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***** Amendment *****

Amendment (1. Complete this one-page form, 2. Update the sections of your protocol that you are requesting to amend, 3. Electronically "sign" your application by clicking the check box on the Obligations page, 4. Remember to click "Submit Form" so that the IRB administrators receive your request.)

1. Summarize the proposed changes to the protocol in lay terms.

We are uploading the research ethics training certificates of the Girls Inc. recruitment and program staff members. Also, we are uploading the recruitment materials that Girls Inc. has designed for their programs. These marketing materials include (1) their enrollment page that describes their program and (2) text messages that are sent to prospective program participant parents/guardians during the program application process. These recruitment materials are for advertising the program through Girls Inc., not for study participation directly.

Proceed to the appropriate section(s) of the protocol and make your changes.

IMPORTANT NOTE ON AMENDING ATTACHED DOCUMENTS: If you are requesting to amend a file that has been previously attached and approved, you MUST: 1. Delete the file that is currently attached, 2. Browse on your computer, and 3. Upload the revised file that you are requesting to use.

2. Indicate level of risk involved with the changes proposed.

(If level of risk has changed, please update the section 'Risks' in the protocol information.)

Increase

☒ No Change

Decreased

3. Will you re-consent subjects.

--

Approval Includes**List of sections (and questions) that have been changed/modified**

***** Personnel Information *****

Starred items indicate required fields whenever that section is completed.

Principal Investigator

The University of Notre Dame defines "Investigator" as an individual who conducts a research study. If the study is conducted by a team of individuals, the Investigator is the responsible leader of the team.

Name of Principal Investigator*	Degree (MD/PhD/BSN/etc.)	Title
Batistich, Mary	PhD	
Email*	Phone*	Fax
mbatisti@nd.edu	5746312683	
Research Department*	The University of Notre Dame Status	Mailing Address
	Check ALL that apply*	
Economics	<input checked="" type="checkbox"/> Faculty	Assistant Professor
	<input type="checkbox"/> Staff	
	<input type="checkbox"/> Postdoctoral Student	

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		Graduate Student	
		Undergraduate Student	
		Other	

CITI training records are listed in the Training Details table below for accounts that have completed prerequisite courses and are affiliated with the University. If you do not have CITI training listed, please either manually enter your course information below, or go to the CITI Program website to confirm affiliation with the University.

The Research Compliance Office will verify the last date of completion below.

CITI Training Date	Type of CITI training completed.

Training Details

Course	CourseCompletionDate	CourseID	EmailID
Human Research	6/19/2023 11:31:20 AM	2	mbatisti@nd.edu
Human Research	7/10/2020 1:56:40 PM	1	mbatisti@nd.edu

Faculty Advisor

Name of Faculty Advisor*	Degree (MD/PhD/BSN/etc.)	Title
Email*	Phone	Fax
Research Departmentfont *	The University of Notre Dame Status Check ALL that apply*	Mailing Address
	Faculty	
	Staff	
	Postdoctoral Student	
	Graduate Student	
	Undergraduate Student	
	Other	

ALL research personnel are required to complete Human Subject Research training from CITI within the last 2 years prior to engaging in any research-related activities. Go to CITI Program to complete.

The Research Compliance Office will verify the last date of completion below.

CITI Training Date	Type of CITI training completed.

Other Investigator(s)

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Name of Other Investigator	Degree (MD/PhD/BSN/etc.)	Title	Research Department	Type of Investigator
Tebes, Jonathan	PhD		Economics	Co-Investigator

Administrative Contact

Name of Administrative Contact, Project Director, or Lab Coordinator		Degree (MD/PhD/BSN/etc.)		Title
Hogaboom, Maura				Research Associate
Email*		Phone		Fax
mhogaboo@nd.edu		8477643383		
Research Department		The University of Notre Dame Status		Mailing Address
Economics		Check ALL that apply*		
		<input type="checkbox"/> Faculty		
		<input checked="" type="checkbox"/> Staff		
		<input type="checkbox"/> Postdoctoral Student		
		<input type="checkbox"/> Graduate Student		
		<input type="checkbox"/> Undergraduate Student		
		<input type="checkbox"/> Other		
Is CITI training required?				Y
ALL research personnel are required to complete Human Subject Research training from CITI within the last 3 years prior to engaging in any research-related activities. Go to CITI Program to complete.				
The Research Compliance Office will verify the last date of completion below.				
CITI Training Date			Type of CITI training completed.	
Training Details				
Course	CourseCompletionDate	CourseID	EmailID	
Human Research	5/24/2022 4:37:02 PM	1	mhogaboo@nd.edu	

* * * Subject Checklist * * *

Subject Checklist

Select All That Apply :

- X Economically/Educationally Disadvantaged
 Elderly
 Healthy Adults
 Homeless
 Illiterate

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Institutionalized Patients/Residents

Individuals with impaired decision-making capacity

Military Personnel

☒ Minors (under 18)

Non-English Speakers

Persons incompetent to give consent (e.g., dementia, comatose, have legal guardians)

Pregnant women (Complete and attach the "Research Including Pregnant Women" Form that can be found in the resource library of our website: research.nd.edu)

Prisoners (Complete and attach the "Research for Including Prisoners" form that can be found in the resource library of our website: research.nd.edu)

Public Officials/Candidates for Public Office

☒ Students (Elementary or secondary) (Upload a letter of agreement/permission from the schools.)

University Employees

University Students

Other (please specify):

*** * * Study Location * * *****Study Location****Select All That Apply - NOTE: Check "Other" and input text: 1.) If your study location is not listed, or 2.) If you would like to list details of your already-checked location (e.g., specific school within a school district)**

University of Notre Dame Campus

Local community

State-wide and/or Other States

Other University/College

Medical/Healthcare Facility

☒ School(s)/School District(s)

Other (Specify)

Has this protocol been submitted to any other IRB?

N

Is this a multi-site project? (Different PIs at different institutions are conducting the same study or aspects of the same study.)

N

Will The University of Notre Dame function as the coordinating center or lead institution?

N

If Yes, upload a Multi-Site, Collaborative Research Form

If Yes and all institutions will review the research, upload IRB approval letters of letters of permission/support from the other sites (not under the jurisdiction of Notre Dame's IRB).

If yes and all institutions will be relying on a single IRB for review, upload a copy of the Reliance Agreement, signed by all institutions, to this application.

*** * * General Checklist * * *****General Checklist****Select All That Apply :**

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Administration of Dietary Supplements, substances or Other Chemicals (May be FDA-regulated)
Cancer patients or cancer tissues (Tissues requires Bio-Safety Committee approval)
Class Project
Human blood, cells, tissues, or body fluids (Requires Bio-Safety Committee approval)
Internet Research (Please complete and attach the Internet Research form that can be found in the resource library of our website: research.nd.edu)
Interview/Focus Group
Investigative Device (FDA-regulated)
IRB Authorization Agreement (IIA), Memorandum of Understanding (MOU), etc. (Upload a copy of the IIA or MOU)
Program Evaluation
Protected Health Information (PHI) will be viewed, created, accessed, used, or disclosed.
 HIPAA Authorization (Upload)
 Waiver or Alteration of Authorization (Upload)
 Activities Preparatory to Research (Upload)
 Limited Data Set and Data Use Agreement
 Use and Disclosure of Decedents PHI without Authorization
Questionnaire/Survey
Request to Rely on another IRB (Upload a copy of the Reliance Agreement)
Research at Foreign Sites
Subject Pool (SONA).
Tissues to be sent out of this institution as part of a research agreement (Requires a Material Transfer Agreement (MTA))
Tissues to be stored for future research projects
Thesis or dissertation project
Use of Health Monitoring Equipment.
X Other Impact Evaluation

***** Funding *****

NONE: This project does not have funding. (Please uncheck this selection to add a funding source)

Pending: This project is not currently funded, but a process for obtaining funds has been initiated. (Please add the anticipated funding source to the appropriate category below)

Funding

Add external and internal grant funding source(s) below: Federal Government, Other Gov. (i.e., State, local), Foundation or Other. Select "None" above if there is no external funding for the study.

