Appendix A

**Ouachita Baptist University**

**Institutional Review Board**

**Human Subjects Review Application Cover Sheet**

**Submission Date** 09/27/2017

**Project Title:** Eating Habits and Feelings of Health in Ouachita Baptist University Faculty and Staff

**Project Personnel**

Name Dept. School Faculty, staff, student

Principle Investigators

Sarah O’Neall Dietetics Natural Sciences Students

Hannah Rogers

Other Investigators

**PI contact information:**

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**Suggested project classification**: Exempt x Nonexempt \_\_\_\_\_

**Estimate of risk to subjects**: None x Low \_\_\_ Moderate \_\_\_ High \_\_\_

**Proposed Project Dates**: 10/01/2017 to 12/06/2017

**Estimated number of participants** 332

**Funding Agencies or Research Sponsors**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission Status:**

\_\_\_x\_\_\_ New Project

\_\_\_\_\_\_ Renewal or Continuation

\_\_\_\_\_\_ Change in Procedure for Previously Approved Project

\_\_\_\_\_\_ Annual Review

\_\_\_\_\_\_ Resubmission

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action of the Research Committee**

Project Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approve\_\_\_\_\_

Approve with minor revision\_\_\_\_\_ Defer for revisions\_\_\_\_\_ Disapprove\_\_\_\_\_

**Human Subjects Application Checklist**

**Detailed project description**

This study will assess the eating habits and attitudes toward overall health of Ouachita Baptist University faculty and staff. This will be done by sending out a questionnaire to all faculty and staff at the University and giving everyone the opportunity to participate. All information will be obtained electronically. Based on the responses from the questionnaire, the researchers will evaluate the information and draw conclusions regarding participants’ feelings of overall health in comparison to age, snacking habits, and food sources of daily meals. All the information will be put into a research paper and presented to Dr. Brech and the Research in Dietetics research class.

**Selection of subjects**

 There will not be a specific method of selecting participants. All faculty and staff at Ouachita Baptist University will be given the opportunity to be a part of this study. There is no specific script for this survey, but the recruitment method will be via email. The demographics of the project include faculty and staff at Ouachita Baptist University. All participants will remain anonymous. Male and female subjects are included, and ages vary. All ethnicities are included, but ethnicity is not listed on the questionnaire. There will not be any compensation for the project; therefore, there will not be any scheduled compensation or payments. The experiment will be conducted at Ouachita Baptist University and online through a survey. The research will be conducted from October 1 to December 6, 2017. The questionnaire will take approximately five minutes for the subjects to complete. The investigators are two undergraduate students at Ouachita Baptist University. The subjects may or may not be associated with the investigators. There is no alternative to participating in this study. The participants have the option of not completing the questionnaire.

**Purpose of Study**

The purpose of this study is to acquire information regarding the faculty and staff’s eating habits. Based on the information of their eating habits, correlations between their food choices and their feelings of personal health will be made. This information will be used to make a conclusion about the relationship between food choices and attitudes regarding personal health.

**Research Procedures**

 This survey will assess the behavioral aspects of the participants’ eating habits and their overall health through the completion of a short questionnaire. There will not be any deception or coercion in this survey. Participants will not be debriefed; however, they can ask for a copy of the research findings if desired.

**Survey/Assessment Instrument(s)**

This survey will be conducted electronically. A questionnaire will be sent out through an all faculty/staff email sent by Dr. Brech. The email will include a link to Survey Monkey where the participant will access the questionnaire.

**Required policy statements**

There will be no tangible benefits to the individual other than reflecting on one’s own personal eating habits and how that might affect one’s feelings of health. The university will benefit from this study by gaining data and knowledge on the relationship between eating habits and feelings towards personal health. This survey will not put any of the participants at risk, so there will be no comparison of risks and benefits or no procedures for minimizing risk. The participants and data will remain confidential by using an independent surveying company. Names will not be included in the data or research. The data from this project will be included in a research paper and presentation. The research paper will be submitted to Dr. Detri Brech on December 4, 2017. The presentation will be given to the Research in Dietetics class in Jones Science Center on December 6, 2017.

**Conflict of interest statement**

There are no conflicts of interest in this study.

 **Informed Consent Agreement**

Project Title: Eating Habits and Feelings of Health in Ouachita Baptist University Faculty and Staff
**Please read this consent agreement carefully before you decide to participate in the study.**
 The purpose of the study is to acquire information regarding the faculty and staff’s eating habits and feelings of health. As a participant, you will answer ten questions related to meals, snacks, and feelings of personal health. You will spend about five minutes completing the questionnaire. The risks to you as a participant in this study are none. You may opt out of the questionnaire if you choose. The study may help us understand how eating habits affects one’s feelings of overall personal health.

There will be no tangible benefits to the individual other than reflecting on one’s own personal eating habits and how that might affect one’s feelings of health. The university will benefit from this study by gaining data and knowledge on the relationship between eating habits and feelings towards personal health. **The information you provide in the study will be handled confidentially and anonymously**. Your name will not be used in any report or connected to the data. Your participation in the study is completely voluntary, and you have the right to withdraw from the study at any time. You will receive no payment for participating in the study.

If you have questions or concerns about the study, please contact Principal Researchers, Sarah O’Neall or Hannah Rogers.

OBU Box 3994

410 Ouachita Street
Ouachita Baptist University Arkadelphia, AR 71998-0001
Telephone: (501)-615-5444
Faculty Advisor’s Name and Address (for Students): Dr. Detri Brech

You may contact the following person regarding your rights in this study: Dr. Wesley Kluck, Chair Institutional Review Board
OBU Box 3758
410 Ouachita Street

Ouachita Baptist University Arkadelphia, AR 71998-0001. Telephone: (870) 245-5220

I have read and understand this document and have had the opportunity to have my questions answered. I agree to participate in the research study described above.
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you would like a copy of the aggregate results of this study, please contact the principal researchers.

**Questionnaire**

Please choose the answer that relates best to your lifestyle. Your answers will remain anonymous and confidential.

1. Gender:
	1. Male b. Female
2. Age:
	1. 20-30 years b. 31-40 years

c. 41-50 years d. 51-60 years

e. 61-70 years f. 71-80 years

1. Do you have children under the age of 18 that live in your household?
	1. Yes b. No
2. How many meals do you typically eat a day?
	1. None b. 1-3 c. more than 3
3. Do you typically snack during the day?
	1. Yes b. No
4. If yes, how many snacks do you typically have during the day?
	1. 1
	2. 2
	3. 3
	4. more than 3
5. What is your main source of meals for breakfast?
	1. I do not eat breakfast.
	2. Home- cooked meals
	3. Pre-made/packaged/frozen food
	4. Fast food/restaurants
	5. The cafeteria
6. What is your main source of meals for lunch?
	1. Home- cooked meals
	2. Pre-made/frozen food
	3. Fast food/restaurants
	4. The cafeteria
	5. Chick-fil-A/Sandella’s/Dr. Jacks
	6. I do not eat lunch.
7. What is your main source of meals for dinner?
	1. Home- cooked meals
	2. Pre-made/frozen food
	3. Fast food/restaurants
	4. I do not eat dinner.
8. Based on what you eat how do you feel about your overall health?
	1. Excellent
	2. Good
	3. Fair
	4. Poor