Institutional Review Board
Office of Research Integrity
301 Wetherby Administration Building
270-745-3360

APPLICATION FOR APPROVAL OF INVESTIGATIONS INVOLVING THE USE OF HUMAN SUBJECTS

The human subjects application must stand alone. This form is documentation of the formal design or plan of research activity submitted to the Western Kentucky University Institutional Review Board. Failure to provide all required information will result correction. Informed consent document(s), survey instrument, and site approval / cooperation letter(s), should be attached to the application and referred to in your write up of the appropriate sections so that reviewers may read them as they read your application. Thesis proposals or other documents that are meant to substitute for completing the sections of the application will not be read and should not be attached. All documents must be submitted through IRBNet.org for review. Additional information on the process can be found at https://www.wku.edu/compliance/ New application materials are to be found in IRBNet.org in the Forms and Templates section. **Consolidate files when possible to expedite the review process of a submission. Do not convert any portion of this document to .pdf format As of 11/20/2015, Unauthorized use of the WKU IRB approval stamp by any other than a WKU IRB Compliance Officer will be just cause for suspension of ALL new WKU IRB approvals for a period of up to 2 years for the offending researcher(s).**

1. Principal Investigator's Name: Aaron Kiser
Email Address: aaron.kiser321@topper.wku.edu
Mailing Address: 1823 Grider Pond Road, Bowling Green, KY 42104
Department: Folk Studies and Anthropology Phone: (270) 745 - 6549
Completion of the Citi Program Training? ☒ *Yes* ☐ *No(double click on box)*
Found at www.citiprogram.org Date: 26 Sept. 2018
Do Not upload CITI Program certificates or records into IRBNet.org.
CITI Program records are verified only though the CITI Program database.

Co-Investigator: Samuel Kendrick
Email Address: Samuelgkendrick@gmail.com
Mailing Address: 12352 S. 1000 Rd. Richards, MO, 64778
Department: Folk Studies and Anthropology Phone: (270) 745 - 6549
Completion of the Citi Program Training? ☒ *Yes* ☐ *No*
Found at www.citiprogram.org Date 6 September 2018

2. If you are a **student**, provide the following information:

Faculty Sponsor: Ashley Stinnett
Department: Folk Studies and Anthropology Phone: (270) 745 - 6549
Faculty Mailing Address:1906 College Heights Blvd. #61029, Bowling Green KY,

42101-1029

Completion of the Citi Program Training? ☒ *Yes* ☐ *No*
Found at www.citiprogram.org Date: 06/07/18

Student Permanent Address (where you can be reached 12 months from now):
Aaron Kiser: 1823 Grider Pond Road, Bowling Green, KY 42104
Samuel Kendrick: 12352 S. 1000 Rd. Richards, MO, 64778

Is this your capstone, thesis, or dissertation research? ☐ *Yes* ☒ *No*

Policy of Research Responsibility. The Western Kentucky University Institutional Review Board defines the responsible party or parties of the research project as the Principal Investigator and Co- Principal Investigator. In those cases when a student holds the title of Principal Investigator, the Faculty Sponsor (Advisor, Supervisor, Administrator, or general managing Council) will conduct oversight of the research project and share in the accountability to assure the responsible conduct of research. Researchers outside of the Western Kentucky University campus system are required to provide proof of training to obtain approval for WKU Human Subjects protocols. This proof must be presented by the Compliance Official at the researcher's institution to the WKU Compliance official. When no training requirement exists at the researcher's host institution, training must be conducted through affiliation of Western Kentucky University CITI Program.org requirements. WKU faculty, staff, and students are required to complete the CITI Program Training modules outlined by the WKU IRB.