Notre Dame

Name of Funding Source	Proposal Number
Wilson-Sheehan Lab for Economic Opportunities	

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Protocol Type: Protocol Submission Form

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Funding for this study was secured by the Notre Dame Research Administration

*** Application Type Checklist ***

Application type checklist

Not Human Subjects Research

Exempt

X Expedited/Full Board

*** Expedited Paragraphs ***

PLEASE READ: For Expedited Review, all aspects of the research must include activities that (1) present no more than minimal risk to human subjects, and (2) involve one or more of the specific categories listed below.

Select the following applicable categories to determine if your research project qualifies under Expedited Review. If none of the categories are applicable to your research project, a Full Committee Review will be required. For Expedited or Full Review, proceed to complete the following application. If none of the expedited criteria are appropriate for your project, please move to the next screen WITHOUT checking any of these criteria; your protocol will be reviewed by the full IRB. Note: The IRB will make the final determination if your protocol is eligible for expedited review.

Select one or more of the following paragraph(s):

1. **Clinical studies of drugs and medical devices only when condition (a) and (b) are met.**
 - 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.
2. **Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows:**
 - a) From healthy, non-pregnant 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, 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.
3. **Prospective collection of biological specimens for research purposes by non-invasive means.**

Examples:

 - a) Hair and nail clippings in a non-disfiguring 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);

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-
- 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.

4. Collection of data through non-invasive 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.
- X 5. Research involving materials (data, documents, records, or specimen) that have been collected, or will be collected solely for non-research purposes (such as medical treatment or diagnosis). (NOTE: Some research in this paragraph may be exempt from the HHS regulations for the protection of human subjects. 45 CFR 46.101(b)(4). This listing refers only to research that is not exempt.)
6. Collection of data from voice, video, digital, or image recordings made for research purposes.
- X 7. Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies. (NOTE: Some research in this category may be exempt from the HHS regulations for the protection of human subjects - 45 CFR 46.101(b)(2) and (b)(3). This listing refers only to research that is not exempt.)

*** * * Summary, Purpose, Procedures * * ***

Title (Please indicate if the protocol title is different from the proposal title)

Impact Evaluation of Girls Inc.'s EmpowerHub Program

This submission is a renewal of already-approved research using the new protocol submission form

Proposed Start Date:*

07/12/2024

Proposed End Date:*

06/30/2028

1. Summary

- a) Provide a brief summary of the scope of work of this project, using non-technical terms that would be understood by a non-scientific reader. This summary should be no more than 200 words.

Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program

Protocol Type: Protocol Submission Form

Date Submitted: 07/23/2024

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reader. This summary should be no more than 200 words.

Girls Inc. of Greater Indianapolis is a nonprofit organization that aims to encourage girls to be strong, smart, and bold. Their combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to navigate gender, economic, and social barriers. Girls Inc. implements EmpowerHub, a high-impact, comprehensive program with a primary focus on supporting participants to explore healthy lifestyles, academic achievement, life skills development, and STEAM (science, technology, engineering, arts, and math) exposure. The program is delivered by trained program coordinators and blends Strong (Health and Wellness), Smart (School Engagement and Performance), and Bold (Social Responsibility and Leadership) elements.

The Wilson Sheehan Lab for Economic Opportunities (LEO) and Girls Inc. are partnering to conduct an impact evaluation that will generate evidence on the impact of the EmpowerHub program on academic outcomes including grades, school attendance, homework completion, and disciplinary outcomes as well as social outcomes of self-esteem, belonging, and mental health.

2. Purpose

a) Describe the purpose for the proposed project as well as the hypotheses/research questions to be examined.

The purpose of this project is twofold: (1) to inform Girls Inc. and the Indianapolis community of the effectiveness of EmpowerHub programming and (2) to contribute towards the general scientific knowledge of the effectiveness of in-school programming balancing focuses on healthy lifestyles, academic achievement, and life skills development in order to inform future funding and policymaking in this area. Specifically, the research questions are focused on examining the effects of EmpowerHub on grades, school attendance, homework completion, and disciplinary and social outcomes.

b) What do the investigators hope to learn from this project?

Prior studies show positive findings on the effectiveness of comprehensive youth programs, but the EmpowerHub focus on in-school programming for only girls has the potential to demonstrate meaningful impact as a novel contribution to our knowledge on adolescent support models. Our primary objective is to investigate the impact of Girls Inc.'s EmpowerHub model. We will generate evidence on how participation in EmpowerHub impacts grades, school attendance, homework completion, and in-school behavioral incidents. Through surveys, we hope to measure the impact of EmpowerHub on self-esteem, belonging, and mental health. We are in the process of coordinating with school administrators for the design and approval of these surveys. In the event that approval is granted, the protocol will be amended to include the survey instrument and additional specifics on implementation.

3. Procedures

a) Describe in chronological order of event(s) how the activities will be conducted, providing information about all procedures (e.g. interventions/interactions with subjects, data collection, photographing, audio and video recording), including follow up procedures.

The Girls Inc. team iteratively designed the study throughout weekly calls with the research team. The following elements describe the procedures beginning with recruitment and study enrollment.

1. The Girls Inc. recruitment team will attend school-based back-to-school events at the seven Indianapolis Public School (IPS) middle schools in which Girls Inc. will offer EmpowerHub programming starting in the fall of 2024. Girls Inc. recruitment staff will be CITI-trained, and prepared to carry out the processes of informed assent and consent with children and parents interested in EmpowerHub. They will have tablets with the child interest form, which contains the form for assent. Similarly, a more extensive parent-facing intake form will be made available to parents who are interested in having their child participate in EmpowerHub. The parental consent form is included in this intake form. Girls Inc. recruitment staff will be present and available for questions throughout the consent process. Those eligible children who provide assent and whose parents provide parental consent will be enrolled in the study.
2. IPS will return to school at the start of August. Girls Inc. recruitment staff will provide informational presentations during lunch hours at the seven middle schools in which EmpowerHub will run. They will provide the interest form, including the form for assent, to girls who are interested in EmpowerHub at these lunch presentations. Then, recruitment staff will follow up with the parents of girls who indicated their interest. They will provide the intake form and consent information via phone and email. Similar to enrollment at in-person back-to-school events, eligible children who provide assent and whose parents provide parental consent will be enrolled in the study.
3. In September, the research team will randomize study participants into two equal groups, treatment and control, by school. (Depending on program capacity constraints, subsequent years may not have equal sized treatment and control groups.) The treatment group will begin EmpowerHub programming soon after randomization, and the control group will continue attending standard in-school programming. EmpowerHub participants will continue attending programming throughout middle school.
4. Through a data sharing partnership with IPS, the research team will pull academic outcomes for study participants from the PowerSchool and Schoology platforms, as well as other administrative data collected by the school system. The research team will also conduct a survey of all students across the seven involved schools, using only the responses of study participants in any analyses for the study. We are in the process of coordinating with school administrators for the design and approval of these surveys.

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In the event that approval is granted, the protocol will be amended to include the survey instrument and additional specifics on implementation.

- i) **Be sure to identify what procedures are experimental and what are standard of care or established practice for the condition/situation.**

The only experimental procedures added to the Girls Inc. recruitment, enrollment, and program initiation practices include the addition of assent/consent forms to interest and intake forms, randomization for participant selection, and the implementation of a school-wide survey. The research team is still in the process of gaining approval of this school-wide survey from school administrators. Otherwise, recruitment at back-to-school events and in lunch hours are standard practices for Girls Inc. For data collection, IPS already tracks all academic data in PowerSchool and Schoology.

- b) **Explain who will conduct the procedures and where and when they will take place. Indicate the frequency and duration of visits/sessions as well as the subject's total time commitment for the study. Include how the data will be collected (i.e. in person or online).**

Girls Inc. recruitment staff will conduct all enrollment procedures in the school setting or via phone/email when parents are not physically present. EmpowerHub programming is carried out by Girls Inc. program staff who all have experience coordinating youth programming, supporting volunteers, and working with corporate and/or community collaborators. All EmpowerHub programming will occur in the school setting during advisory periods. Throughout each school year during which the study runs, participants in the treatment group will receive 35-50 hours of EmpowerHub programming. All data will be pulled from existing administrative school-system databases, and all data analysis will take place at University of Notre Dame.

