Date: 9-28-2022

IRB #: [redacted]
Title: A Phenomenological Study: The lived experience of post-baccalaureate millennials heavily indebted with student loans
Creation Date: 6-13-2022
End Date:
Status: Approved
Principal Investigator: [redacted]
Review Board: Institutional Review Board
Sponsor:

Study History

Submission Type	Review Type	Decision
Initial	Exempt	Exempt

Key Study Contacts

Member	Role	Contact
[redacted]	Principal Investigator	[redacted]
[redacted]	Primary Contact	[redacted]

Initial Submission

Welcome

Welcome to the Saint Mary's University of Minnesota IRB Application. This application will guide you through the process of submitting your proposed research involving human subjects to the IRB (Institutional Review Board) for review.

This application is your research design sandbox. It is an opportunity to consider the practical aspects of your research protocol in more detail, while considering the ethical dimensions of your proposal and important features of your participant population. We looking forward to partnering with you in this process of considering the rights, welfare, and dignity of all participants in the research process.

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As you can see from the tabs along the left hand side, this application is set up to track with you through the life-cycle of a research protocol. Each tab addresses a new component or stage of the research process. Each tab also will connect you with a different ethical criterion used by the IRB to review your proposal.

Each tab represents a different ethical step in considering the implications of your research for participants and others. Please keep the following general concepts in mind as you complete the application:

- Are all risks to subjects minimized?
- Are all risks reasonable in relation to the potential benefit?
- Are all subjects selected with equity and respect?
- Will you talk to subjects and obtain their consent?
- Will you document the consent process?
- Will you monitor the safety of subjects?
- Will you protect the privacy of all subjects?
- Are there any special ethical considerations for vulnerable populations?

✓ I have read the information above.

1 Research Category

1.1 What category does your research fall under?

- ✓ Human subjects research involving participants (surveys, interviews, focus groups, observation, K-12 classroom research, medical devices, drug/food tests, etc.)
- Research **only** involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens (secondary or archival research)
- Course-based research (faculty only)
- Another IRB will review/has reviewed my study

Do you intend to share the results of your research?

1.2

Please indicate if you will make any form of the research data available, such as through Celebration of Scholarship, publication, public presentation, or as a **thesis/dissertation**.

- No
- ✓ Yes

3 Research Team

*required

3.1 **What is your role at Saint Mary's University of Minnesota?**

- Faculty Member
- Staff Member
- ✓ Graduate Student
- Undergraduate Student

*required

What is the student investigator's anticipated graduation date? This will be the study expiration date unless specified otherwise.

12-30-2022

*required

Who is the Principal Investigator?

The Principal Investigator is the individual primarily responsible for ensuring all aspects of the research are conducted in compliance with all applicable policies and regulations. The Principal Investigator ensures the rights, welfare, and dignity of participants are protected. This person may be Faculty, Adjunct Faculty, or Staff. The Principal Investigator ***will have edit access*** *and will be* ***required to certify*** *each submission before it is sent to the IRB.*

3.2 **Students must have a faculty member serve as their Principal Investigator.** *Please select the Faculty member serving as your primary dissertation, thesis advisor, or the instructor of your course in which you are completing the research.* The Principal

Investigator **will have edit access** and will be **required to certify** each submission before it is sent to the IRB.
Name: [redacted]
Organization: Doctor of Education in Leadership
Address:
Phone:
Email: [redacted]

*required

Who is the Primary Contact?

3.3 *Student Investigators should add themselves here. The Primary Contact(s) will have **edit access** on the protocol. The user that first created the study is the Primary Contact by default unless it is changed.*
Name: [redacted]
Organization: Doctor of Education in Leadership
Address:
Phone:
Email: [redacted]

*required

3.5 **Will an individual not affiliated with Saint Mary's University of Minnesota be part of the Research Team?**

✓ No

Yes

*required

3.6 **Do you or any of your Research Team Members have a Conflict of Interest related to this research?**

✓ No

Yes

4 Funding

*required

4.1 **Will this research be supported by any funding?**

Please visit the IRB website for more information.