3. Project Period: Start: upon IRB approval End: 15 May 2020
month, day, year

Note: *Your project period may not start until after the IRB has given final approval.*

4. Has this project previously been considered by the IRB? ☐ *Yes* ☒ *No*
If yes, give approximate date of review:

5. Do you or any other person responsible for the design, conduct, or reporting of this research have an economic interest in, or act as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the research?
☐ *Yes* ☒ *No*

If "yes," please include a statement below that may be considered by the Institutional Conflict of Interest Committee:

6. Is a proposal for **financial support** being submitted regarding this protocol? ☐ *Yes* ☒ *No*
If yes, you must submit a reference number or acknowledgment any funding proposal(s) as soon as it is available and complete the following:
   a. Is notification of Human Subject approval required? ☐ *Yes* ☐ *No*
   b. Is this a renewal application? ☐ *Yes* ☐ *No*
   c. Sponsor's Name:

d. Project Period: From: time of approval To:

7. **Clinical Research:** a) Does the study involve human participants? ☒ *Yes* ☐ *No*
b) Are the participants prospectively assigned to an intervention? ☐ *Yes* ☒ *No*
c) Is the study designed to evaluate the effect of the intervention on the participants?

☐ *Yes* ☒ *No*

d) Is the effect that will be evaluated a **health-related** biomedical or behavioral outcome?

☐ *Yes* ☒ *No*

Research thresholds that will require review by Biomedical IRB in association with a SMART IRB Participating Institution (such as the University of Kentucky Medical School or The Medical Center of Bowling Green, KY)

i. Clinical studies of drugs and medical devices only when condition (a) or (b) is met.

   a. (a) Research on drugs for which an investigational new drug application (21 CFR Part 312) is not required. (Note: Research on marketed drugs that significantly increases the risks or decreases the acceptability of the risks associated with the use of the product is not eligible for expedited review.)

   b. Research on medical devices for which (i) an investigational device exemption application (21 CFR Part 812) is not required; or (ii) the medical device is cleared/approved for marketing and the medical device is being used in accordance with its cleared/approved labeling.

ii. Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows:

   a. (a) from healthy, nonpregnant adults who weigh at least 110 pounds. For these subjects, the amounts drawn may not exceed 550 ml in an 8 week period and collection may not occur more frequently than 2 times per week; or

   b. from other adults and children [2], considering the age, weight, and health of the subjects, the collection procedure, the amount of blood to be collected, and the frequency with which it will be collected. For these subjects, the amount drawn may not exceed the lesser of 50 ml or 3 ml per kg in an 8 week period and collection may not occur more frequently than 2 times per week.

iii. Prospective collection of biological specimens for research purposes by noninvasive means.
Examples: (a) hair and nail clippings in a nondisfiguring manner; (b) deciduous teeth at time of exfoliation or if routine patient care indicates a need for extraction; (c) permanent teeth if routine patient care indicates a need for extraction; (d) excreta and external secretions (including sweat); (e) uncannulated saliva collected either in an unstimulated fashion or stimulated by chewing gumbase or wax or by applying a dilute citric solution to the tongue; (f) placenta removed at delivery; (g) amniotic fluid obtained at the time of rupture of the membrane prior to or during labor; (h) supra- and subgingival dental

plaque and calculus, provided the collection procedure is not more invasive than routine prophylactic scaling of the teeth and the process is accomplished in accordance with accepted prophylactic techniques; (i) mucosal and skin cells collected by buccal scraping or swab, skin swab, or mouth washings; (j) sputum collected after saline mist nebulization.

iv. Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. Where medical devices are employed, they must be cleared/approved for marketing. (Studies intended to evaluate the safety and effectiveness of the medical device are not generally eligible for expedited review, including studies of cleared medical devices for new indications.)
Examples: (a) physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the subject or an invasion of the subject's privacy; (b) weighing or testing sensory acuity; (c) magnetic resonance imaging; (d) electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, electroretinography, ultrasound, diagnostic infrared imaging, doppler blood flow, and echocardiography; (e) moderate exercise, muscular strength testing, body composition assessment, and flexibility testing where appropriate given the age, weight, and health of the individual.

8. Does this project SOLELY involve analysis of an existing database? ☐ *Yes* ☒ *No*

If yes, please provide the complete URLs for all databases that are relevant to this application, then complete Section A and the signature portion of the application and forward the application to the Office of Research Integrity through IRBNet.org.