- i) **Indicate that the instruments used are in the public domain or provide appropriate documentation of permission to use each scale.**

All data relating to the primary outcomes of interest already will be collected by Girls Inc. and IPS. The research team will receive identifying data from both sources, and the data sharing agreements required to exchange this data are in process. Attached to this protocol is a letter of support from the Chief of Schools at IPS.

- c) **For school-based activities where class time is used, describe in detail the activities planned for non-subjects and explain where both subjects and nonsubjects will be located during the activities.**

Study participants randomized into the treatment group will attend EmpowerHub programming during the advisory period when no formal classes take place. The programming will be delivered in a specified classroom space. Non-subjects and study participants randomized into the control group will attend the standard advisory period activities including study hall, teacher meetings, and other activities.

- d) **State if deception will be used. If so, provide a rationale and describe debriefing procedures. Submit a debriefing script in attachments section**

N/a

- e) **Do any of the following apply.**

- | | | |
|------|----------------------------------|---|
| i. | Will subjects be audio recorded? | N |
| ii. | Will subjects be videotaped? | N |
| iii. | Will subjects be photographed? | N |

If yes to i, ii or iii, explain the collection process and use in the context of this research of such media

- f) **Will the proposed research involve the use of existing data/specimens? If yes, please check all that apply:**

N

- | | |
|------|---|
| i. | The research involves data from publicly available sources |
| ii. | That data will be recorded by the investigator in such a manner that subjects cannot be identified. |
| iii. | Any link to identifying information has been destroyed |

*** Background and additional procedures ***

4. Background and additional procedures

Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program

Protocol Type: Protocol Submission Form

Date Submitted: 07/23/2024

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a. Relevant Background: Discuss the present knowledge, appropriate literature and rationale for conducting the research. Include the rationale for the selected subject population.

This research seeks to add to the body of literature attempting to address the challenges to healthy academic and social-emotional development faced by many children from communities with limited economic resources.

The healthy development of social-emotional skills, including behavioral and emotional regulation, leadership, decision-making, self-esteem, and relationship-building, is important for children's present and future well-being and success. For instance, behavioral and emotional self-regulation allow youth to relate healthily to others in the present, promoting healthy social functioning in adulthood, and to explore their own interests and aspirations, thus developing motivations for future careers (Pulkkinen et al., 2002, Oliveira et al., 2015). Early adolescence in particular is an important time for developing habits and behaviors that will continue into adulthood (Wong et al., 2010). During this time, youth will seek to develop a sense of personal identity and goals, and will benefit from the opportunity to explore these questions in a safe, positive way through autonomous decision making and positive guidance (Wong et al., 2010).

In particular, youth undergoing the transition into middle school likely benefit from efforts to support their healthy development. One study showed that interventions that directly educate students on the shared nature of their present adversities, including things like "fitting in," were shown to increase levels of social belonging, lower levels of evaluation anxiety, lead to higher GPAs, and reduce behavioral incidents (Borman et al., 2019). Specifically, youth with low socioeconomic status benefit from mentoring focused on academics, social schools, and labor market orientation in terms of their math grades, skill-building, and employment outcomes (Resnjanski et al., 2021).

Another study showed that an after-school program applying empowerment theory for middle school students led to an increase in positive social outcomes coupled with a decrease in behavioral incidents (Zimmerman et. al 2018). An in-school intervention designed to support young children's social and emotional development was found to be effective at decreasing aggressive behaviors at the middle school level but ineffective at the elementary level (Crean and Johnson, 2013, Berry et. al, 2016).

Young adolescence is a critical time in youth development, and structured interventions can play an important role in fostering the academic, social, emotional, and behavioral skills needed for successful transition into middle school. The EmpowerHub intervention brings together a variety of approaches including mentoring, enrichment activities, and academic and CBT-based programming, in a welcoming environment to support young girls in middle school. While existing research supports the effectiveness of individual therapies including social and emotional learning, cognitive behavioral therapy, and mentoring, more rigorous evidence is needed. In particular, more evidence is needed on multi-dimensional programs such as the EmpowerHub program, which is focused on developing important life skills as well as improving youth academic, social, and behavioral outcomes. This program combines a focus on a distinct population, middle school girls, with a unique setting, in-school programming, to make it a necessary expansion of the literature on youth interventions.

Findings from this rigorous impact evaluation will contribute knowledge in support of developing effective, evidence-based mentoring and in-school programs, particularly those serving youth from under-resourced communities.

1. Pulkkinen, L., Nygren, H., & Kokko, K. (2002). Successful development: Childhood antecedents of adaptive psychosocial functioning in adulthood. *Journal of Adult Development*, 9, 251–265. <https://doi.org/10.1023/A:1020234926608>
2. Wong, N. T., Zimmerman, M. A., & Parker, E. A. (2010). A typology of youth participation and empowerment for child and adolescent health promotion. *American Journal of Community Psychology*, 46, 100-114. <https://doi.org/10.1007/s10464-010-9330-0>
3. Borman, G. D., Rozek, C. S., Pyne, J., & Hanselman, P. (2019). Reappraising academic and social adversity improves middle school students' academic achievement, behavior, and well-being. *Proceedings of the National Academy of Sciences*, 116(33), 16286–16291.
4. Resnjanskij, S., Ruhose, J., Wiederhold, S., & Woessmann, L. (2021, February). IZA DP No. 14097: Can Mentoring Alleviate Family Disadvantage in Adolescence? A Field Experiment to Improve Labor-Market Prospects. *Journal of Political Economy*, 132(3).
5. Zimmerman MA, Eisman AB, Reischl TM, et al. Youth Empowerment Solutions: Evaluation of an After-School Program to Engage Middle School Students in Community Change. *Health Education & Behavior*. 2018;45(1):20-31.
6. Crean, H. F., & Johnson, D. B. (2013). Promoting Alternative Thinking Strategies (PATHS) and elementary school aged children's aggression: results from a cluster randomized trial. *American journal of community psychology*, 52(1-2), 56–72. <https://doi.org/10.1007/s10464-013-9576-4>
7. Berry, V., Axford, N., Blower, S. et al. The Effectiveness and Micro-costing Analysis of a Universal, School-Based, Social-Emotional Learning Programme in the UK: A Cluster-Randomised Controlled Trial. *School Mental Health* 8, 238–256 (2016). <https://doi.org/10.1007/s12310-015-9160-1>

b. Describe the statistical methods of the research and plans for analysis of the data (i.e. planned statistics, justification of sample size, etc.).

We will estimate treatment effects by OLS using the following regression:

$$Y_i = \alpha_0 + \beta_0 \cdot X_i + \epsilon_i$$

Y_i is the outcome of interest. T_i indicates random assignment of person i to the treatment group. The vector X_i includes a set of person-level characteristics collected at baseline, and ϵ_i is an error term. The coefficient on the treatment indicator β_0 estimates the difference in means between the treatment and comparison groups, or the intent-to-treat effect. That is, it estimates the causal effect

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of being offered to enroll in EmpowerHub. We will also estimate the causal impact of the program on those who are treated – i.e. “treatment-on-treated” – by instrumenting for program participation with treatment assignment.

We plan to enroll students into the study for three years, with a total of about 1050 study participants. We estimate that 426 students will be enrolled in the treatment group, and 624 students will be enrolled in the control group over the course of the study. These numbers may vary depending on the take-up rate for EmpowerHub participation, for example, if a higher rate of students originally assigned to the treatment group turn down the program, more students will need to be randomized into treatment in subsequent years in order to fill the spots that Girls Inc. has in their program.

- c. **Alternative Procedures. Describe any alternatives to participating in the research. (e.g., standard of care treatment, etc.). Any standard treatment that is being withheld must be disclosed. This information must be included in the consent form.**

- d. **Will subjects be followed after their active participation is complete?**

If yes, explain why and describe how:

- e. **Will subjects have access to the study treatment/procedure after completing the study?**

If yes, explain why and describe how:

(Explicit consent must be obtained for use of these methods for Expedited and Full Board studies.)

