

University at Buffalo Institutional Review Board (UBIRB)

Office of Research Compliance | Clinical and Translational Research Center Room 5018
875 Ellicott St. | Buffalo, NY 14203
UB Federalwide Assurance ID#: FWA00008824

STUDY EXEMPTION

June 5, 2020

Dear [Courtney Doxbeck](#),

On 6/5/2020, the University at Buffalo IRB reviewed the following submission:

Type of Review:	Initial Study
Title of Study:	Exploring the Intricacies of LGBTQ+ Cyberbullying Victimization in Substance Use Higher Education: Help-Seeking, Conflict Resolution, and Resource Utilization
Investigator:	Courtney Doxbeck
IRB ID:	STUDY00004463
Funding:	Name:
Grant ID:	
IND, IDE, or HDE:	None
Documents Reviewed:	<ul style="list-style-type: none"> • Survey 1 LGBTQ+ Cyberbullying , Category: Surveys/Questionnaires; • Interview Protocol LGBTQ+ Cyberbullying.docx, Category: Surveys/Questionnaires; • Interview Recruitment Email LGBTQ+ Cyberbullying, Category: Recruitment Materials; • HRP-503 LGBTQ+ Cyberbullying, Category: IRB Protocol; • Survey 2 Email LGBTQ+ Cyberbullying, Category: Recruitment Materials; • Survey 2 LGBTQ+ Cyberbullying, Category: Surveys/Questionnaires; • EmbraceWNYGrantApplication.docx, Category: Sponsor Attachment; • Survey 1 Email LGBTQ+ Cyberbullying, Category: Recruitment Materials;

The University at Buffalo Institutional Review Board has considered the submission for the project referenced above on 6/5/2020 and determined it to be Exempt.

In conducting this study, you are required to follow the requirements listed in the Investigator Manual (HRP-103), which can be found by navigating to the IRB Library within the Click system.

UBIRB exemption is given with the understanding that the most recently approved procedures will be followed and the most recently approved consenting documents will

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be used. If modifications are needed that may change the exemption determination, please contact the UB IRB Office. Also, see the Worksheet: Exempt Determination (HRP-312) for information on exemption criteria and categories.

As principal investigator for this study involving human participants, you have responsibilities to the SUNY University at Buffalo IRB (UBIRB) as follows:

1. Ensuring that no subjects are enrolled prior to the IRB approval date.
2. Ensuring that the UBIRB is notified of:
 - All Reportable Information in accordance with the Reportable New Information Smart Form.
 - Project closure/completion by submitting a Continuing Review/Modification/Study Closure Smart Form in Click.
3. Ensuring that the protocol is followed as approved by UBIRB unless minor changes that do not impact the exempt determination are made.
4. Ensuring that the study is conducted in compliance with all UBIRB decisions, conditions, and requirements.
5. Bearing responsibility for all actions of the staff and sub-investigators with regard to the protocol.
6. Bearing responsibility for securing any other required approvals before research begins.

If you have any questions, please contact the UBIRB at 716-888-4888 or ub-irb@buffalo.edu.

11.1 Describe when, where, and how potential subjects will be recruited.

NOTE: Recruitment refers to how you are identifying potential participants and introducing them to the study. Include specific methods you will use (e.g. searching charts for specific ICD code numbers, Research Participant Groups, posted advertisements, etc.).

Response:

Surveys 1 & 2:

A formal email describing the study and purpose of Surveys 1 & 2 will be sent to University at Buffalo faculty, staff, and graduate students affiliated with the Graduate School through approved listservs. Survey 1 is anticipated to be sent out during July 2020 and Survey 2 is anticipated to be sent out during May 2021 (final dates tbd by date of IRB approval).

11.2 Describe how you will protect the privacy interests of prospective subjects during the recruitment process.

NOTE: Privacy refers to an individual's right to control access to him or herself.

Response:

Surveys 1 & 2:

An email with an invitation to complete the survey will be sent via a UB Graduate School listserv by the person responsible for the listserv. This does not present an invasion of privacy because the nature of the listserv recipients is based on non-private information. Also, the listserv is not able to be replied to in a way that would disclose to anyone other than the listserv administrator that a person replied (i.e. someone can't accidentally reply to all in the list and expose information about themselves).