- ✓ No
- Yes

5 Research Question

*required

What is your research question?

5.1

Please briefly describe the question(s) or issues you are addressing with your research. You will be able to provide information on specific outcomes, hypothesis, or related analysis later on.

What is the lived experience of post-baccalaureate millennials with heavy student loan debt?

*required

How will you answer your research question?

5.2

Please provide a brief overview of your study. For example, "Quantitative research using an anonymous online survey." You will be able to provide more detailed protocol information later on.

Qualitative research using one-on-one, open-ended questions in an interview style.

*required

Why is your research important, and how might your research findings contribute to scholarship or current study in your field?

This response can include a brief summary or history of research in your question, issue, or area.

Student loan debt in the United States has now surpassed credit card debt, coming in second to home mortgages as the largest amount of household debt. Unlike credit cards and mortgages, student loans cannot be discharged in bankruptcy. Coupled with the 10-year amortization of student loans and interest rates over 6%, student loan debt creates long-term financial debt burden. The cumulative national student loan debt now exceeds 1.6 trillion dollars (Board of Governors of the Federal Reserve System, 2020). To put that into perspective, there is almost as much outstanding student loan debt as there is money in circulation, which is approximately 1.7 trillion dollars. Between 2001 and 2020 the aggregate student loan debt has more than tripled, from approximately $340 billion to over $1.6 trillion. The magnitude of the student loan debt is of genuine concern, both

individually and nationally. One in four Americans now have student loan debt: over 44.7 million people under the age of 60 have outstanding student loans as a result choosing to attend a post-secondary institution (Census.gov). Students graduating with a four-year degree have on average between $19,300 and $37,172 in student loans. The average student loan debt is $37,172, up from $20,000 13 years ago (College Board, 2020; Winstead, 2021). The mean debt for all people with outstanding student loan debt is $32,290, while the median amount owed as of 2019 is $22,000 (Board of Governors, 2021; US Department of Education, 2021). Coupled with an estimated 33.1% underemployment rate among college graduates the problem of student loan indebtedness is of national concern (US Census Bureau, 2019).

5.3

There are two main lines of inquiry in existing literature on student loan debt. The first quantifies and evaluates the amount of outstanding loan debt in terms of enrollment, attrition, repayment and default rates. The other examines the relationship between student loan debt, future educational and career choice and economic outcomes. Few existing studies have looked at the impact student loan burden may have on decision-making of major adult milestones such as homeownership and career choice from a qualitative perspective. It is critical to gain a better understanding of the lived experience of being heavily indebted with student loans. There remains a substantial gap in the literature in terms of understanding the perceived impact student loan debt has on graduates once they enter the world of work and begin the process the repayment. Understanding the as-lived phenomenon of educational indebtedness through the process of qualitative inquiry should make a substantive contribution and add to the body of knowledge on the subject. This research project is aimed at reaching a better understanding of how student loan indebtedness impacts the lives of those in repayment, particularly in terms of the major life choices young adults typically make as they enter adulthood. Taking a qualitative research approach, this study seeks to gain a deeper understanding of the lived experience of Millennials heavily indebted using a hermeneutic phenomenological method of interpretation.

The Millennials are the first generation of college graduates who are entering the workforce encumbered with a significant amount of student loan debt (Hersbein & Hollenbeck; 2015). The topic of student loan debt and repayment is a multifaceted and complex issue rooted in federal and state government, universities, colleges, public policy, corporations, and small business owners alike are affected by student loan debt. It is important to better understand how student loan debt affects those encumbered with heavy debt for several reasons. The generation going into the world of work today face unique challenges that previous generations did not face. It is imperative to gain a deeper understanding of how heavy student loan debt impact the major life decisions young adults make following graduation.

*required

How will you measure your results or analyze your research data?