*** Subject Population (a-f) ***

5. Subject Population

- a) **How many subjects to you intend to enroll and/or how many subject records to you intend to access?**

- i. **At this site**

of subjects

of records

- ii. **At all sites**

X N/A

of subjects

of records

- b) **Inclusion and Exclusion Criteria (e.g., Participants must have 20/20 vision, Participants must be 30-45 years of age, etc.)**

- i. **Identify inclusion criteria.**

Students are eligible if they (1) attend one of Girls Inc.'s seven IPS partner schools, (2) are in sixth grade, and (3) identify as a girl.

- ii. **Identify exclusion criteria.**

Students are ineligible if they (1) do not attend one of Girls Inc.'s seven IPS partner schools, (2) are not in sixth grade, or (3) do not identify as a girl.

- c) **What is the rationale for studying the requested group(s) of participants?**

Girls Inc. and the research team will use a lottery to assign those eligible for their program with an invitation to participate in EmpowerHub. For this lottery to be fair, it is important to identify the right group of people to participate. Girls Inc. designed EmpowerHub for middle school girls, and this impact evaluation will help to identify if their services are an effective solution to support these young girls to better academic and healthier social outcomes. In order to determine the effectiveness of EmpowerHub

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these young girls to better academic and healthier social outcomes. In order to determine the effectiveness of EmpowerHub programming for at-risk young girls, the data must be from students who are a part of this group.

- d) If women, minorities, or minors are intentionally excluded, a clear compelling rationale must be provided. Examples for not including minors: disease does not occur in children; drug or device would interfere with normal growth and development; etc. X N/A

- e) State if any of the subjects are students, employees, or laboratory personnel. Please explain how subjects will be protected from coercion and undue influence N/A

Subjects will be students. Students will be protected from coercion and undue influence because all eligible girls who express interest in the EmpowerHub program will be invited to provide assent to research participation. Recruitment for Girls Inc. programming will be nearly identical to their recruitment for programs in prior years, so such opportunities for participation in co-curricular activities are usually offered to students. The assent form explicitly states that deciding not to participate in the study will not impact the child's grades, what their teachers think, or their relationship with Girls Inc. and their school.

- f) Please describe the expertise you have, or have access to, which prepares you to conduct research in this location and/or with this subject population, including specific qualifications (e.g., relevant coursework, background, experience, and training). Also, explain your knowledge of local community attitudes and cultural norms and cultural sensitivities necessary to carry out the research (e.g., differences with U.S. culture).

The investigators and study staff have significant experience designing and implementing randomized control trials studying the effects of anti-poverty interventions in the United States. This evaluation would be supported by the Wilson Sheehan Lab for Economic Opportunities. The research design is the result of multiple months of collaboration between Girls Inc. staff, school administrators, and research team members.

*** Subject Population (g-k) ***

5. Subject Population (Input N/A if not applicable)

- g) Will bilingual or multilingual subjects be recruited? Y

- h) Will non-English speaking subjects be recruited? Y

If yes, state language(s) spoken (other than English):

Spanish (The consent form and parental intake form, as well as the assent form and child interest form are in the process of translation through LEO's partnership with the Translation & Interpretation Network. Spanish language copies of these forms, alongside accuracy of translation certificates, will be attached via an amendment to this protocol prior to study recruitment.)

- i) Will subjects be less than 18 years of age? Y

1. Children as Subjects

- a. What is the age range of the children in this research?

11-14

- b. Where will the children participate?

Home

X School

If at school, have you obtained the necessary permission from the school district?

X Yes (Attach/upload documentation of permission)

No

If No, explain:

University lab/office

Other - Specify (and upload documentation of

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permission, if applicable):

c. Are any of the children wards (46.409) of the State or any other agency, institution, or entity?

N

If yes, provide details:

2. Allowable Categories

Check the category below that best represents the degree of risk and benefit to which the children in this study will be exposed.

NOTE 1: More than one category may be indicated such as when a protocol involves both an experimental and a control group; in these cases, please specify which category you believe applies to which group.

X Category 1 (45 CFR 46.404): (Research not involving greater than minimal risk.)

Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

Provide rationale:

Girls Inc.'s activities and programming will be minimally impacted by the research study, so subjects will be at no greater risk than they would be participating in EmpowerHub before the research study was implemented. The only potential risk to participants is the possibility of a breach of confidentiality as their data is shared with the research team. However, the researchers will follow data security procedures that make the risk of a breach of confidentiality very small. As a result, the study poses minimal risks to participants.

Category 2 (45 CFR 46.405): (Research involving greater than minimal risk but presenting the prospect of direct benefit to the individual subjects.)

More than minimal risk to children is presented by an intervention or procedure that holds out the prospect of direct benefit for the individual subject, or by a monitoring procedure that is likely to contribute to the subject's well-being.

Provide rationale for why/how:

(a) the risk is justified by the anticipated benefit to the subjects:

(b) The relation of the anticipated benefit to the risk is at least as favorable to the subjects as that presented by available alternative approaches:

Category 3 (45 CFR 46.406): (Research involving greater than minimal risk and no prospect of direct benefit to individual subjects, but likely to yield generalizable knowledge about the subject's disorder or condition.)

More than minimal risk to children is presented by an intervention or procedure that does not hold out the prospect of direct benefit for the individual subject, or by a monitoring procedure which is not likely to contribute to the well-being of the subject.

Which intervention(s) or procedure(s) present more than minimal risk without offering the prospect of direct benefit to individual subjects:

Provide rationale for why/how:

(a) The risk of the intervention(s) or procedure(s) represents a minor increase over minimal risk:

(b) the intervention(s) or procedure(s) presents experiences to subjects that are reasonably commensurate with those inherent in their actual or expected medical, dental, psychological, social, or educational situations:

(c) The intervention(s) or procedure(s) is likely to yield generalizable knowledge about the subjects' disorder or condition which is of vital importance for the understanding or amelioration of the subjects' disorder or condition:

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Category 4 (45 CFR 46.407): (Research not otherwise approvable which presents an opportunity to understand, prevent, or alleviate a serious problem affecting the health or welfare of children.)

The proposed research does not meet the criteria of the above categories but presents an opportunity to understand, prevent, or alleviate a serious problem affecting the health or welfare of children.

Provide justification for why this research should be approved:

3. Parental Permission (45 CFR 46.408)

a. What permission will be obtained from the parents?

In general permission from both parents is required for research involving children unless one parent is deceased, unknown, incompetent, or not reasonably available, or when only one parent has legal responsibility for the care and custody of the child. For Categories 1 and 2 however, the IRB may find that the permission of one parent is sufficient.

Permission will be obtained from both parents where possible.

X Permission from only one parent is being requested

A waiver of parental permission is being requested (Complete and upload a Request for Waiver of Parental Permission <https://research.nd.edu/our-services/resource-library/>)

If the research is being conducted in a group setting (e.g., a classroom), explain what provisions have been made for children whose parents have not given permission for them to participate:

The EmpowerHub programming takes place in a separate classroom setting, and only children who are participants in EmpowerHub will be present during the program implementation. All children whose parents have not given permission for them to participate will continue attending their standard in-school activities.

4. Assent from Children (45 CFR 46.408)

Adequate provisions must be made for soliciting the assent of children when in the judgment of the IRB the children are capable of providing assent and for soliciting the permission of their parents or guardians.

a. Please indicate whether the children you intend to include in the research are generally capable of providing assent taking into account the ages, maturity and psychological state of the children proposed to be involved. Please be specific:

X All are capable of providing assent.

None are capable of providing assent: Explain:

Some are capable of providing assent: Explain:

b. If children are capable of providing assent, are you planning to obtain assent from the children?

Y

If Yes, describe the proposed process for obtaining assent, including who will be involved and the setting and circumstances under which it will be sought:

If obtaining assent at back-to-school events, both parents and Girls Inc. recruitment staff will be present. Children who are interested in Girls Inc.'s EmpowerHub will fill out an interest form on a tablet. Within the interest form is a reading level-appropriate assent form. The process will take place in a classroom, and all interested children will have opportunities to ask recruitment staff any questions.

