**FORM 3:** 2025 Core Survey guide for obtaining

Institutional Review Board (IRB) approval for administration the

*Core Alcohol and Drug Survey*

**Overview**:

Institutional Review Board (IRB) approval is required for research studies involving human subjects in order to protect participants’ welfare, safety, and to ensure their informed consent to participate. This approval includes student surveys.

IRB approval must be obtained prior to administering the Core Survey. As IRB committees may meet at infrequent intervals, adequate lead-in time must be included in the process based on each school’s IRB committee meeting schedules.

Under certain circumstances and by meeting specific criteria, projects may be exempted from full IRB review through an expedited process. Forms and supporting documentation must still be submitted, but the process is less extensive than that required for a full IRB review. The Core Survey is such a project that could be expected to be exempted from full IRB review; however, your own IRB office will decide whether or not to require full approval.

In order for projects to be considered for approval, IRB boards generally require the completion of their approval request form along with the following information contained in this packet. Our office is providing you with prepared guidelines and specific information that will simplify the process of submitting the required information to your IRB office.

**Basic steps in obtaining IRB approval for Core Survey:**

□ Identify your IRB contact at your school. Search your school’s website or directory to find the following information:

IRB Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IRB Contact Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Determine whether your IRB office provides an option for “exemption.” If so, obtain the necessary form and instructions for requesting the exemption. (It may be provided online for downloading and printing at the IRB website. If not, contact your IRB chair for instructions.)

□ Request the schedule of fall semester IRB Board meetings or timetable of review, in order to allow ample time for submission of paperwork and obtaining IRB approval.

**Timeline:** IRB paperwork should be **submitted to your IRB office** by: **October 24, 2024.**

IRB approval should be **received by our office** by: **November 15, 2024.**

□ Follow the protocol outlined by your school’s IRB Office in order to **apply for IRB approval**. Use the documents provided by the Core Survey administrator’s office in submitting the IRB application. Contact Dr. Allison Smith, Core Survey Administrator, if assistance is needed. She can be reached at [**lacasu@laregents.edu**](mailto:lacasu@Regents.LA.gov) or 225-342-4253.

□ Once approval is obtained**, FAX or SCAN** a copy of your school’s approval with IRB signature to the Core Survey administrator’s office at the Louisiana Board of Regents **by Friday, November 15, 2024.**

FAX number: **225-342-9318**

SCAN to: [**lacasu@laregents.edu**](mailto:lacasu@Regents.LA.gov)

**SAMPLE DOCUMENTS**

1. A summary overview of the entire Core Survey project along with a description of instruments to be used - *2 example summary documents are provided (****one******for online & one for paper version****)*
2. A copy of the Core Survey instrument – *See attached document or* g*o to this URL:* [*http://www.core.siu.edu/index.html*](http://www.core.siu.edu/index.html)*; select “Surveys” tab; Choose “****long form****”* ***or*** *“****short form****” to print a copy of the survey.*
3. Student invitation letter which serves as a consent form to be used for participants - *2 example letters are provided (****one******for online and one for paper version****)*
4. Supplementary information on confidentiality/anonymity assurances to include with your IRB application if you are conducting an online survey

**Description of Project**

**Core *Alcohol and Drug Survey***

(Paper and pencil classroom version)

**Overview of project**:

This survey is part of a statewide initiative to survey students at IHE’s on alcohol and drug use. Locally, it involves the classroom administration of a paper and pencil survey to a representative sample of approximately \_\_\_\_\_\_ undergraduate students. The survey instrument, the ***Core Alcohol and Drug Survey***, is administered nationally by the CORE Institute of the Southern Illinois University at Carbondale. Website address: [*http://www.core.siu.edu/index.html*](http://www.core.siu.edu/index.html)

The **Core Survey** generally assesses the level of alcohol and other drug use of participants; it also documents and quantifies the various negative effects of alcohol and drug use through questions that assess perceptions, beliefs, behaviors, and consequences experienced. The survey has been administered nationally every year since its development in 1989. Over 800,000 students at over 1,100 colleges and universities have been surveyed using this instrument.

**Protocol**:

Timeframe: The survey will be administered during Spring 2025 and will require approximately 15 minutes for students to complete the “***short form***” and approximately 30 minutes for students to complete the “***long form***.” It will be administered in a classroom setting.

Target audience: Survey participants will consist of a representative sample of approximately \_\_\_\_\_\_ undergraduate students, to be determined by the Office of the Registrar or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office. Students must be 18 or older to participate.

Survey format: A 4-page or 2-page (depending on short or long form) pencil and paper survey will be administered in classrooms identified as being representative of the undergraduate population.

Confidentiality/Anonymity: No student’s identity can be linked to any data on the survey. Data will be aggregated with that of all other students. Students will be informed that survey participation is voluntary and that they may choose not to answer any individual question. Extensive additional confidentiality and anonymity assurances are attached as a separate document.

**Consent**:

Students will receive a consent letter which invites them to participate in the voluntary survey, describes the process, gives an overview of the content, addresses confidentiality and anonymity, and provides information on staff contacts. Again, they may choose to participate or not to answer individual questions.

Consent form letter sample is attached.

**Consent Letter for Paper Surveys**

Dear  *(school name)* Student:

You are among (*survey number*) (*school name*) undergraduate students who have been randomly selected to participate in an anonymous alcohol survey. Your participation is very valuable in assessing alcohol issues at \_(*school name*)\_\_ and in the state of Louisiana.

The **title of the survey** is the **Core Alcohol and Drug Survey**. It is a survey instrument used nationally and developed by the Core Institute at Southern Illinois University. Students at our institution, as well as students at numerous other institutions in Louisiana, are participating in this study.

The **purpose of this study** is to assess the perceptions and use of alcohol and other drugs by (*school name*) undergraduate students. Composite data from this study will be used to gain insight into beliefs, attitudes, perceptions, and behavior of college students in their use of alcohol and other drugs. This information can help in evaluating current programs and prevention efforts.

The **following individuals are available** to answer any questions you might have about the survey:

(*Contact name, Title, Phone, email address*)

(*Contact name Title Phone email address*)

**Study procedures**: This is a completely voluntary survey that should take you no more than 30 minutes to complete. **You may choose not to participate or not to answer specific questions.**

**The survey is anonymous** and many of the questions ask about personal attitudes, behavior, and perceptions. In order to participate, you must be at least 18 years old.

**Privacy assurance and risk**: Your identity can never be linked to the answers on your survey. The results of this study may be published; however, data obtained from your answers will be combined with data from all of the other participants, and **you can never be identified** in any way in any composite results. There are no potential risks involved, as you may decline to answer any questions that you are not comfortable answering.

If you have **questions about your rights as a research participant**, you may contact (*Name of your IRB Chair*), Chair of the *(school name)*  Institutional Review Board, at *(phone number).*

*Optional text:* After completing the survey, if you should wish to speak to a counselor about any part of the survey, you may contact one at the *(name of counseling center)* at  *(phone number of counseling center).*

Your completion and submission of your survey will constitute your consent to participate.

Thank you for taking the time and thought to complete the survey. Your participation is very valuable!