Please include a list of your hypotheses, study aims, and/or intended study outcomes. Also include a brief description of any statistical analyses you may use to meet these outcomes. It is important to be clear about any intended outcomes, as this information is vital in assessing the prospective benefit of a research proposal.

5.4 This research aims to contribute to the current body of literature on student loan indebtedness. There is an abundance of quantitative research on the topic however research of a qualitative nature is scant. The intention of this study is to aid in deepening the understanding of the complex and multi-faceted issue of student loan debt and the perceived impact of being heavily indebted has on major life decision making. By gaining a deeper understanding of the lived experience of student loan indebtedness the gap in the literature will be minimized.

Answering this research question will be of value to universities, colleges, policy makers, high school counselors, students, and their parents. With a better understanding of the perceived long-term impact student loans has on college graduates' policies can be reformed to meet the growing demand among this population and services can be tailored toward addressing the ongoing and ever-increasing debt load students assume in order to obtain a post-secondary degree.

6 Research Design

*required

What types of data/data collection will your study include?

6.1

Check all that will be used.

- [ ] Archival data/secondary data
- [x] Interviews or focus groups
- [ ] Survey
- [ ] Observation with note-taking/tallying/recording
- [ ] Device/instrument/biospecimens
- [ ] Other

What sort of data is being studied?

6.2

For example: open-ended survey responses about ... , observations of classroom behavior, recorded interviews, interview transcripts, documents, records, pathological specimens, or diagnostic specimens

Open ended, recorded interviews, interview transcripts, and basic demographic information

Will identifying information be collected in anyway? Names, email addresses, phone numbers, and video recordings are all examples

6.3

Even if you plan to deidentify the information or give each participant a code or pseudonym, if you are collecting identifying information in the first place please describe that.

No, no names, email addresses, phone numbers, video recordings, or any other identifiers will be

collected at any point in the study. Data collection will be completely anonymous.

✓ Yes, at least one identifier will be collected during data collection.

*required

Will the investigator code or deidentify the data?

No

✓ Yes

*required

How will you remove identifiers or code the data to protect participant confidentiality?

I will be looking for general themes and will report the findings in clusters. If I highlight any quote, or specific example, I will remove the identifiers information by giving each participant a pseudo name.

*required

What are your study procedures?

Describe all study procedures and protocol elements in chronological order. Be sure to include:

- *Everything you will ask participants to do, and the duration and frequency of these protocol elements. (Lists, tables, or charts may be helpful for complex studies.)*
- *Details regarding all procedures, interventions, and methods of data collection.*
- *Any study design elements such as randomizing, blinding, cross-over, etc.*
- *Description of any substances, devices, or equipment used during the study.*
- *If applicable, specify whether each procedure will occur for research purposes or as part of standard of care.*

OVERVIEW: The primary mode of data collection will be gathered from in-depth, semi-structured interview using standardized, open-ended questions. Additionally, basic demographic information will be collected. Given the recent pandemic, and for the ongoing safety of all participants, the interviews will be conducted over Zoom and recorded with the participants permission. If any participant does not want to be recorded, careful notetaking will be done upon the approval of the participant.

The open-ended questions are as followed:
1) What have you experienced in terms of having student loan debt?
2) What contexts or situations have typically influenced or affected your experience of having student loan debt when making major life choices?
3) Is there anything else you would like to say about your experience?

Probing questions:
I want to make sure that I fully understood what you were referring to when you shared the experience, belief, feelings, attitude, perception, context of the situation.

6.5

- Tell me more about that.
- Can you elaborate on your experience?

