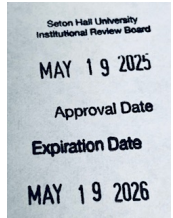




Institutional Review Board Application for a New Human Subjects Research Investigation



Letter of Solicitation

Dear Colleague,

My name is Lorraine D'Sylva-Lee, I am a doctoral student in the Department of Interprofessional Health Sciences and Health Administration, School of Health of Medical Sciences at Seton Hall University. I am conducting a research study as part of my doctoral dissertation, and I am inviting you to take part in this study.

Title of Research Study: *Exploring Direct Support Professionals (DSPs) Attitudes Regarding Trauma-Informed Care and its Impact on Turnover Intention*

Principal Investigator/Doctoral Student: Lorraine D'Sylva-Lee, MA

Purpose of the Research Study: This survey-based research study aims to explore whether a relationship exists between Direct Support Professionals' attitudes toward Trauma-Informed Care practices and their intention to stay or leave their current employment.

Summary of Research Study: The following information will help you decide whether you want to participate in the study. You have the right to ask questions at any time. You will be asked to complete a one-time 30-question online survey questionnaire. This survey uses the Qualtrics' platform with data security measures in place. The primary risk of participation is minimal. The main benefit of participation is to help improve professional development opportunities for DSPs.

Expected Duration of Participation: The survey takes no more than 15-20 minutes to complete and must be completed in one sitting

Inclusion and Exclusion Criteria: You are being asked to participate in this research study if: You are 18 years or older; Have the ability to speak, read, and write English; Have access to email; Are currently employed as a Direct Support Professional; Work for an intellectual and developmental disabilities (IDD) service provider agency in New Jersey for at least six-month; Participants are excluded from participation if: You are 17 years old or younger; Don't have the ability to speak, read, and write English; Don't have access to email; You are not currently employed as a Direct Support Professional; You have worked less than six-months; You work for more than one IDD service provider; you work less than 24 hour per week; and you are a member of a protected class.

Potential Risks of Participation: The risks associated with participating in this online research study are minimal. However, as with any research activity, there may be unforeseen risks that cannot be anticipated (Labott et al., 2013).

Potential Benefits of Participation: This study may not directly benefit you, though you may gain some additional self-insights and might obtain personal satisfaction from knowing that you are participating in a project that contributes to new information for the Direct Support Professional workforce.

Your Rights to Participate, Say No, or Withdraw: Participation in Research is Voluntary. You can decide whether to participate or not to participate. You may take the survey online at any time, from any location you prefer, using any computer, tablet, or mobile device. You have the right to withdraw from the study at any time without penalty or negative consequences. If you choose to withdraw, you may simply exit the survey, and your partial data will not be used in the analysis. Your decision to participate, decline, or withdraw will not affect any services or benefits to which you are otherwise entitled. You can choose to participate in the research study now and then decide to leave the research at any time. Your choice will not be held against you. The person in charge of the research study can remove you from the research study without your approval. Possible reasons for removal include missing data or submitting an incomplete survey where responses are required.

Anonymity: You will not be identified by name or description in any reports or publications about the study. We will remove any personal information that could identify you or your place of employment before the files are shared with other researchers. We will ensure that no one will identify you or your place of employment



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from the information we share in any scholarly presentations or publications. All electronic data will be stored on a USB device with access to the file protected by use of password only known to the principal investigator (PI). This device will also remain in a secured filing cabinet for three years, upon which time the data will be destroyed by the PI. Despite these measures, we cannot guarantee total anonymity of your data.

Confidentiality and Privacy: Efforts will be made to limit the use or disclosure of your personal information. This information may include the research study documents or other course documents used for the purpose of conducting the study. These documents may include any downloaded data from Qualtrics. We cannot promise complete secrecy. There is always the possibility of hacking online material. The research team will take steps to ensure all information submitted in the online survey will remain confidential. Organizations that oversee research safety may inspect and copy your information. This includes the Seton Hall University Institutional Review Board who oversees the safe and ethical conduct of research at this institution.

This survey is being hosted by Qualtrics and involves a secure connection. Terms of service, addressing confidentiality, may be viewed at <https://www.qualtrics.com/support/survey-platform/getting-started/data-protection-privacy/>. Upon receiving the results of your study, any possible identifiers will be deleted by the PI. You will be identified only by a unique subject number. No email addresses will be collected as part of this study. All data will be stored on a USB memory key with no access to the file. The data will be encrypted. This data is protected by use of a password known only to the PI. The USB memory key will also remain in a locked cabinet at the dissertation chair's office for a period of 3 years following graduation, after which time all data will be destroyed. The results of the research study may be published, but your name will not be used.

Data Sharing: De-identified data from this study may be shared with the research community at large to advance knowledge. We will remove or code any personal information that could identify you before files are shared with other researchers to ensure that, by current scientific standards and known methods, no one will be able to identify you from the information we share. Despite these measures, we cannot guarantee the anonymity of your personal data.

Cost and Compensation: You will not be responsible for any of the costs or expenses associated with your participation in this study. There is no payment for your time to participate in this study.

Conflict of Interest Disclosure: The principal investigator and members of the study team have no financial conflicts of interest to report. **Contact information:** If you have questions, concerns, or complaints about this research project, you can contact the Seton Hall University Institutional Review Board (IRB) at (973) 761-9334 or irb@shu.edu. If you want a copy of this consent for your records, you can print it from the screen,

Participation and Consent: If you wish to participate in this study, please click the link below to access the survey. If you know of anyone else who may also qualify for this survey, you may forward the survey link for their participation. Once you click on the link, it will take you to the Qualtrics survey introduction to the study, where will be given the option to participate or not participate in the study. **By selecting "I wish to participate, take me to the survey," and by submitting your responses, you are giving your consent to participate in the study.** If you do not wish to participate in this study, please select "I do not wish to participate, exit the survey" and submit this answer to exit the survey.

Thank you for your consideration in participating and contributing to my dissertation research. Your time is greatly appreciated.

https://shu.co1.qualtrics.com/jfe/form/SV_3UyvwEwiVQi1Pwy

You can also copy/paste the link into a web browser or scan the QR Code



I would greatly appreciate it if you would share this letter of solicitation or the Survey link with any Direct Support Professional colleagues you believe meets this study's inclusion criteria.