If No, one of the two options below must be true:

You are requesting a waiver of assent. Explain how the research meets the criteria for a waiver (i.e., the research is no more than minimal risk, the waiver will not adversely affect the rights and welfare of subjects, the research is not practicable without the waiver, and, when appropriate, subjects will be provided with pertinent information after participation):

The intervention(s) or procedure(s) involved in the research holds out a prospect of direct benefit that is important to the health or well-being of the children and is available only in the context of the research. Explain:

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If assent will be obtained, describe if and how assent will be documented. Upload copies of proposed assent forms, if any.

Assent will be documented within Qualtrics submissions of the child interest form. The assent form and the associated Qualtrics survey are attached to this protocol.

- j) **Describe any planned screening procedures. Attach your screening document(s) (e.g., health history questionnaire) in the Attachment Section (#16).**

Students are only eligible for EmpowerHub if they are beginning sixth grade in the year they enroll in the study, identify as a girl, and attend one of the seven participating IPS middle schools. These criteria will be confirmed using the parental application form that is attached to this protocol.

- k) **Will you be conducting international/transnational research and enrolling participants at foreign sites?** N

***** Recruitment Process, Subject Compensation and Costs *****

6. Recruitment Process:

- a) **Describe the step-by-step procedures for identifying and recruiting potential research subjects or requesting pre-existing data or materials.**

- List any specific agencies or institutions that will provide access to prospective subjects.
- Identify who will contact prospective subjects and how.

The Girls Inc. recruitment team will attend school-based back-to-school events at the seven Indianapolis Public School (IPS) middle schools in which Girls Inc. will offer EmpowerHub programming starting in the fall of 2024. Girls Inc. recruitment staff will be CITI-trained, and prepared to carry out the processes of informed assent and consent with children and parents interested in EmpowerHub. They will have tablets with the child interest form, which contains the form for assent. Similarly, a more extensive parent-facing intake form will be made available to parents who are interested in having their child participate in EmpowerHub. The parental consent form is included in this intake form. Girls Inc. recruitment staff will be present and available for questions throughout the consent process. Those eligible children who provide assent and whose parents provide parental consent will be enrolled in the study.

IPS will return to school at the start of August. Girls Inc. recruitment staff will provide informational presentations during lunch hours at the seven middle schools in which EmpowerHub will run. They will provide the interest form, including the form for assent, to girls who are interested in EmpowerHub at these lunch presentations. Then, recruitment staff will follow up with the parents of girls who indicated their interest. They will provide the intake form and consent information via phone and email. Similar to enrollment at in-person back-to-school events, eligible children who provide assent and whose parents provide parental consent will be enrolled in the study.

Girls Inc. already recruits for their programs in this manner, and their partnership with IPS is clearly strong and defined. The only change to recruitment for the study will be the added parental consent and assent forms.

- b) **Planned Subject Identification Methods:**

N/A

Chart/database review

Class participants

Circumstance (e.g., homelessness)

Organization mailing lists

Other (please specify):

☒ Direct advertising

Living conditions (e.g., nursing home residents)

From PI's own practice/clinic

Referrals

The University of Notre Dame Subject Pool

- c) **Planned Recruitment Materials/Methods:**

N/A

☒ Phone Scripts

Television ads

Flyers/posters

Letters to providers/schools/organizations

Newspaper ads

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Letters to prospective subjects
Oral Scripts
Internet ads/postings
X Face to face interactions
Other (please specify):

Radio ads
PowerPoint presentations
Email
The University of Notre Dame Subject Pool

(All advertising must be submitted for review in its final printed/recorded form)

Note: Attach copies of ALL recruitment materials in the attachment Section

7. Subject Compensation and Costs:

a) Will subjects receive compensation for participation?

N

Total amount (in dollars or equivalent)

b) Form of Compensation:

Cash
Check
Gift card/certificate
Voucher

Raffles/lotteries
Course/extra credit
Reimbursement only
Other
(please specify)

c) Describe the remuneration plan (Include when subjects will be paid, whether payment will be prorated and whether a 1099 will be issued.)

d) For raffles include the number of prizes, nature and value of each prize.

e) If extra course credit is offered be sure to address the alternative means by which students can accrue extra course credit should they not wish to participate in the study.

f) Will subjects or their health care providers be required to pay for any study related procedures or products?

i. If yes, explain:

g) Who is responsible for costs incurred due to injury/harm?

*** Risks ***

8. Risks (Input N/A if not applicable)

US Department of Health & Human Services (HHS) Regulations define a subject at risk as follows: "...any individual who may be exposed to the possibility of injury, including physical, psychological, or social injury, as a consequence of participation as a subject in any research, development, or related activity which departs from the application of those accepted methods necessary to meet his needs, or which increases the ordinary risks of daily life, including the recognized risks inherent in a chosen occupation or field of service."

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service."

a) **PI's evaluation of the overall level of Risk. (Please check one: minimal or minimal.)**

X Minimal (everyday living)

Minimal (greater than everyday living)

b) **Describe all known risks or discomforts associated with study procedures whether physical, psychological or social (e.g., pain, stress, invasion of privacy, breach of confidentiality) noting probability and magnitude of potential harm. Specify the risks(s) associated with each research procedure or test.**

The risk of releasing identifiable information is limited. Files transferred from Girls Inc. and IPS to LEO will be transferred in a secured and encrypted format. Data will be stored on Notre Dame's secure servers. In reporting statistical results, only aggregate statistics like regression coefficients and sample/subsample means will be reported. Therefore, readers will not be able to identify individual respondents from published work.

c) **Describe the procedures or safeguards in place to protect against or minimize potential risks (e.g., referral to psychological counseling resources).**

Participants will have the option to opt out of the study at any time.

In reporting statistical results, only aggregate statistics like regression coefficients and sample/subsample means will be reported. Therefore, readers will not be able to identify individual respondents from published work.

Any data stored at the University of Notre Dame will be stored on our secure servers. Only members of the research team will have access to the folders containing secure data through an access control list. Data is only accessible when logged into the University of Notre Dame network, either by accessing data from campus or logging in through a VPN. All members of the research team sign the Staff Confidentiality Agreement, agreeing to access data only for the purpose of the research project. Data cannot be accessed unless authorized users are logged in with their authenticated username/password combination through the two step login system.

d) **How will subjects be assessed for unanticipated problems?**

Subjects will be provided with the contact information for both the research team and the Notre Dame IRB, along with instructions to contact the Notre Dame IRB in the case of an unanticipated problem or a question or complaint about their rights as a research participant.

e) **Is there a plan to monitor study data for subject safety?**

Y

If yes, discuss who will monitor the study data and describe the monitoring plan:

If LEO determines that there is any greater risk to subjects or their data than we originally anticipated, we will notify the IRB within 24 hours.

*** Benefits ***

9. **Benefits**

a) **Discuss any potential benefits that would justify involvement of subjects in this study.**

i. **Direct benefits to subjects (if applicable)**

EmpowerHub programming and mentoring is an opportunity for youth to learn skills, gain confidence, and improve their educational and social outcomes. If a student is randomly selected to participate in EmpowerHub, they will have access to these direct benefits of the program. There are not any direct benefits to students of participation in the study itself.

ii. **Indirect benefits to society**

This study will inform Girls Inc., IPS, and the greater academic community about the effectiveness of girl-centered comprehensive programming for middle school students. If this study shows that EmpowerHub has a positive effect on the identified outcomes for participants, this study can be used as evidence to secure further funding or legislation to expand operations and benefit more youth.

b) **Explain how the potential benefits justify the potential risks involved in participation in this research.**

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As explained above, the risks to young people who are the subjects of the research study are minimal. The experience of participants in EmpowerHub will not change as a result of the research study. Additionally, the potential benefits to the students who receive EmpowerHub programming and the potential indirect benefits to society that could result from the results of this study are significant. As a result, the potential benefits of the study outweigh the potential risks.

***** Procedures to Maintain Confidentiality *****

10. Procedures to Maintain Confidentiality

Which of the following types of data will you work with:

- ☒ **Identifiable**
 Information is considered to be identifiable when it can be linked to specific individuals by the investigator(s) either directly or indirectly through coding systems, or when characteristics of the information obtained are such that by their nature a reasonably knowledgeable person or investigator could ascertain the identities of individuals. Therefore, even though a dataset may have been stripped of direct identifiers (names, addresses, student ID numbers, etc.), it may still be possible to identify an individual through a combination of other characteristics (e.g., age, gender, ethnicity, and place of employment).