I will reach out to every candidate who expresses an interest in taking part in the study via email to ensure they meet the criteria for inclusion. After all the participants are chosen, I will provide a thorough explanation of the intention, design, and procedure of this qualitative study. Once 15 participants are chosen and have agreed to be part of the study, interviews will be scheduled. The IRB consent form will be emailed over to the participants with a request to read, sign, and return via email within two weeks, or before the scheduled interview. In addition to the consent forms, participants will be informed that they have the right to withdraw from the study at any time before, during, or after the interview process. Due to the pandemic, interviews will be conducted virtually using a video conferencing software to ensure the safety of the participants. With permission of each participant, the interviews will be audio-recorded to ensure accuracy of the data being collected.

All the interviews will be conducted within a forty-five minute to an hour. Follow-up interviews will be conducted within two weeks of the initial interview. Notes will be taken during the interview process, in addition to recording, to help ensure the validity of the study. Should any participant not wish to have the interview recorded, copious notes will be taken during the interview.

Following data collection, the interviews will be transcribed verbatim using Express Scribe Pro, a software developed by NCH Software, Inc. and will be confidentially stored on MP3 files. For any interviews not recorded, a copy of the interview notes will be typed and sent over to the participant for review of accuracy. Any discrepancies in the notes will be addressed and modified until the participant is satisfied with the content of the interview.

Once the transcriptions are complete, a copy of transcription will be sent to the participants for review of accuracy. Any changes will be made as specified by respondents. If, after a 2-week period of time, no corrections have been made it will be assumed that the transcription needs no revisions. With the permission of respondents, the MP3 files will be destroyed one year after the completion of the study.

What questions or instruments will you use to collect data?

6.6

*Attach all **surveys**, **interview questions,** questionnaires, observation tallying sheets, participant journals, or other data instruments that will be used to collect data.*

[redacted]

*required

6.7 **Will you provide compensation to participants?**

- ✓ No
- Yes

7 Research Site

*required

7.1 **Where will your research take place?**

Include all research sites and locations.

✓ Online

*required

Please describe the website, social media sites, or apps that will be used.

Zoom

On a St. Mary's campus or with St. Mary's faculty, students, or staff

At an external site, such as another school, organization, business, or in public, or in connection to an external site (such as using their mailing list to recruit)

None of the above/not applicable

9 Participants

*required

How many participants will you enroll?

9.1

In most cases, researchers will have a specific minimum number (e.g. 50) of participants they need to enroll for effective analysis. If not, estimate how many you think you will enroll.

15

*required

What are the characteristics of your research population?

These could include gender, age, membership of a certain organization, enrollment at a certain school, ethnicity, race, health status, employment status, etc. If you are recruiting multiple populations, describe each specific population with anticipated enrollment by population.

9.2

The target population will consist of Millennial post-baccalaureate graduates from any four-year public college or university system in the Upper Midwest region of the United States. Participants are considered to be heavily indebted with student loans, when having a total of $20,000 or more in student loans. The scope of this study is delimited to a phenomenological investigation into the lived experience of all Millennial students from the Midwest who have graduated from a public four-year college or university with a Baccalaureate in any field of study, and for whom have heavy student loan debt. As such, every individual who expresses a desire to participate in the study has an equal chance of participation in the study. Each subject will be treated equitably and with the utmost respect.

*required

What qualifies a participant for your research?

Please include all inclusion or exclusion criteria.

9.3

Millennial post-baccalaureate graduates, born between 1982 - 2000, from any four-year public college or university system in the Upper Midwest region of the United States with a Baccalaureate in any field of study, and for whom have heavy student loan debt. Heavy student loan debt is being

defined as students with student loans with a total of $20,000 or more. Fifteen participants will chosen to participate in the study. I will take the first 15 eligible participants, those who meet criteria, and for whom have expressed a desire to be part of this study. As such, every individual who expresses a desire to participate in the study has an equal chance of participation in the study. Each subject will be treated equitably and with the utmost respect.

