

PLaCE Research and Presentation Policies

Any graduate student or continuing lecturer interested in conducting research related to the PLaCE program, including its curricula, students, program history and development, must adhere to the following conditions:

1. Complete CITI certification: Group 2: Social Behavioral Research Investigators and Key Personnel.
2. Secure approval for your research plans from PLaCE administrators: Dr. Matthew Allen (mcallen@purdue.edu), Assistant Director of PLaCE; Dr. Lixia Cheng (clixia@purdue.edu), Assistant Director of Testing for PLaCE; and Prof. April Ginther (aginther@purdue.edu), Associate Professor of English and Linguistics, Director of PLaCE and OEPP. Start with Drs. Allen and Cheng who, in turn, will discuss your plans with Prof. Ginther. You are encouraged to bring a short proposal (see prompts on p. 2) to your initial meeting with Drs. Allen and Cheng. You must have permission to conduct PLaCE-related research, and all administrative staff need to be fully informed of your plans before you proceed. This is true for presentations at any conference and for research projects.
3. If the research requires IRB approval, as it most likely will, complete an IRB application and only start collecting data after your application has been approved by the IRB office at Purdue.
 - a) Go to an IRB walk-in hour or schedule an appointment with an IRB reviewer. <https://www.irb.purdue.edu/>
 - b) Identify the right IRB form on the above website and fill it out. If you are a PLaCE continuing lecturer or a graduate student in the Second Language Studies program, please list Prof. April Ginther as a Principal Investigator (PI). If you are a graduate student in another program, you are encouraged to list Prof. April Ginther as a co-PI or a consultant. In any case, you should list Drs. Allen and Cheng as consultants for your research on your IRB form.
 - c) Email your complete IRB application to Prof. April Ginther and Dr. Cheng (including a completed IRB form and all supplemental documents).
 - d) The OEPP Program Assistant, Kelley Farrell (howe7@purdue.edu) will email and let you know when a paper copy of your IRB form is ready with Prof. April Ginther's signature.
 - e) Then, take your IRB packet to YONG 1032. Best of luck!
 - f) If your IRB application came back for minor or major revisions, email Prof. April Ginther and Dr. Cheng all of the documents for your revisions once you have them ready. If Prof. April Ginther was the PI or co-PI on your application, she will also need to sign on your revised IRB form.
 - g) Copy Kelley Farrell on all correspondence and make sure she has all final documents (especially consent forms) as she will maintain copies of all IRB protocols for Prof. Ginther.

Any graduate student or PLaCE continuing lecturer interested in giving public presentations about the PLaCE program, including its curricula, students, program history and development must adhere to the following conditions:

1. Discuss your presentation plans with the PLaCE administrators, Drs. Allen and Cheng, who in turn will discuss your plans with Prof. April Ginther.
2. Send Drs. Allen and Cheng a copy of your proposal/abstract for the presentation and your PowerPoint slides as soon as you have them ready before your presentation.

Any person asking for ACE-In test data must discuss with and seek approval from Prof. Ginther and Dr. Cheng; fill out a request form (pp. 3-4) and send it in with data storage media to the PLaCE main office in Heavilon B11.

With my signature below, I affirm that I have read and I understand the PLaCE Research and Presentation Policies. I agree to comply with the above Policies. I will also acknowledge the PLaCE program in any publication or public presentation and be sure to cite properly (e.g., PLaCE website, PLaCE annual report).

Signature _____ Date _____

Printed Name _____ Department _____

Proposal for PLaCE-Related Research

Please write a 1-2 page proposal in response to the following questions. It will help the PLaCE administrators to have a better idea about your research plan and will also help to ensure a more productive meeting with the administrators.

1. What is your research question?
2. Is there any previous research on this topic?
3. What is your hypothesis based on a review of previous research?
4. What types of data do you plan to collect, and how?
5. How are you going to analyze the data?

1. Required information

For PLaCE use only:

Date request submitted	Day:	Month:	Year:
Date data needed (allow at least 1 week)	Day:	Month:	Year:

Name of researcher making request		
Email and phone number of researcher making the request	Email	Phone number

Department or program of researcher making the request	Dept	Program
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Status of researcher making the request (circle one): grad student faculty other _____

Name of principal investigator for IRB or major professor in charge of research	Name	
Department or program of principal investigator or major professor	Dept	Program
Email and phone of principal investigator or major professor	Email	Phone number

Name of research project	
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IRB human-subjects research status for project in which this data will be used (circle one):

IRB permission granted IRB forms submitted plan to submit IRB request do not plan to submit IRB request (no plan to publish)

2. Request for test recordings and writing samples

(Audio recordings are available for Listen & Repeat, Read Aloud, Express Your Opinion, Pros & Cons, and Summarize a Conversation)

(If you are only requesting item scores, skip to #3.)

I need _____ (number) L1 _____ (language) students' responses to _____ (item).

The ACE-In has 4 different test forms. I need data from tests of only one form (circle): Yes No (if yes, the number of exams available is restricted)

I need equal numbers of male and female examinees (circle): Yes No Other pertinent info:

3. Request for ACE-In test item scores

I need _____ (number) L1 _____ (language) students' item level scores on _____ (item).

The ACE-In has 4 different test forms. I need data from tests of only one form (circle): Yes No (if yes, the number of exams available is restricted)

I need equal numbers of male and female examinees (circle): Yes No Other pertinent info:

Data requests must be accompanied by media on which to copy the data. Data may not be sent via email. Follow IRB guidelines for data storage.

4. Read, Sign, and Date

In order to maintain the security, confidentiality and viability of the ACE-In test, I understand that specific information about ACE-In test items may not be shared with others outside of my research project. I agree to provide PLaCE with any new lexical transcriptions that are produced from working on this data. **I have read and reviewed all of the information on this completed form.**

Signature of researcher making request

Signature of principal researcher or major professor (if different)

Date

Date

Submit a signed paper copy with storage media in person to Lixia Cheng, Assistant Director of Testing, Purdue Language and Cultural Exchange (PLaCE), Heavilon Hall B11, or by campus mail to : Lixia Cheng/PLaCE/Heav B11. Direct inquiries and comments by email to: clixia@purdue.edu.