If the database is not available in an electronic format readily available on the internet, please provide evidence that the data were collected using procedures that were reviewed and approved by an Institutional Review Board, then complete Section A and the signature portion of the application and forward the application to the Office of Research Integrity through IRBNet.org.

9. Is there a plan to publish or present the findings from the research outside the department or university? ☒ *Yes* ☐ *No*

10. Any **changes to the protocol** after the approval process will **require the use of the Continuing Review Form**. This document is found in IRBNet.org Forms & Templates.

In the space below, please provide complete answers to the following questions. Add additional space between items as needed.
You must include copies of all pertinent information such as, a copy of the questionnaire you will be using or other survey instruments, informed consent documents, letters of approval from cooperating institutions (e.g., schools, hospitals or other medical facilities and/or clinics, human

services agencies, individuals such as physicians or other specialists in different fields, etc.), copy of external support proposals, etc. ***(to be placed at the end of the application document)*** **The WKU IRB requires research that will occur through the cooperation of an outside organization to first have a verifiable letter of cooperation (or a complete email correspondence printed to .pdf that shows means that will allow verification - such as email addresses still attached/screen print) showing the organization will be cooperative or willing to let the research team approach clients, patrons, employees, or passersby. The research activities may bother some organizations by irritating clients, or aggravating customers. The organization must show a prior awareness of the research activity and be willing to express their cooperation to allow the research to occur on or through their organization.**

I. PROPOSED RESEARCH PROJECT

A. Provide a brief summary of the proposed research. Include major hypotheses and research design. *(Describe in layman's terms in order to allow interdisciplinary review)*

This project involves conducting research about memorial tattoos and the practice of tattooing. This ethnographic project endeavors to create a better understanding of memorial tattoos and the effects they have on the bearer. In addition to the primary focus on the memorial tattoo bearer, we will also focus on the perspective of the tattoo artists. Tattoo artists have a unique perspective on the process and see the real-time reactions and implications that memorial tattoos carry.

This research will involve ethnographic research with individuals who have chosen to memorialize an individual on their skin. Research analysis will be focused on: 1) the personal narrative that the tattoo/s shows between the bearer and the memorialized individualized; 2) the manner in which the tattoo affects the bearer of the tattoo; 3) the way the tattoo memorializes and reflects the influence the memorialized individual had on the bearer of the tattoo.

Research will involve semi-structured interviews, participant observations, and fieldnote taking. In addition to the ethnographic portion of this research, this project will review existing information from published resources. From these sources a cultural analysis will be produced. Additionally, the interview, participant observation, and fieldnote data will be used to produce a short ethnographic film.

B. Describe the source(s) of intended subjects and the selection criteria. Specifically, how will you obtain subjects, and how will you contact them? **Further describe any potential conflict of interest or problem of undue influence** that may be encountered through the protocol.

Are the subjects – under 18 years of age, pregnant women, prisoners, or fetus/neonates?
☐ *Yes* ☒ *No*
Are the subjects – cognitively impaired, economically, educationally, medically disadvantaged?
☐ *Yes* ☒ *No*

Are the subjects – unable to speak, read, or understand the English language?
☐ *Yes* ☒ *No*

- **Any "Yes" indication above will require the Faculty Sponsor to submit and upload application documents into IRBNet.org and to the WKU IRB. Applications from students with "Yes" indications will not be accepted.**

Provide complete description for Section B here:

The primary focus of the research will be individuals who have undergone the process of tattooing in order to memorialize someone who has died, by utilizing snowball-sampling methodology. Initial participants will be recruited by reaching out to local veteran groups, as well as making contact with local tattoo parlors in order to determine a foothold in the community. Tattoo artists who are known for memorial work will be contacted in order to gain their unique perspective of the practice and experience. Additionally, individuals could be recruited through verbal contact within local tattoo parlors, as a part of fieldwork. Individuals will be recruited through face-to-face interactions, word of mouth, and possibly through email contact. All recruited participants will understand and speak English.