*required

9.4 **Are any of the following an exclusion criterion?**

Check all that apply:

- ✓ Age
- Gender
- Race or Ethnicity
- Language
- Not applicable

*required

9.5 **Will you be enrolling any of the following populations?**

Check all that apply:

- Minors
- Pregnant Women or Fetuses
- Neonates (Newborns)
- Prisoners
- Individuals with Impaired Decision-Making
- Economically Disadvantaged

Educationally Disadvantaged

✓ None of the above

*required

9.7 **Are you enrolling participants with special cultural considerations or who reside in a different country?**

✓ No

Yes

*required

9.8 **Is anyone on the research team who will be interacting with participants in a position of authority over participants?**

This type of relationship could include, but is not limited to, the following: supervisor/staff, teacher/student, coach/team members, counselor/client.

✓ No

Yes

10 Recruitment

*required

10.1 How are you recruiting participants?

Check all that apply:

- [ ] Email or written letter
- [x] Social Media post or advertisement
- [ ] Paper Flyer/Poster
- [ ] Telephone call or message
- [ ] Database, Participant Registry, or Participant Pool
- [ ] Website
- [ ] Classroom Presentation to Voluntary Participants
- [ ] Other Recruitment Methods (e.g. doorknocking)
- [ ] Not recruiting - using Notification of Classroom Research for curriculum-based activities
- [ ] Not recruiting - public observation study
- [ ] Not recruiting - other

*required

10.6 Social Media Script

*required

Where will you post information, and how do Terms of Service apply to this posting?

Researchers are required to be aware of the Terms of Service and expectations for posting in social media or online spaces. As these Terms of Service may change over time, researchers may need to modify this section of the application as these terms or expectations change.

Metaverse/Facebook, Linked-In, Twitter - there will be no conflict of interest with the Terms of Service for the social media sites chosen

*required

Attach the text you will use to recruit participants over social media.

[redacted]

Obtaining Adult Participant Consent

Are you enrolling adult participants?

11.1

An adult is defined as a participant at or above the age of 18 at the time of enrollment.

No

✓ Yes

*required

11.2 Will you be obtaining consent from adult participants?

✓ Yes, I will be obtaining documentation of Informed Consent.

No, I will be obtaining Implied Consent for an anonymous survey

No, I will be requesting a Waiver of Informed Consent.

*required

How will you obtain informed consent from adult participants?

If multiple populations are consented, describe the different process and consent form used for each population when applicable. In thinking through your consent process, please describe:

- *Where you will consent participants, which should be a private area accessible to researchers and participants.*
- *When you will consent participants, which should include time for participants to consider the research, ask questions, and consult with family, friends or physicians. The timing of the consent process should not cause undue inconvenience or hardship to participants.*
- *How the consent process will take place, including any issues you anticipate in terms of the vulnerability or accessibility of potential participants.*

Where: Over email, will send the consent form for review and signature

When: Upon first contact with the individual once it has been established that the person qualifies to be a research participant

11.3

How: Written format sent over email

METHOD OF DELIVERY: I will have a conversation with each subject before the interview and share with each individual participant that there is minimal risk involved in taking part in this study. I will stress that it is an open-ended, semi structured interview designed to help me gain a deeper understand the experience of having student loans from their point of view.

I will also explain that I will be providing them with a list of community and federal resources related to student loan debt should they have any questions or concerns following their participation in this study. I will share that I am a trained mental health professional and that I will seek to create a safe environment and offer unconditional positive regard where each participant feels valued, respected, and understood. I will also make it clear that should the participant feel any distress or heightened anxiety during the interview process, that they do not have to finish the interview and that we can stop the interview at any point. I will remind every participant that they are free to discontinue engagement with this study at any point; it is strictly voluntary.

I will explain that I will be sending the consent form for electronic signature, via a secure docusign website and that their information is confidential and will be held with the utmost care to ensure and protect the privacy of participants. I will share the privacy and confidentiality features of Signwell. I will also specify that I will hold the signed and dated consent forms for a 3-year period of time, on a USB stick, inside a safety deposit box and will destroy the information after the specified period of time using an authorized third-party company who specializes in confidential and safe disposal of sensitive information.

