** a submission that has been approved previously (within the past two academic years), please identify that proposal by Project Name and Primary Investigator.

Project Name:
Primary Investigator:
Approximate Date of Approval:

A. SUMMARY (required for all review categories)
Provide a brief summary (one paragraph) of the research project and its purpose.

      I am conducting ethnographic research online and through virtual interviews for my senior thesis. I will be a participant observer in public online forums about disability and will interview up to 20 individuals. This ethnography will be part of a larger project investigating the history and current reality of disability and work in the United States, particularly in the rapidly developing contingent workforce.

B. BASIC PROTOCOL INFORMATION (required for all review categories)

1. The following populations require special consideration. Please review this list and follow the relevant instructions:

- Children (individuals <18 years). If your research exposes children to risky or deceptive interventions, your proposal requires **FULL** review. All research involving children must include **APPENDIX A.**
- Individuals who for one reason or another cannot give informed consent. Your proposal requires **FULL** review.
- Clinical populations. Your proposal requires **FULL** review.
- Incarcerated populations. Your proposal requires **FULL** review.
- Research conducted outside the US. Please **COMPLETE APPENDIX B.**
- Non-English speakers. Please **COMPLETE LANGUAGE SECTION, APPENDIX B**

2. If this study being performed at sites other than the Reed College campus or online, please list the other sites:
      N/A

3. Is this study being funded by the federal government or by some other agency that requires certification of review by the Reed College IRB?

      ☐YES ☒NO

If YES, list funding information (including agency and protocol number) and append a copy of the funding application.
      N/A

4. Does the research require approval from one or more non-Reed organization(s) or IRB(s)?

      ☐ YES ☒NO

If YES, attach application to other organization and, if approval has been granted, documentation of the approval.
      N/A

5. Does the research include include in-person research activities?

      ☐ YES ☒NO

If YES, please note that a COVID-19 safety plan for in-person research must be reviewed by April Sams in Environmental Health and Safety (EHS.) Please contact April Sams (karra@reed.edu) and Kayla Johnston (johnstonk@reed.edu) for instructions.

6. Does the research include participants residing in the European Union (EU) or European Economic Area (EEA)?

☐ YES ☒NO

If No please make sure that you exclude individuals residing in the EU and EEA from your recruitment mechanisms.

If YES, please note that the General Data Protection Regulation (GDPR) applies to all individuals residing in EU and EEA member states. Please contact IRB Chair Michael Pitts (mpitts@reed.edu) and IRB Administrator Kayla Johnston (johnstonk@reed.edu) to discuss this.

7. **CATEGORY OF REVIEW**. Although the IRB ultimately determines which type of review your protocol will receive, please consult the guidelines on the webpage entitled, "Categories of Review" and then check the category of review you believe applies.

☐ Exempt Category 1: Educational Practices **(you do not need to submit the remaining pages of this form).**
☐ Exempt Category 2: Educational Tests, Survey Procedures, Interview Procedures, or Observation of Public Behavior (will undergo Limited Review)
☐ Exempt Category 3: Benign Behavioral Interventions (will undergo Limited Review)
☐ Exempt Category 4: The use of secondary data for which consent is not required **(you do not need to submit the remaining pages of this form).**
☒ Expedited
☐ Full

C. PARTICIPANTS (required for Exempt Categories 2 and 3, Expedited, and Full review)

1. How many participants do you anticipate?
   15-20

2. Describe the sample population.
   Adults who identify as disabled and are part of the contingent workforce (in the gig economy, freelancers/independent contractors, self-employed)

3. How will they be recruited?
   Via social media, mutual friends and acquaintances, and direct emails to public figures/activists.

4. What individuals will be included or excluded, and why?
   People living outside of the US and US territories; my project is focused specifically on people in the US.

ACTION: Please attach recruitment materials (examples of recruitment documents can be found on the IRB website under *Participant Recruitment Materials*). Be sure to include the following information on recruitment materials: expected duration of individual participation, study location, and type or amount of compensation to the participants, if any.

D. CONFIDENTIALITY AND PRIVACY (required for Exempt Categories 2 and 3, Expedited, and Full review categories)

1. Will you be collecting any direct identifiers (names, social security numbers, detailed physical descriptions, genealogies, addresses, photographs, video or audio recordings, IP addresses, etc.?)