C. Informed consent: Describe the consent process and attach all consent documents. (formatted samples are included below)

Informed consent for interviews, will be obtained through IRB approved written consent forms and a verbal review of the project, including the consenting documents with the potential participants. For email contact research participant consent will be obtained via written consent utilizing the IRB approved written consent forms.

After a brief description of the research project (verbal and/or written depending upon contact medium), the participants will be asked to review the IRB approved consent forms. Participants will be made aware of varying levels of confidentiality (see below), in addition to a reminder that they can withdraw their participation at any point. The researcher will answer any questions regarding the research process, consent documents and the project, and will then ask the participant to sign the consent forms.

Recruitment Script

Hello XXXX,

Our names are Aaron Kiser and Samuel Kendrick, and we are taking a class called "Ethnographic Video Production." This semester we are working on a film about memorial tattoos and military veterans. We would like to explore how your tattoos reflect your story with the one you have chosen to memorialize.

We were hoping that you and other veterans you might know would be willing to participate in our research. Your participation in this project is completely voluntarily. If you are interested, we would be happy to sit down with you and talk about your tattoos and potential avenues that we could explore with you. We are also willing to answer any questions that you might have about

the project.

Please contact us at vtlrsu@gmail.com.

I've also included a link to other video projects from students in the past, if you are interested in seeing what the end product will be like.
https://www.youtube.com/channel/UCOPxqRcKoiv_Cg-WcghN8NQ

Thank you so much for your time. We look forward to hearing from you.

Aaron and Sam

D. Procedures: Provide a step-by-step description of each procedure, including the frequency, duration, and location of each procedure.

1. Semi-Structured interview:
    a. Research participants would be interviewed 1-2 times, half an hour to three hours in duration, with the location to be determined and specific to the interviewee's preference but could be in the home of the interviewee, in a public setting, such as a public park, or library, etc.
    b. Step-by-step procedure:
        i. Verify the participant is not a minor, speaks English, proceed with consent form approval procedure.
        ii. During consenting process, determine level of confidentiality, and proceed with the appropriate recording equipment set-up.
        iii. Conduct semi-structured interview regarding memorial tattoos and the personal narratives that they reflect.
        iv. Each interview will be recorded (audio and/or video), fieldnotes collected and the data indexed, utilizing pseudonyms. Video and Audio recordings of participants will be conducted via High Definition video cameras with audio utilizing a high-end wireless microphone during the interview process.
        v. Any potential subsequent interviews, if conducted, will be used to verify and expand upon information from the initial interview.
        vi. At the end of the interview, the researcher will provide the participant with a copy of the consent form, researcher contact information.
        vii. The informant(s) will receive a copy of their recorded interview, within a reasonable timeframe after their interview, to exceed no more than 1-month post interview.
2. Participant Observations
    a. Participant observations and fieldnote taking will occur in public spaces, in addition to, upon invitation in private spaces in homes or businesses specific to tattoo parlors. Frequency and duration are dependent upon the interaction.
3. Data Analysis
    a. The data will be analyzed by triangulating the participant observation, fieldnotes, semi-structured interview data, and background literature research.

b. A short ethnographic film will be produced using the audio/video data, with the opportunity of feedback and comments from the participants, during the rough draft stages of the editing process. Participants will be contacted with a variety of times/locations for screening and providing comments, and/or sent a link to a private YouTube URL including a feedback form.

E. How will confidentiality of the data be maintained? (Note: Data must be securely kept for a minimum of three years on campus, and describe how participants will be protected)

The confidentiality of study participants will be strictly maintained, however given the level of consent selected by the research participants, the identity of the subjects may be revealed due to the nature of video recording. If participants wish to remain confidential, identifying features (such as their faces) will be rendered indistinguishable, or 'blurred-out' upon presentation of the research. All participants will have the option of agreeing to varying levels of consent and identification, beginning with no participation, fieldnotes, audio, photography, audio and video, which will be presented in written form and verbally explained during the consenting process, as indicated during the consent process. The results of the study, including the ethnographic film, interviews and data will potentially be used in public presentations, so participants should anticipate that information shared during interviews is not necessarily private, unless specifically stated.