*required

Attach all of your Adult Informed Consent Documents:

All current Saint Mary's University of Minnesota Research Informed Consent Documents and Information Sheets are available here. These templates include instructions. Sections indicated in these templates may not be revised or altered by researchers.

Please visit this very helpful site for creative assistance in thinking through crafting effective consent form language for clinical research. These principles of health literacy are an important dimension of communicating well with research participants. Always be thinking from the perspective of your participants when building a consent document.

[redacted]

Obtaining Assent from Minor Participants

*required

Are you enrolling minor participants?

11.9

A minor is defined as a participant under the age of 18 at the time of enrollment. If research is being conducted in an educational environment, please visit the IRB website for guidance for K-12 research.

✓ No

Yes

Other Participant Considerations

*required

11.10 **Are you enrolling any participants who by virtue of a cognitive, health, social or other reason may not be able to provide informed consent?**

✓ No

Yes

*required

11.11 **Are you enrolling participants who do not speak English, or who may not have English proficiency?**

✓ No

Yes

12 Risks

*required

What are the potential risks related to your research?

12.1 *All research poses potential risk to participants or others. In many cases, these risks are clearly identifiable. But even in relatively simple data collection or survey research, subjects are being exposed to potential informational risks. Visit our IRB website for guidance on identifying risks in research for more guidance as you complete this section.*

Privacy Risks

✓ Social or Psychological Risks

*required

Describe any and all social or psychological risks:

Provide detail regarding the frequency, severity, and duration of each risk.

The participant(s) may experience feelings of psychological distress before, during, or after the interview process when thinking about the amount of debt they have and how that may be impacting their lives.

*required

How will you minimize these risks?

I will provide a safe and unconditionally accepting environment for the participants to discuss and answer the questions and share their experience. I will also provide information about community resources that may be helpful in helping them deal with any social or psychological effect from participation in this study. I will also debrief each participant following the interview.

*required

Debriefing materials

Upload debriefing materials here

[redacted]

Physical Risks

Risks to third parties (institutions, community, researchers, or non-consented individuals)

Other:

✓ None of the above

*required

12.2 **Does your study involve collection of blood, tissue, or biological samples?**

✓ No

Yes

13 Benefits

13.1 General Benefits

*required

Describe the potential for benefits to society and your field of study:

This question regarding general benefit is related to your answer in Question 15, where you discussed the importance of this research for your field of study.

Most of the research thus far conducted on this subject is based on trends that statistically merge from survey data. Numerous studies have utilized aggregate data from the Beginning Postsecondary Student Survey (BPS) of 1995-1996 and 2000 – 2001 and the Baccalaureate and Beyond Longitudinal Study of 1992-1993 and the follow-up of 1997. It can be argued that the data set being used is dated and may not be reflective of the circumstances the Millennial generation face today. Moreover, there is scarce qualitative data on the perceived impact heavy student loan indebtedness may have on millennial postgraduates. The degree to which student loan debt may impact and play a role in the significant life choices emerging adults make after graduation remains largely unexplored. Given the sheer number of individuals with student loan debt, it is imperative to gain a better understanding of the role student loan debt may have in impacting major life decisions.

13.2 Direct Benefits to Participants

*required

Describe any potential for direct benefits to participants. A direct benefit accrues to the participant from a research intervention. Testing, scans, or measurements taken during the research or compensation cannot be considered a direct benefit:

There is no direct benefit to the participants that are known at this time.

14 Privacy and Confidentiality

*required

Are you collecting Personally Identifiable Information?

According to Saint Mary's University of Minnesota IRB policy, this could include:

14.1

- *Any data element which singly or in combination could be used to directly identify a participant. See the list of HIPAA identifiers as a helpful guide.*
- *Any combination of variables in a data set that might permit the indirect identification of a participant.*
- *Any element of the research design, such as timing or location, that may permit the incidental identification of participants.*
- *Any code linking a participant and their data.*

✓ No

Yes

*required

How will you maintain participant privacy and confidentiality?

