

## Frequently Asked Questions

The D2D Team			
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### **IRB**

- Can consent/assent/HIPAA forms be on the tablets used at the fair?
  - Yes, all forms can be set up in REDCap or Qualtrics as the first form or page, leading directly to the study's questionnaire or other data collection forms.
  - If the study is covered by HIPAA and your research involves only self-reported data, request a HIPAA waiver.
- The study already has IRB approval, do we need to do anything more?
  - Yes, regardless of whether the study has received prior approval, the IRB will need an update to reflect recruitment and/or other study activities at the upcoming year's fair.
    - The exception being if the previous IRB submission was written broadly, encompassing more than just one specific year at the fair.
    - It is best to check with the IRB to be sure the study is in compliance.
  - Contact the D2D IRB rep with questions and to ensure the study's approval status.
- Is there a particular IRB form that needs to be completed for D2D?
  - No particular IRB form.
  - For UMN investigators: please use "D2D" at the start of your IRB short title
  - For non-UMN investigators: please submit to your own institution's IRB. D2D requests that you send us a copy of your approval letter.
- This should be a minimal risk study with non-vulnerable adults, yes?
  - Yes, all studies conducted at the fair need to be minimal risk.
- Is there a general lower age limit on the waiver of consent?
  - This will be determined individually by the IRB.
- Do you have examples of consent/assent forms?
  - Yes, D2D has example templates. Please reach out if you'd like an example.
- If the study is exempt, do we need to submit to the IRB for recruitment-only activities at the fair?
  - Please double check with the IRB. If the protocol submitted indicates recruitment will occur at the state fair or at fairs or community events generally, that is acceptable.
- When are we eligible to use a shortened informed consent?
  - The IRB can provide guidance on an individual basis. If the research is exempt, the Information Sheet for Exempt Research (HRP-587) would likely be acceptable.

- Can we change sampling criteria between shifts (focus on recruiting older or younger adults)?
  - There have been studies in previous years who have reviewed their data in “real time” to determine if they are meeting their desired recruitment needs. For example, you may realize you’ve recruited many urban dwellers and now need to increase your rural sample. You may begin screening people and excluding those who live in particular counties, for example.
  - Please be clear on your IRB submission how you intend to address your recruitment needs.
- Is it the case that all studies at D2D qualify as “human research” studies and therefore require consent forms? Our study was initially told that because identifying information will not be collected and the study is a simple survey that we would not need the full ‘human research’ approval and we would complete a ‘human research determination form’ to the IRB.
  - Historically, the vast majority of D2D studies have been considered “human research.” The appropriate thing to do if you are unsure is to submit the Human Research Determination Form (HRP-503) for review.
- During the informed consent process, is it ok to have participants choose ‘yes’ on the tablet to indicate consent versus providing a signature?
  - The IRB will help you determine what you need for consent.
  - Past D2D studies done a variety of things:
    - Info sheet only, no signature or checkbox required
    - Checkbox Yes/No for consent (when testing your consent & survey, be sure that if a ppt checks the “No” box that you force an end to the survey and do not allow them to continue on to your questionnaire)
    - Finger signature on the tablet
- Our IRB approval is written so that we can recruit anywhere. Do we still need to submit a modification that states D2D specifically?
  - Yes
- We conduct CITI training internally, do we need to provide proof?
  - Not to D2D, but the IRB will require proof.

### **iPads**

- What is the process for getting iPads?
  - D2D rents tablet computers (iPads) from Rentacomputer.com. We ask studies to determine their tablet needs and submit that information in the April Scheduling & Resources Survey. D2D will order as many as we need to accommodate project needs.
- How many iPads per study?
  - Order as many iPads as you think you and your staff can monitor; we have never had one “accidentally” walk out the door and we’d like to keep it that way. Maximum order for teams is 8-10.
- D2D owns 10 iPad keyboards and 20 stylus. You may request those in the Scheduling & Resources Survey.

## Tickets

- How many tickets are provided?
  - D2D will supply up to 4 tickets per study, per shift. For example, if you have 2 shifts, D2D will send you 8 tickets; 3 shifts D2D will provide 12 tickets and so on.
  - If you need more than 4 tickets per shift, we ask that your study purchase those on the state fair website (mnstatefair.org), at Cub Foods, or Coffman Union.
    - i. \$15 each before the start of the fair, \$18 each after the fair starts.
  - And of course, the ticket is good for exploring the fair outside of your D2D shift.

