

Exploring the Career Skills Student Employees Develop throughout their Tenure as Collegiate Recreation Employees and the Subsequent Importance and Perceived Competence of those Skills in Post-Graduation Career Employment.

Research Study Participating Institution Agreement Form

We are excited to welcome you and your institution to the study! Thank you for helping us collect important data that will benefit the field of collegiate recreation and inform best practices in student job-skill development for our student employees.

Below you will find the terms of agreement between the host institutions (Florida State University and University of Florida) and participating institutions. The Director or the Primary Investigator (direct point of contact) at the collegiate recreation department of the participating institution will need to initial and sign the agreement terms.

As a participating institution in this longitudinal research study, we understand that (please initial):

_____ *We will identify a Primary Investigator, who will also be the primary point of contact for our institution. Additionally, we will need to identify any additional researchers or research assistants we will utilize for the study's records.*

_____ *We will be responsible for submitting our own Institutional Review Board (IRB) application to our institution if we wish to share our institution's specific data sets externally. A copy of one of the host's approved IRB applications has been made available in the attached research study packet (pg 37-53).*

_____ *We will not be able to edit the survey tools in any way. Upon consenting to participate, a paper copy of each consent form and survey, as well as the online links will be sent to the P.I. at our institution to use.*

_____ *We will be responsible for surveying our student employee research participants at the appropriate times (1. After hiring, prior to working, 2. Upon graduation, 3. One- to two- years post-graduation). We will be able to determine best process for our institution (paper copies, online, during on-boarding training, included with new hire or separation paperwork, etc).*

_____ *We will be responsible for entering data sets (using properly vetted and trained research assistants according to your institution's IRB regulations) into the links provided for any paper surveys we distribute.*

_____ *Institution-specific data sets will be available at any time throughout the study upon request by contacting April Lovett (Moore) at admoore2@fsu.edu or 850-645-0603. Please allow two weeks processing time per request.*

_____ *As a participating institution, we will determine our level of affiliation with this study. We can opt to help collect data, receive institution-specific reports, or help inform further analysis and studies within the data sets. We will receive institution and name credits in any future publications for our work on this project.*

On the next page, please fill in the information requested. You may fill in online and save-send or print and scan back to April Lovett (Moore) at admoore2@fsu.edu. If you submit an application to your institution's IRB, you will also need to send a copy of that approval to April Lovett.

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Date: _____ **Participating Institution:** _____

Recreation Director's Name: _____

Recreation Director's Email: _____ Phone Number: _____

Recreation Director's Signature: _____

Primary Investigator's Name: _____

Primary Investigator's Title: _____

Primary Investigator's Email: _____ Phone Number: _____

Primary Investigator's Signature: _____

Researchers/Research Assistants:

Name: _____

Title: _____

Email: _____ Phone Number: _____

Researchers/Research Assistants:

Name: _____

Title: _____

Email: _____ Phone Number: _____

**If you have additional research assistants, please fill in their information on a duplicate form.*

Institution Profile:

Institution Category: _____ Institution Type: _____

HBCU? Yes No Who Does Collegiate Recreation Report To? _____

Total Undergraduate + Graduate Student Enrollment: _____

Recreation Department's # FT Staff: _____ Recreation Department's # Student Staff: _____

Recreation Department has filled out NIRSA Institutional Data Set Survey: Yes No