Describe all protective measures taken while collecting, recording, handling, and storing research data. Provide details on any methods used to deidentify, code, or transfer data.

Consent forms will be sent via Signwell to ensure confidentiality and security which is E-Signature Compliant, SOC2 Compliant, HIPAA Compliant, GDPR Compliant, Network & System Security, System Reliability, and has Data Protection built into the system. Informed consent will be stored for 3 years on a USB stick and will stored with the MP3, detailed below.

The interviews will be conducted via Zoom. If permissible, the calls will be recorded. The calls will be held confidential, and privacy will be protected under the Zoom privacy policy.

ZOOM PRIVACY POLICY:

Protecting your data

Encryption: Protecting your event content by encrypting the session's video, audio, and screen sharing. This content is protected during transit with 256-bit Advanced Encryption Standard (AES) using a one-time key for that specific session when all participants use a Zoom client.

End-to-end Encryption, when enabled, ensures that communication between all meeting participants in a given meeting is encrypted using cryptographic keys known only to the devices of those participants. This ensures that no third party -- including Zoom -- has access to the meeting's private keys.

Advanced Chat Encryption, when enabled, allows for a secured communication where only the intended recipient can read the secured message. Zoom uses both asymmetric and symmetric algorithms to encrypt the chat session. Private keys are generated on the device and not shared. This ensures that the session cannot be eavesdropped on or tampered with.

Zoom Phone Voicemail recordings are processed and stored in Zoom's cloud and can be managed through the secured Zoom client.

14.2 **Recordings** can be stored on the host's local device with the local recording option or on Zoom's cloud with the Cloud Recording option (available to paying customers).

- **Local Recording Storage**: Recordings stored locally on the host's device can be encrypted if desired using various free or commercially available tools.
- **Cloud Recording Storage**: Cloud recordings are processed and stored in Zoom's cloud after the meeting has ended; account owners control whether these recordings are passcode-protected. The recordings are stored in both video/audio format and audio only format.
    - If a meeting host enables cloud recording and audio transcripts, both will be stored encrypted. The account owner and people and apps they approve can access encrypted content stored in ZoomCloud (and Zoom can access stored content for troubleshooting if requested by the account owner).
    - If a meeting host enables file transfer through in-meeting chat, those shared files will be stored encrypted and will be deleted within 31 days of the meeting.

Audio Signature embeds a user's personal information into the audio as an inaudible watermark if they record during a meeting. If the audio file is shared without permission, Zoom can help identify which participant recorded the meeting.

Watermark Screenshot superimposes an image, consisting of a portion of a meeting participant's own email address, onto the shared content they are viewing and the video of the person who is sharing their screen.

The recorded call will be transcribed by Express Scribe Pro, a software developed by the NCH Software, Inc. The confidentiality and privacy will be protected under the NCH Software, Inc. privacy policy.

Transcribed copies of the interviews will be stored in electric format. A copy of the interview will be

sent to each participant for accuracy review using Signwell.

The transcriptions will be saved and stored on an MP3 and will placed in a safety deposit box assigned to the researcher at [redacted] for a one-year period of time. After one year the MP3 will be destroyed.

*required

14.3 **What technological and physical safeguards will you use to protect data from inappropriate use or disclosure?**

Check all that apply:

- ✓ Anonymizing data at point of collection (e.g. using Qualtrics to anonymize data)
- Locked room or space
- Behind a double lock (e.g. locked cabinet in a locked room)
- ✓ Restricted access to authorized research team members
- ✓ Password-protected computer or device
- ✓ Password-protected folder or storage
- ✓ Encrypted file transfer
- Destruction of source data immediately after processing
- ✓ Destruction of audio or visual data immediately after transcription
- Modification of audio or visual data to eliminate identifiers
- Statement of Confidentiality signed by Third Party (for secondary coders, translators, interpreters, other non-researchers present for data collection)
- Other:

*required

What will you do with data or specimens at the conclusion of the study?