The digital photographs, video, audio recordings, consent forms and any other identifying information will be retained in the faculty advisor's locked laboratory (Ethnographic Visual Production Laboratory in FAC #244) in a filing cabinet, at Western Kentucky University's Ivan Wilson Center for Fine Arts Building. The digital files will be kept on a password secure hard drive. No identifying features will be visible on the exterior of the files. If participants wish to remain confidential, identifying features (such as their faces) will be rendered indistinguishable, or 'blurred-out' on each of the tapes/recordings.

F. Describe all known and anticipated risks to the subject including side effects, risks of placebo, risks of normal treatment delay, etc. **Describe how any potential conflict of interest or problem of undue influence** that may be encountered through the protocol will be handled.

The data collected from the research participants, in the form of audio or video will be shared publicly in public and academic presentations, written publications, and an ethnographic video, as indicated on the consent forms, so there is a minor risk that a participant's opinions might offend others. There is also the possibility that some of the questions have the potential to trigger an emotional response. Therefore to help mitigate this, participants will be provided the questions beforehand so they can screen them for any questions that might make them uncomfortable. Participation in the project is voluntary, as well as level of confidentiality given and participants may withdraw from the project at any time.

G. Describe the anticipated benefits/incentives to subjects, and the importance of the knowledge that may reasonably be expected to result. **All Participant incentives MUST be approved prior to data collection and incentive distribution. Changes must be approved prior to participant recruitment into the study. NO EXCEPTIONS.**

Participants will receive no direct benefit from participating. However, our hope is that the results of this project will allow participants to understand how their tattoos reflect the personal narrative between them and the memorialized individual. Additionally, we hope that it will reveal the deep meaning of these tattoos to the individuals who bear them.

H. List of references (if applicable):

Additions to or changes in procedures involving human subjects, as well as any problems connected with the use of human subjects once the project has begun, must be brought to the attention of the IRB as they occur.

Use the Continuing Review Form to describe changes, requests for additional time to collect data, or adverse events.

Do Not separate Informed Consent forms from this application when uploading submission documents.

INFORMED CONSENT DOCUMENT

Project Title: An ethnography of military veteran's memorial tattoos

Investigator: Aaron Kiser and Samuel Kendrick
Department of Folk Studies and Anthropology
Contact: Aaron: (802) 238-1101, vtlrsu@gmail.com
Samuel: (417) 684-3411, samuelgkendrick@gmail.com

You are being asked to participate in a project conducted through Western Kentucky University. The University requires that you give your signed agreement to participate in this project.
You must be 18 years old or older to participate in this research study.

The investigator will explain to you in detail the purpose of the project, the procedures to be used, and the potential benefits and possible risks of participation. You may ask any questions you have to help you understand the project. A basic explanation of the project is written below. Please read this explanation and discuss with the researcher any questions you may have.

If you then decide to participate in the project, please sign this form in the presence of the person who explained the project to you. You should be given a copy of this form to keep.

1. **Nature and Purpose of the Project:** The project involves conduction research about your memorial tattoo, the personal narrative that is reflected in the tattoo, and the effect that the tattoo has had on you in general. Your participation in the study will contribute to a better understanding of memorial tattoos and their purpose.

2. **Explanation of Procedures:**
If you agree to participate, you have the option of consenting to varying levels of confidentiality

- The researcher/s will collect notes, photographs, audio and video recordings about tattoos, the tattoo art, and the process of memorializing an individual in a tattoo.
- The interview will take approximately 30-60 minutes of your time and will audio and/or video recorded. If you so choose, you may be interviewed a second time for approximately the same amount of time.
- You will be asked questions about your experiences regarding memorializing individuals in tattoo form, the process of tattooing, and the effect that the tattoos have.
- You will be given a copy of the consent form.
- You will be given a copy of the photography, audio, and/or video from your interview.
- A short ethnographic film will be produced using the audio/video data. You have the opportunity to provide feedback and comments during the rough draft stages of the editing process. Participants will be contacted and sent a link to a private YouTube URL, including a feedback form.