## Supplies & Resources

- What is provided in each research booth (items we do NOT have to specifically request)?
  - Each research booth includes: 3 tables, 9 chairs, pipe & drape partitions, 4-drawer small storage cart, garbage can, fan, extension cord, screen wipes, & hand sanitizer.
- We will need cleaning supplies for the iPads between participants.
  - Yes, we've got you covered. We have screen wipes, hand sanitizer and a whole range of cleaning supplies. Just ask us when you need something.
- What are the dimensions of the tables?
  - 30 x 48 inches
- Is D2D able to provide tabletop dividers to create cubicles for survey takers?
  - Yes, we've got 20+ cardboard tabletop dividers. Please request how many you need in the Scheduling & Resources Survey.

## Promotions

- Are D2D shirts included, or do we need to order them?
  - If you're interested in a t-shirt we need to ask that studies purchase them. Like the backpacks, we sell them to you at cost; estimate for 2024 is \$10.

## Incentives

- I was planning on having backpacks as an incentive. What's on the backpacks and how many will be provided?
  - Quick description: string backpacks, maroon & gold combo, high quality (nicer than other backpack giveaways at other buildings)
  - 2 designs each year:
    - 2024: Running Goldy, Leaning Goldy & M bags remain from last year. We are in the process now of a new design for the 2024 fair.
  - If you wish to order backpacks as giveaways, D2D will sell them to you at cost (aka we need to break even). Estimated price for 2024 is \$2.00ea. Please document your order in the Scheduling & Resources Survey.

- If your budget allows you to order extra, we advise you to do so. Whatever you don't give away, D2D will buy back from you in packages of 25 to sell to other teams or save for next year.
- What happens to my backpack order if I bought too many and have some leftover?
  - You will NOT be charged. D2D will buy them back from you at the end of your shifts and we will sell them to other groups or save them for next year.
- How much do backpacks cost?
  - Final determination will depend on the quantity we order. In past years, backpacks have ranged from \$1.65 - \$2.49ea.
    - The estimate for 2024 is \$2.00ea.
  - D2D works with a local distributor and does not make any money on the incentives, we sell them to you at cost.
- Can we give away MN scratch off lottery tickets as an incentive?
  - This is not allowed by the fair. The MN Lottery has a booth at the fair where they sell lottery tickets, thus we cannot give them away in our building.
- Are we able to give away vouchers for food? For example, at another state fair venue?
  - This is not allowed by the fair.
- If we want to give other small incentives in addition to string backpacks, can we order them ourselves?
  - Yes, feel free.
- What is not allowed to be given away as an incentive?
  - The fair does not allow food or drink, stickers, balloons, nor lottery tickets to be given away. The fair doesn't want stickers stuck on every surface around the fairgrounds, and they don't want any competition for food/bev vendors.
    - The exception is food or drink could be sampled in D2D as part of a taste test.
- Can we pass out flyers? Do we have to describe the flyer as an incentive? It will only be a way to communicate the research.
  - Flyers, info sheets, postcards are all acceptable. Yes, please consider handing out (or stuffing backpacks) with information about your study, your lab, your College. Great idea!
  - Flyers etc do not need to be listed as an incentive.
- Can we give away ride tickets?
  - Yes, the fair will allow studies to give away ride/game tickets or admission tickets as their incentives.

### **Schedule**

- Will studies recruiting children/youth be scheduled earlier during the fair, since many schools start Labor Day?
  - D2D will review this yearly as the schedule is built. Keep in mind that the fair attracts families from all across the state and region; the vast majority of MN schools do not start until after Labor Day (it's required under MN state law, although there are exceptions).

- We try to schedule studies for children in the morning.
- Can you request to NOT be scheduled on particular days?
  - Yes, if there are days you know will NOT work for you please indicate that in the Scheduling & Resources Survey and we will do our very best.
  - You may request particular days that you WANT and particular days/shifts you do NOT want. I will try to accommodate everyone, making sure that every investigator gets at least some of their preferences.