14.4

Check all that apply:

I am not collecting any identifiers. I will retain data until the study is completed and then destroy it.

I am not collecting any identifiers. I will retain data for the required retention period (3 years, or longer as required by other agencies) and then destroy it.

I will deidentify data or specimen logs and erase or destroy any related codes. I will retain data for the required retention period (3 years, or longer as required by other agencies) and then destroy it.

✓ I will keep identifiable data for the required retention period (3 years, or longer as required by other agencies) and then destroy it.

I will destroy any leftover specimens.

I will retain data and specimens for future use.

Other:

*required

Will you make the results of the research available to participants?

14.5

This includes making any form of the research data publicly available, such as through publication, presentation, or thesis/dissertation publication.

No

✓ Yes

*required

Describe how you will share results, with attention to the potential violation of participant privacy or disclosure of sensitive information about any stakeholders. If sharing results of research with participants requires additional information to help them understand the nature of these findings, describe what additional information you will use.

Once the transcriptions are complete, a copy of transcription will be sent to the participants for review of accuracy. Any changes will be made as specified by respondents. If, after a 2-week period of time, no corrections have been made it will be assumed that the transcription needs no revisions. With the permission of respondents, the MP3 files will be

destroyed one year after the completion of the study. Once the data analysis is complete, I will send each participant a copy of the findings as written in Chapter 4 & 5 of the dissertation via Signwell which is encrypted. Participant privacy and confidentiality will be ensured every step of the way and there will be no identifying information, that could lead back to any participant, in the dissertation. If any participants have any questions or concerns regarding my findings, I will do my best to give an honest, transparent, and respectful explanation. Given this is a qualitative study, which will yield a rich contextual description of the lived experience of those in this study, and poses very little risk to the participants, I suspect that the participants will not need additional information to help them better understand the results of this study. On the contrary, it may be comforting for participants to find they are not alone in their experience of being heavily indebted with student loans. Under no circumstance will I disclose or give any personal information about any other participant in the study, should I be asked to do so. Again, should anyone in this study experience duress as a result of sharing their lived experience, I will provide the best resource compilation I have to assist the participant in finding help to get any loan-related answers or assistance they may express a need for.

15 Review Pathway

*required

Does your research involve any of the following?

15.1

Please contact the IRB Office if you have questions about making this decision. We are happy to assist in helping you select your review pathway.

Sensitive and Identifiable Information

✓ - Your research is collecting data which fall under the SMUMN IRB definition of page 17 of the Standard Operating Procedures. You will also be collecting and retaining identifiable data (page 13).

Physical, Pharmacological, or Psychological Intervention

- You will be performing physical procedures such as, but not limited to, drawing blood or collecting tissue, having participants ingest nutritional supplements or performing an exercise bout or exercise training program.

OR

- You will be performing behavioral procedures that may affect the behavior, mood, or ability of participants. These procedures are *not* brief in duration, harmless, or painless; they are potentially physically invasive; they may potentially have a significant adverse lasting impact on the subjects; or they may be offensive or embarrassing to participants.

Vulnerable Populations

- Some or all of your participants are likely to be vulnerable to coercion or undue influence, such as children, prisoners, individuals with impaired decision-making capacity, or economically or educationally disadvantaged persons.

None of the above/minors in education research

- If your study involves minors, you may select this option only if your research is conducted in established or commonly accepted educational settings, involving normal education practices.

Attachment Summary

This section provides an overview of documents you have already attached when prompted by the application. You may also use this section to add or delete documents prior to submission, or to ensure that you have uploaded all required documents. Please note:

- This section is primarily to review documents you have attached when prompted by the application.
- **If you have followed the attachment prompts in the application, you will not need to upload any additional documents in this section.**

Participant Data Collection Instruments

[redacted]

Recruitment Documents

[redacted]

Consent Documents

[redacted]