        ☒YES ☐ NO

2. Will you be collecting data that, when considered in light of the potential participant pool, could lead to the identification of an individual participant? Examples include autobiographical accounts or identifiable patterns of demographic information given the sample population.

        ☒YES ☐ NO

If YES to either of these questions, describe confidentiality procedures, what will become of records after use (e.g. shown at scientific meetings, erased), the final disposition of the records (e.g. destruction, archiving), and a reasonable timeline for this disposition.
      Audio and visual recordings will be collected during interviews and accessed only by myself. Pseudonyms will be used for all participants unless the participant is a public figure and/or wishes to be identified. Identifying information will be obscured, including city and company names. Consent forms will be sent to participants and returned to me via my Reed email, and once returned will be stored in an isolated, encrypted folder on my computer. My email account is protected with Kerberos login and Duo two-factor authentication. Recordings and transcripts will be kept in a password-protected folder on my personal computer and in an external hard drive encrypted by Windows BitLocker accessed only by me. When my final thesis is submitted, I will remove all interview data and consent forms from my personal computer and move them to my external hard drive in separate encrypted folders.

3. If you are collecting data online, please refer to our website FAQ for issues related to online research, and discuss here how you will address confidentiality issues (for example, collection of IP addresses, use of Mechanical Turk, etc.)

4. If data are identified by a code, will you retain a master list linking codes and direct identifiers?

        ☒YES ☐ NO

If YES, explain how and where you will secure the master list, and how long it will be kept.
      The master list will be kept on a digital file and kept in a password-protected folder and on my external hard drive.

5. Will information that could identify the participant be shared in any way?

        ☐YES ☒ NO

If YES, explain.

E. INFORMED CONSENT (required for Exempt Categories 2 and 3, Expedited, and Full review categories)

The consent form should be a plain-language description of key information designed to facilitate comprehension and informed decision making. It should also include specific information about how privacy and confidentiality issues will be addressed. Please read the Participant Consent page on our website thoroughly including the consent form templates provided. Then, indicate what form of consent

you will seek from participants, and **ATTACH** the appropriate consent form or script.

NOTES: 1) It is common to include a separate line on a written consent document asking for consent to audio or video record, or add a separate question in an oral consent scenario. 2) It is common to add a separate line asking for consent to archive research for future use, or add a separate question in an oral consent scenario.

1. How will informed consent be sought from participants?
        ⊠   **Written consent**
        ☐   **Oral consent**
        ☐   **Implied consent**

F. PROCEDURES (required for Exempt Categories 2 and 3, Expedited, and Full review categories)

ATTACH all questionnaires and surveys, and include sample items from computerized tasks. For structured interviews, provide interview protocol. For unstructured interviews, please provide sample questions, and describe the goals of the interview. If Expedited or Full, please provide a more detailed description of the procedures, including specific information on what each participant will be asked to experience or to do.

G. RISK/BENEFIT ASSESSMENT (required for Expedited and Full review categories only)

1. Benefits

Describe the potential direct and indirect benefits, if any, to participants (excluding incentives).
     N/A

2. Risks

Indicate whether the research involves any of the following by checking in front of applicable items:

    ☐ Deception of participants

    ☐ Procedures that may result in mental or emotional stress, such as induction of negative mood, damage to self-esteem, manipulation of attitudes, exposure to aversive stimuli

    ☐ Procedures that may involve physical harm to participants, such as ingestion of any substance, physical exercise, invasive physiological measurements

    ☐ Presentation of materials and/or behaviors commonly regarded as socially unacceptable within the setting of the research

    ⊠ Observations or questions that might be regarded as invading privacy, especially if these might lead to disclosure of information that could be harmful to participant (e.g., criminal behavior, immigration status, information that might affect academic or employment status, information that could affect the participant's reputation or be considered stigmatizing).

3. For each of the items checked above, describe why each is necessary, and how you seek to minimize each risk posed.

I will be asking questions about employment, including experiences with discrimination and criminalized work (eg. sex work and under the table payment). These questions are important to reflecting the reality of participants' lived experiences. I will minimize the risk of invading privacy by emphasizing the voluntary nature of participation and allowing participants to skip questions. I will be using pseudonyms and obscuring other identifying proper nouns to eliminate the risk of identification by legal authorities.