Explain why you could not complete the research using de-identified data.

First, through information collected through the application process, the research team will determine the eligibility of applicants and randomize those eligible who provide consent and assent. Then, the research team will need to use the identifiable information collected from study participants to link to administrative school district records to evaluate outcomes for the study. These processes are not practicable in the absence of identifiable data.

Anonymous

Data are anonymous if no one, not even the researcher, can connect the data to the person who provided it—no identifying information is collected from the individual. Investigators must be aware, however, that even if no direct identifiers (name, address, student ID, etc.) are collected, identification of a participant may be possible from unique individual characteristics (indirect identifiers). For example, a participant who is a member of a certain ethnic group or who was studied because of distinctive personal accomplishments or medical history might be identifiable from even a large data pool.

De-identified

If the dataset has been stripped of all identifying information and there is no way that it could be linked back to the subjects from whom it was originally collected (through a key to a coding system or by any other means). Note: This also applies if the source of the data is identifiable but the data collected is not.

Coded

This refers to data that have been stripped of all direct subject identifiers, but in this case each record has its own study ID or code, which is linked to identifiable information such as name or medical record number. The linking file must be separate from the coded data set. This linking file may be held by someone on the study team (e.g. the PI) or it could be held by someone outside of the study team (e.g. researcher at another institution). A coded data set may include limited identifiers under HIPAA. Of note, the code itself may not contain identifiers such as subject initials or medical record number.

- a) If information derived from the study will be provided to the subject's personal physician, a government agency, or any other person or group (other than the research team), describe to whom the information will be given and the nature of the information, if applicable. ☒ N/A

- b) Explain how you will protect subjects' privacy.
 Note: Privacy refers to persons and their interest in controlling the access of others to themselves. For example, based on their privacy interest's people want to control:
- The time and place where they give information.
 - The nature of the information they give.
 - The nature of the experiences that are given to them.
 - Who receives and can use the information.

For example, persons might not want to be seen entering a place that might stigmatize them, such as a pregnancy-counseling center that is clearly identified as such by signs on the front of the building. Please keep this definition in mind as you respond to this item.

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The research study will not cause any changes to students' experience in Girls Inc. programming, so the study will not put their privacy at any increased risk. They will not be included in the study unless they assent and their parent/guardian consents to participation. Study participation will usually not require any additional contact with organization staff beyond what is standard. All data will be stored on Notre Dame's secure storage platforms.

c) **Describe how you will maintain the confidentiality of subjects' information.**

Note: Confidentiality pertains to the treatment of information that an individual has disclosed in a relationship of trust and with the expectation that it will not be divulged to others (without permission) in ways that are inconsistent with the understanding of the original disclosure. Please keep this definition in mind as you respond to this item.

The research team will receive identifiable information on all applicants who consent to be in the study. LEO will always receive information via encrypted file data transfer. Only the PIs and the Research Associate assigned to the project will have access to this information. All data will be kept on Notre Dame's secure storage platforms.

d) **Who will have access to study records or specimens? (Please identify specific team members by name.)**

The PIs on the projects, Mary Kate Batistich and Jonathan Tebes, and any LEO research staff designated by the PIs to work on the project, including Maura Hogaboom.

e) **If you plan to use existing data, records or specimens, what is the source of the data/records/specimens, and how will you access them?**

NOTE: "Existing" means data or specimens collected (i.e., on the shelf) prior to the IRB application submission. It includes data or specimens collected for research and non-research activities.

Data will come from Girls Inc. and IPS records, but data pertaining to research participants will only be collected after IRB submission as the study is prospective.

f) **How will subjects be asked to provide their permission for release of identifiable data collected as a part of this proposed research (e.g., pictures, recordings, responses to research questions), now or in future? Explain and include appropriate statements in consent materials.**

All participants and their parents will undergo an informed consent/assent script in person or via phone/email, and they will provide permission for release of identifiable data through the informed consent process. If they change their mind and would like to withdraw from the study, they will be given the researchers' contact information so that they can do so at any time.

g) **If using existing data/biological specimens, will the researchers have access to a code linking the data to personally identifiable information?**

N/a

h) **If the data is coded, explain where the key to identifiers will be stored, how it will be protected, and who will have access to it.**

N/a

i) **Explain why, where, in what format, and for how long data/specimens will be retained.**

Data will be stored on Notre Dame's secure storage platforms. We plan to retain data for at least three years after publication in order to verify any questions about the analysis.

*** Consent Information ***

11. Consent Information

11 a & b only apply to exempt applications

a) **How will subjects be informed of procedures, intent of the study, and potential risks to them?**

b) **How will subjects be informed they may withdraw at any time without penalty?**

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Note: Attach, in the Attachments Section, written and/or verbal instructions the subject will receive.

Please provide consent process background information below.

Informed Consent

Title	Consent Type	Attached Date	Submitted Date
Girls Inc. EmpowerHub Parental Consent	Informed Consent	07/05/2024	07/23/2024

***** Assent Background *******12. Assent Background****(Complete if applicable)**

Assent Document: A form or script of the information that will be conveyed to the child about the study. In general, researcher must obtain the affirmative agreement of children ages seven years and older for their participation. Assent forms should be written at a level understandable to the child. If the study includes a broad age range of children, more than one assent form may be needed (i.e., an assent form suitable for a 17 year old is not usually suitable for a 7 year old child).

Assent Waiver: No child assent will be sought at all. This means that the IRB is asked to waive the requirement for child assent. Among other circumstances, this option is appropriate when the capability of the child to understand the research is too limited or when the research holds out a prospect of direct benefits that is important to the health or well-being of the child.

All minors must provide an affirmative consent to participate by signing a simplified assent form, unless the Investigator(s) provides evidence to the IRB that the minor subjects are not capable of assenting because of age, maturity, psychological state, or other factors.

Provide assent process background information, in the space below, for each Assent Form, Alteration Form (i.e., Cover Letter or Verbal Script), and Waiver.

Assent Background

Title	Assent Information Type	Attached Date	Submitted Date
Girls Inc. EmpowerHub Assent Form	Assent Form	07/05/2024	07/23/2024

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* * * HIPAA * * *

13. Health Insurance Portability and Accountability Act (HIPAA)

If you are using PHI and this page is not active you must return to the General Checklist and check the box regarding the use of PHI in this research.

The HIPAA Privacy Rule establishes the right of an individual to authorize a covered entity, such as health plan, health care clearinghouse or health care provider, to use and disclose his/her Protected Health Information (PHI) for research purposes.

The Privacy Rule defines the elements of individual information that comprise PHI and establishes the conditions under which PHI may be used or disclosed by covered entities for research purposes. It also includes provisions to allow an individual's PHI to be disclosed or used in research without the person's authorization (i.e., IRB Waiver of HIPAA Requirement Authorization).

Is Your Research Covered by HIPAA's Privacy Rule? - Decision Tree

HIPAA Authorization Form

Waiver or Alteration of Authorization Form

Preparatory to Research Form

Limited Data Set/Data Use Agreement

Use and Disclosure of Decedents PHI without Authorization

Protected Health Information (PHI) is health information with one or more of the following identifiers. For more information see: http://privacyruleandresearch.nih.gov/clin_research.asp or consult HIPAA Privacy Rule for Research

Research which involves the use of de-identified data is exempt from HIPAA requirements. In order to be de-identified data. NONE of the subject identifiers listed below can be collected, used, reviewed, recoded, accessed or disclosed.

Please review the following list and indicate if any of the information will be collected from any medical records for the purpose of this research project.

