



Institutional Review Board for the
Protection of Human Subjects in Research

Northern Arizona University
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928-523-4340
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www.research.nau.edu/vpr/IRB

To: Kelly Donohue, MA Education
From: John McGregor
Date: April 23, 2015
Subject: New Project
Review Type: Exempt Review

Project: Mindfulness, Psychosocial Adjustment and Sleep: How Personal Adjustment Variables Impact Counselor Trainee Self-Efficacy
Project Number: 740193-1
Expiration Date: None - Exempt
Review Category/ies: *Exempt 2 - online survey*

Your application of New Project materials has been approved by the Institutional Review Board (IRB) at NAU. Your approval will expire on the date listed above. If you need to **extend** your research beyond the approval expiration date above, you must file an Application for Continuing Review at http://www.research.nau.edu/vpr/IRB/irb_forms.html.

If your project **changes** in any way, you must file a Research Amendment form (also available at website above) PRIOR TO implementing any changes. You may not implement the changes until you have written approval for the change from the IRB, unless the change is necessary to eliminate immediate hazards to participants. Failure to do so will result in noncompliance and possible suspension or termination of your research project.

Any unanticipated problems or unexpected **adverse events** must be reported to the IRB within 5 business days (within 24 hours for serious adverse events) of your becoming aware of the event by filling out an Adverse Reaction or Event Reporting form (also available at website above).

Quality Assurance/Quality Improvement Program: In an effort to improve quality and consistency across human subjects research at NAU, you may be contacted by the IRB Director to meet and discuss your procedures and methods of recruiting participants, providing informed consent, collecting and storing data, and other details of your research protocol.

Two copies of your informed consent form, which has been approved and stamped by the IRB, must be given to each study participant - one for them to keep and one for them to sign and return to you.

As you conduct your research, please remember that:

1. Participants are volunteers or are involved in regular educational programs; they are free to withdraw from the research at any time without penalty.

2. Participants must be informed through written or oral explanation and must sign or approve electronically or verbally an informed consent form (for minors and children the parent or guardian must sign, and, in medically related cases, a physician must sign for consent).

3. Unless the participants agreed to an alternative arrangement, the participants' anonymity and confidentiality must be protected. They should not be able to be identified through the responses. The presentation of the data should not put them at risk of any negative consequences. Access to the data is specified and restricted by the researcher and the department.

Additional IRB information may be found at <http://www.research.nau.edu/vpr/IRB/index.htm>.