



Sample IRB Cover Letter

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To: Child Trends IRB Committee

From: Samantha Holquist

Subject: IRB Initial Full Board Review Centering Youth Experiences to Address Community Violence: A Youth Participatory Action Research Project

Date: April 13, 2023

Dear Child Trends IRB Committee,

The following materials pertain to the IRB submission for the “Centering Youth Experiences to Address Community Violence: A Youth Participatory Action Research Project” study, Project Code 75001 00 001.

Child Trends (CT), in partnership with Sasha Bruce Youthwork (SBY), is conducting a three-year, mixed methods Youth Participatory Action Research (YPAR) project to deepen our understanding of youths’ experiences of Community Violence (CV) in the District of Columbia (the District, Wards 7 and 8). This project will provide youth living in neighborhoods with deep concentrations of CV with opportunities to critically examine the high rates of CV, identify policy and practice opportunities, and work with key decision makers in the District to implement their research-based recommendations for safety in the District. This study is funded by the National Institute of Justice (#15PNIJ-22-GG-01420-RESS).

We are requesting an Initial Full Board Review for this project. Given the focus on CV (particularly firearm-related violence), we are fully aware and understand the heightened risk associated with conducting the proposed project. The communities in which the project will take place are known to have high crime and violence rates; thus, increasing the likelihood that our participants may be victims, witnesses, or perpetrators of CV or affiliates to those engaging in risky behaviors. The topic of violence is sensitive in nature as there are several complex dynamics that may hinder participants’ willingness to participate in the project, including the fear of disclosure, interactions with rival criminally involved groups, or outside conflicts interfering with the project.

Below is a link to the folder with the submission materials and a list of all attachments. If you have any questions or concerns during the review process, please feel free to contact Jennifer Widstrand, Project Manager at Child Trends at jwidstrand@childtrends.org.

Sincerely,

Samantha Holquist, Principal Investigator

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Learn more about Safety 7 at <https://www.childtrends.org/project/centering-youth-experiences-youth-participatory-action>.

Attachments

- Initial Application
- Cover Letter
- Attachment A- CITI Certificates

Recruitment Attachments

- Attachment B- Study Information Sheet
- Attachment C- Recruitment Card
- Attachment D- Confirmation Email and Text Script
- Attachment E- Scheduling Scripts
- Attachment F- Online Screener
- Attachment G- Reminder Scripts

Protocol Attachments

- Attachment H- Protocols for Conducting Safe Fieldwork
- Attachment I- Draft Focus Group Protocol
- Attachment J- Draft Interview Protocol

Consent Form Attachments

- Attachment B- Study Information Sheet

Other Attachments

- Attachment L- Data Security Policy
- Attachment M- Incentive Request Justification
- Attachment N- Privacy Certificate
- Attachment O- YPAR Community Violence Timeline
- Attachment P- Resources Sheet