1. Names
2. Social Security Numbers
3. Telephone Numbers
4. All geographic subdivisions smaller than a state, including street address, city, county, precinct, zip code, and their equivalent geocodes, except for the initial three digits of a zip code, if according to the current publicly available data from the Bureau of the Census;
 - i. The geographic unit formed by combining all zip codes with the same three initial digits contains more than 20,000 people; and
 - ii. The initial three digits of a zip code for all such geographic units containing 20,000 or fewer people is changed to 000.
5. All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
6. Fax Numbers
7. Electronic Mail Addresses
8. Medical Record Numbers
 - You must attach a data collection sheet identifying the data points being collected from the MRN
9. Health Plan Beneficiary Numbers
10. Account Numbers
11. Certificate/License Numbers
12. Vehicle Identifiers and Serial Numbers, including License Plate Numbers
13. Device Identifiers and Serial Numbers
14. Web Universal Resource Locations (URLs)
15. Internet Protocol (IP) Address Numbers
16. Biometric Identifiers, including Finger and Voice Prints
17. Full Face Photographic Images and any Comparable Images

Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program

Protocol Type: Protocol Submission Form

Date Submitted: 07/23/2024

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18. Any other unique identifying number, character, or code (note this does not mean the unique code assigned by the Investigator(s) to code the research data)

*** Drugs and Devices ***

14. Drugs and Devices

*** Potential Conflict of Interest ***

15. Potential Conflict of Interest

Conflict of Interest and the definitions related to the Conflict of Interest Policy and the following questions, please refer to the Help Screen.

Conflict of Interest: Please check Yes or No for each item below.

- a) N Does the research involve a drug, device, or biological invented by you, an immediate family member or other Research Personnel?
- b) N Is the research sponsored by an entity with which you, an immediate family member, or other Research Personnel have a paid consulting or advising relationship?
- c) N Will you, members of your immediate family, or other Research Personnel receive special compensation or increased compensation if the research generates a favorable outcome?
- d) N Will you, members of your immediate family, or other Research Personnel receive any money, gift or anything of monetary value above and beyond the actual costs of enrollment, conduct of the research, and reporting on the results, including, but not limited to, finders fees, referral fees, recruitment bonuses, and an enrollment bonus for reaching an accrual goal or similar types of payments?
- e) N Do you, members of your immediate family or other Research Personnel have any other interests or relationships (including volunteer services) that might constitute a conflict of interest or an appearance of conflict of interest in connection with the research project?
- f) N Will the payment you receive for services provided during the conduct of the research (e.g., investigator and Research Personnel time and tests) be inconsistent with fair market value for those services?

Significant Financial Interest: Please check Yes or No for each item below.

- g) N Will you, your immediate family members or other Research Personnel receive salaries, royalties and/or other payments for services (e.g., consulting fees, honoraria, research design, management position, independent contractor, service on advisory or review committees, board membership seminars, lectures or teaching engagements when totaled together exceeded \$5,000 during the previous 12 months or are expected to exceed \$5,000 over the next 12 months)? This excludes reasonable costs of conducting the research, as specified in the research agreement.
- h) N Do you, your immediate family members, or other Research Personnel hold any ownership interests including stocks, bonds, or stock options that exceed \$5,000 and/or that constitute more than a five percent (5%) ownership interest in the sponsoring organization? This does not include any interests held solely by reason of investment in a business by a mutual, pension or other institutional investment fund over which the investigator and/or his or her immediate family do not exercise day-to-day control of investment decisions.
- N If either g or h are Yes, is there a management plan in place?
- N/A If you have a management plan, is the COI being managed related to human subject research and/or this protocol?

Minimizing Risks and Disclosure to Subjects

- i) Have you disclosed any actual, potential or perceived conflicts of interest in the consent form? Research Personnel are required to disclose all such conflicts to all research participants in the research consent form.
- j) What steps, if any, have you taken or will you take to manage the conflict of interest and minimize the risks associated with any actual, potential or perceived conflicts of interest arising out of this research?

Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program**Protocol Type:** Protocol Submission Form**Date Submitted:** 07/23/2024**Important Note:** This Print View may not reflect all comments and contingencies for approval. Please check the comments section of the online protocol. Questions that appear to not have been answered may not have been required for this submission. Please see the system application for more details.

If you checked Yes to any statement (a-h, except f) above, please identify the research team member(s) below and provide details concerning the potential conflict of interest.

By submitting this form, you are attesting that you have read the The University of Notre Dame HRPP Policy on Conflict of Interest and agree to abide by its terms. You will update this disclosure form when new or changes in conflict of interest arise, and that you will comply with any conflict management plan required by the Institutional Review Board (IRB) to manage, reduce, or eliminate any actual or potential conflict of interest for the duration of the research.

*** Attachments ***

16. Attachments

Attach relevant documents here. These could include:

- Collaborating Investigator's IRB approval and approved documents
- Conflict of Interest information
- Debriefing Script; Grant/Sub-contract
- HIPAA Authorization Form from HIPAA-covered entity
- Interview/Focus Group Questions
- Investigator's Brochure
- Letters of Agreement/Cooperation from organizations who will help with recruitment
- Methodology section of associated Thesis or Dissertation project
- Questionnaires
- Radiation Control Office approval material
- Recruitment Material (e.g., flyers, email text, verbal scripts)
- Sponsor's Protocol; Surveys
- Other files associated with the protocol (you can upload most standard file formats: xls, pdf, jpg, tif, etc.)

Please be sure to attach all documents associated with your protocol. Failure to attach the files associated with the protocol may result in this protocol being returned to you for completion prior to being reviewed.

Students: Be sure to attach the Methods section of your thesis or dissertation proposal. If this protocol is associated with a grant proposal, please remember to attach your grant.

To update or revise any attachments, please delete the existing attachment and upload the revised document to replace it.

Document Type	Document Name	Attached Date	Submitted Date
Recruitment Material (e.g., flyers, email text, verbal scripts)	Girls Inc. Consent Script_Summary (1)	06/14/2024	06/14/2024
Questionnaires	Girls_Inc_EmpowerHub_I nterest_Form	06/14/2024	06/14/2024
Explanatory diagram (Sequence of events)	Girls Inc. Enrollment Diagram	06/14/2024	06/14/2024
Letters of Agreement Cooperation	LEO_Letters_of_Support_2024	06/14/2024	06/14/2024
Questionnaires	Girls_Inc_EmpowerHub_I ntake (1)	06/27/2024	07/23/2024

Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program

Protocol Type: Protocol Submission Form

Date Submitted: 07/23/2024

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Letters of Agreement Cooperation	Girls Inc Letter of Support - Dr. Bottley	07/05/2024	07/23/2024
Other, supplemental information	Zion_cert	07/23/2024	07/23/2024
Other, supplemental information	Russell_cert	07/23/2024	07/23/2024
Other, supplemental information	Hamm_cert	07/23/2024	07/23/2024
Other, supplemental information	Banks_cert	07/23/2024	07/23/2024
Recruitment Material (e.g., flyers, email text, verbal scripts)	Girls Inc. Texting Sequence	07/23/2024	07/23/2024
Recruitment Material (e.g., flyers, email text, verbal scripts)	25.06.24_LP_GirlsInc	07/23/2024	07/23/2024

* * * **Obligations** * * *

Obligations

The Principal Investigator of this study provides the following attestations:

- The eProtocol application submitted for this study is complete and accurate.
X The Principal Investigator has read and agrees to the above.
- The Principal Investigator has evaluated the protocol and determined that s/he has sufficient resources to conduct the study as submitted.
- The Principal Investigator will not begin the study until s/he has received notification of final determination of non-human subjects research.
X The Principal Investigator has read and agrees to the above.
- The Principal Investigator acknowledges his/her responsibility for the accuracy of all documents research personnel submit to the IRB on his/her behalf.
- The Principal Investigator will comply with all Research Compliance requests to report on the status of the study.
X The Principal Investigator has read and agrees to the above.
- **Non-Human Subjects research:**
The Principal Investigator will not conduct research procedures outside of those described in the submission without prior review and approval.
- **Exempt research:**
The Principal Investigator will seek and obtain prior approval from the IRB for any modifications which may affect the Exempt status of the study.
- **Expedited/Full Board research:**
The Principal Investigator will seek and obtain prior approval from the IRB for modifications to the study, including changes in procedures, consent forms, etc.
X The Principal Investigator has read and agrees to the above.

Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program**Protocol Type:** Protocol Submission Form**Date Submitted:** 07/23/2024**Important Note:** This Print View may not reflect all comments and contingencies for approval. Please check the comments section of the online protocol. Questions that appear to not have been answered may not have been required for this submission. Please see the system application for more details.