3. **Discomfort and Risks:** The data collected from you in the form of audio or video will be shared publicly, so there is a minor risk that your opinions regarding tattoos and memorializing individuals may offend others. Participation in the project is voluntary, as well as the level of confidentiality chosen to be given. You may withdraw from this project at any times without penalty.

4. **Benefits:** Participants will receive no direct benefits from this project. However, it is our hope that a greater understanding of the depth of meaning in these tattoos will be revealed throughout the process.

5. **Confidentiality:** Interviews and other data (e.g. video footage) may be used in academic documents or presentations. Your confidentiality will be strictly maintained according to the given the level of consent selected by you. Your identity may be revealed due to the nature of video recording. If you wish to retain confidentiality, identifying features (such as tattoos, or facial features) will be rendered indistinguishable, or 'blurred-out' upon presentation of the research. All participants will have the option of agreeing to varying levels of consent.

6. **Refusal/Withdrawal:** Refusal to participate in this study will have no effect on any future services you may be entitled to from the University. Anyone who agrees to participate in this study is free to withdraw from the study at any time with no penalty.

Yes_____ No_____ I give my permission for participant observation and fieldnote taking to be made of me during my participation in this research study.

Yes_____ No_____ I give my permission for photography to be made of me during my participation in this research study.

Yes_____ No_____ I give my permission for audio to be made of me during my participation in this research study

Yes_____ No_____I give my permission for video recordings to be made of me during my participation in this research study

You understand also that it is not possible to identify all potential risks in an experimental procedure, and you believe that reasonable safeguards have been taken to minimize both the known and potential but unknown risks.

_____ _____
Signature of Participant Date

_____ _____
Witness Date

THE DATED APPROVAL ON THIS CONSENT FORM INDICATES THAT
THIS PROJECT HAS BEEN REVIEWED AND APPROVED BY
THE WESTERN KENTUCKY UNIVERSITY INSTITUTIONAL REVIEW BOARD
Robin Pyles, Human Protections Administrator
TELEPHONE: (270) 745-3360

Project Title: An Ethnography of Military Veteran's Memorial Tattoos

Investigators: Aaron Kiser and Samuel Kendrick
Department of Folk Studies and Anthropology
Contact: Aaron: (802) 238-1101, vtlrsu@gmail.com
Samuel: (417) 684-3411, samuelgkendrick@gmail.com

Semi-Structured Interview Protocol

What is your name?
In what branch of military did you serve?
How many years were you in the military?
Where were you stationed while serving?
What was your MOS or military occupation?
Did you serve in combat?
Where did you serve in combat?
Do you have any military related tattoos?
Do you have any non-military related tattoos?
Do you have any memorial related tattoos?
Where on your body is it located?
Why did you get the tattoo in that specific location?
Is it concealed or outwardly visible?
What factors made you decide on the specific placement?
Why did you get the tattoo? What made you decide to get the tattoo?
How long did it take for you to decide to get the tattoo?
What does the tattoo represent or mean to you?
If symbolic, what do the symbols represent?
Who are the people represented on the tattoo?
Did they serve with you?
When did they serve with you?
Were you present when your friend or family member died?
Please describe your friend or family member.
What did he or she look like?
What stories can you share about your friend or family member?
What message do you want to convey to others?

Semi-Structured Interview Protocol for Tattoo Artists

What is your name?
How long have you been tattooing?
Do you have a specialty in tattoos?
Have you ever tattooed a memorial tattoo onto a veteran or a non-veteran?
Was the individual visibly affected upon seeing the final piece of work?
How do memorial tattoos affect you when you see what they mean to the bearer?
Does artwork affect you differently when you put it into a form of a memorial?
Is there a particularly powerful tattoo that stands out to you that you have done?
Do you have any memorial tattoos?
If so, would you be willing to talk about it/them and what it/they mean to you?