## **Staffing**

- Do PIs always have to be present or just study staff?
  - PIs do not always have to be present, although D2D encourages investigators to be on-site at least for the study's first shift to get everyone started collecting data and engaging with the public as intended.
  - If PIs are not on-site, please be sure to train your staff well as D2D staff do not know your individual protocols.
- Do all study staff manning the booths have to be on the IRB?
  - Yes, all study staff/volunteers will need to be listed on your IRB submission.
- Do all staff and volunteers have to be UMN affiliated?
  - No, they do NOT need to be UMN affiliated. If they are not UMN affiliated, consider them volunteers and add them using HRP-216 - External Team Member Form.
- Staffing Tip from the IRB – last minute staff changes have happened a lot in recent years. Make sure to have student researchers with current training (CITI and study protocol) and a few extra on hand in case their plans change at the last minute.
- What are staff training requirements?
  - All staff/volunteers will need to complete the online CITI training:  
<https://about.citiprogram.org/en/homepage/>
    - The IRB can help you determine if you and your staff will need to complete the Social/Behavioral Training or the Biomedical Training.
  - YOU are responsible for training your staff on your study protocols. There is no requirement here except whatever training is needed to implement your study. D2D can help you with the logistics and operations of conducting your study at the fair, but we do NOT know your protocol.
  - Please remember to train your staff on how to positively engage with the public about the aims and importance of your study, train them to speak knowledgably about data privacy, your lab, your School/College, etc.
  - Most importantly, train your staff to say thank you to those who engage with you, regardless of whether they choose to participate or not. Be a good “research ambassador.”

## **Transportation**

- How do you recommend getting to/from the fair?

- We encourage you to plan ahead and factor in extra time for the commute due to high traffic volumes or waiting for a bus. We discourage you from driving and trying to find a place to park as lots are full by early in the morning.
  - If someone is dropping you off, the closest entrance is the Snelling Ave. main gate.
  - Uber and Lyft have a designated pick up/drop off spot on the north side of the fair.
  - There are monitored bike parking lots across the fair; the closest one to D2D is at the North End.
  - Shuttle buses run across the metro, all buses drop off/pick up in one location on the NW side of the fairgrounds. Shuttles are free and some run from the University campus.
- What are the accommodations for students/staff who cannot make a 20 minute walk to the D2D building?
  - The fair runs a shuttle up and down the main avenues.
  - Mobility scooters and wheelchairs are available for rent.
  - You could be dropped off near the Snelling gate, just be prepared for traffic jams.
  - Uber/Lyft have a designated drop off/pick up spot (between numbers 2 & 3 on the map <https://www.mnstatefair.org/general-info/maps/>). This is a shorter walk to the building.

#### **External Institutions**

- If we are an external college participating in D2D, should our incentives have our own college logo?
  - You should absolutely bring incentives that represent your institution! The same advice goes for your t-shirt and any décor you wish to have in your booth such as a tablecloth, banner or flag. Please represent your institution. It's a great way to showcase research from around the state as well as a unique opportunity to connect with alumnae or potential students.
- For non-UMN investigators, please submit to your own institution's IRB. D2D requests that you send us a copy of your approval letter.

#### **Misc**

- If participants consent electronically on the iPad, do researchers usually also offer a paper copy of the consent form too?
  - It would be good to have some paper copies on hand to give away if a participant asks for it. We generally advise having 20-30 paper copies ready.
- Can staff participate in other studies outside of our shift time?
  - Of course, we encourage it! It's great to participate and learn about all the other studies happening in the building. Indeed, investigators often learn about each other's research this way and refer potential participants to one another.
- Can we recruit for a different study while actively doing research at the fair?

- This might be confusing for participants. If your department has other projects that are actively recruiting, consider distributing a flyer with information, website link, or QR code that the fairgoer could explore later.
- You might also consider adding language to your consent or questionnaire, asking if the ppt would like to be contacted for future research opportunities and then collecting contact info.
- How many participants can we expect?
  - Of course this is dependent on many things (length of your protocol, potential interest in other projects in the building, interactions with staff, weather, sore feet, cranky kids, need for immediate cheese curds, etc), so we can't guarantee anything, but here are the averages from 2023:
    - Subjects per shift, per study = 153 (range 20-375)
      - Adult studies = 187 (38-375)
      - Child studies = 51 (22-87)