-
- The Principal Investigator will promptly report any unexpected or otherwise significant adverse events or unanticipated problems or incidents that may occur in the course of this study.
 - The Principal Investigator will notify the IRB when his/her research has been completed or terminated.
- X The Principal Investigator has read and agrees to abide by the above obligations.

The certification below should only be completed if this study has a student listed as Principal Investigator. Only the faculty member listed on the Personnel Information tab can check this box. No notification is sent to the Faculty Advisor, since the status of the protocol does not change until the form is submitted. Please contact the Faculty Advisor listed, and ask them to login to eProtocol using their own credentials. They will find this study on the first page, from which they should select "Edit" and review the submission. Once they approve, they can click on the box below, save the submission, and either submit or notify the student that the form can be submitted.

The Faculty Advisor has reviewed the protocol, finds the information to be complete and accurate, and agrees to serve as the responsible advisor for this protocol.

***** Event History *******Event History**

Date	Status	View Attachments	Letters
06/13/2024	NEW FORM CREATED		
06/14/2024	NEW FORM SUBMITTED	Y	
06/14/2024	NEW FORM PANEL ASSIGNED		
06/14/2024	NEW FORM REVIEWER(S) ASSIGNED		
06/27/2024	NEW FORM SUBMITTED (CYCLE 1)	Y	
06/27/2024	NEW FORM REVIEWER(S) ASSIGNED		
07/05/2024	NEW FORM SUBMITTED (CYCLE 2)	Y	
07/10/2024	NEW FORM APPROVED	Y	Y
07/23/2024	AMENDMENT 1 FORM CREATED		
07/23/2024	AMENDMENT 1 FORM SUBMITTED	Y	
07/23/2024	AMENDMENT 1 FORM PANEL ASSIGNED		
07/23/2024	AMENDMENT 1 FORM REVIEWER(S) ASSIGNED		
07/30/2024	AMENDMENT 1 FORM APPROVED	Y	Y

Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program
Protocol Type: Protocol Submission Form
Date Submitted: 07/23/2024
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Disclaimer: The generated PDF may not duplicate the original format completely. We do not warrant the accuracy of the changed format.

***** Attached Document *****

Document Name	Created Date
Girls Inc. Consent Script_Summary (1).docx	07/23/2024

Consent Script

Key Points to Communicate:

- WHY participate in the evaluation?
 - You will be helping Girls Inc. understand the impact of our services
 - Your child will have a chance to be selected for EmpowerHub
- What happens if you participate?
 - Your child's school record data will be accessible to researchers at the University of Notre Dame.
 - Your participation will be completely voluntary.
- What are the risks in participating?
 - There are always risks associated with using people's confidential data, but the researchers and Girls Inc. will take reasonable steps to protect all data.
- What if you don't want to participate?
 - Your child will still be able to participate in other Girls Inc. activities, and nothing will change about their experience at school
 - It will not affect your or your child's relationship with Girls Inc. or your child's school

Example script for recruitment staff:

Hello, I wanted to let you know about an opportunity our organization has been fortunate to be part of. As a nonprofit, we are continuously working to learn how to better serve the girls who take part in our programs. Recently, we partnered with the University of Notre Dame to do a study of our program, EmpowerHub, to see what works best. This will help us with future funding for camp and allow us to grow to serve more families at no cost to them.

If you agree to allow your child to be in the study, the research team at the University of Notre Dame will access school records about your children from their middle schools. The research team will collect this information whether or not your child gets a spot in the EmpowerHub program.

The research team takes data security very seriously. Your and your child's personal information and data will be stored on secure computers and servers. Your child's data will only be used for research and under no circumstances will it be sold. No one will be able to identify you or your children in any publications or datasets that result from the study. While the university of Notre Dame will make every effort to keep your information safe, there is always the minimal risk of a breach of confidentiality, which the research team would immediately report to their oversight board.

You don't have to participate in the study, and if you choose to participate but change your mind, you can leave the study at any time. Choosing to leave the study will not have any effect on your or your child's relationship with Girls Inc. or your child's school. Upon leaving the study, the research team will delete any of the information that was collected about you.

If you have any questions about this study, please contact Mary Kate Batistich at

mbatisti@nd.edu.

If you have questions about you or your child's rights as a research participant, you can contact Notre Dame Research Compliance (574-631-1461 or compliance@nd.edu).

Do you have any questions about the study?

Thank you for taking the time to learn about the study. Please feel free to complete the application, read through the consent form, and provide your signature if you are interested in allowing your child to participate in this study.

Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program**Protocol Type:** Protocol Submission Form**Date Submitted:** 07/23/2024**Important Note:** This Print View may not reflect all comments and contingencies for approval.
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* * * Attached Document * * *

Document Name	Created Date
Girls_Inc_EmpowerHub_Interest_Form.docx	07/23/2024

Girls Inc. EmpowerHub Interest Form

Start of Block: Participant Info

Q1 Girls Inc. EmpowerHub Participant Interest Form

Girls Inc. of Greater Indianapolis is offering their in-school EmpowerHub program across seven middle schools this year. All girls who are entering sixth grade at one of the seven middle schools are invited to apply! EmpowerHub aims to inspire girls to be "Strong" (health and wellness), "Smart" (academic readiness), and "Bold" (civic responsibility and leadership). EmpowerHub participants will be part of in-school programming throughout each year of middle school. Please fill out the form below and a Girls Inc. staff member will contact you and your parent/guardian with the next steps.

Q2 First Name:

Q3 Last Name:

Q4 Which school will you attend during the 2024-2025 school year?

O Arlington Community Middle School (1)

O Broad Ripple Middle School (2)

O H. L. Harshman Middle School (3)

O H. W. Longfellow Middle School (4)

O Northwest Community Middle School (5)

O Thomas Carr Howe Middle School (6)

O William Penn School 49 (7)

Q5 Are you starting 6th grade in August 2024?

☐ No (1)

☐ Yes (2)

End of Block: Participant Info

Start of Block: Parent Contact Info

Q9 Parent/Guardian's First Name:

Q10 Parent/Guardian's Last Name:

Q6 Parent/Guardian's Phone Number:

Q7 Parent/Guardian's Email Address:

Q11 Language spoken at home:

O English (1)

O Spanish (2)

O Other (3) _____

End of Block: Parent Contact Info

Start of Block: Assent

Q12 Assent for Participation in the Girls Inc. EmpowerHub Research Study

Girls Inc. and the University of Notre Dame are doing a research study. This study will help us learn if the EmpowerHub program is helping people.

What is the study?

We are studying the EmpowerHub program, which is an in-school program through Girls Inc. for middle school girls. We are asking for personal information from girls who are interested in EmpowerHub.

If you choose to be in the study, you will have a chance to get a spot in the EmpowerHub program. If you join the study and you do not get a spot in the EmpowerHub program, you will still be able to go to all other in-school activities and be part of any other programs at Girls Inc. if you want to, subject to the terms of the study. If you do not join the study, you will still be able to go to all other in-school activities and be part of any other programs at Girls Inc.

What will happen if I choose to be in the study?

If you choose to be in our study, the study team will see information about you, such as your school report card and school records. Even if you are not selected for EmpowerHub, being in the study will help Girls Inc. make their program better and help everybody learn more about how to support girls your age. You won't be paid for being in the study.

How will my information be kept safe?

The Girls Inc. team and the study team care a lot about confidentiality, which means keeping your information safe and secret. We will take reasonable steps to make sure information about you (like your personal information, school report cards, and your answers to the questions about yourself) is kept confidential. If you choose to be in the study, there is a small chance that other people who are not in the study team would find out study data about you that you do not want to share. The study team will try to make sure this does not happen.

Who can I speak with if I have a question about this study?

If you have questions about this study, you can ask your parent, guardian, Girls Inc. staff, or the researcher. If you think of questions later, you can still ask them. You can ask the study team by emailing Mary Kate Batistich (a study team member) at mbatisti@nd.edu.

If you don't want to be in this study, you don't have to. It's up to you. If you say you want to be in it and then change your mind, that's OK. All you have to do is tell us that you don't want to be in it anymore. No one will be mad at you or upset with you if you don't want to be in it. Whether or not you are in the study will not affect your grades or what your teachers think.

My Choice

If I write my name below, I agree to be in this research study.

Name:

End of Block: Assent

Page

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of

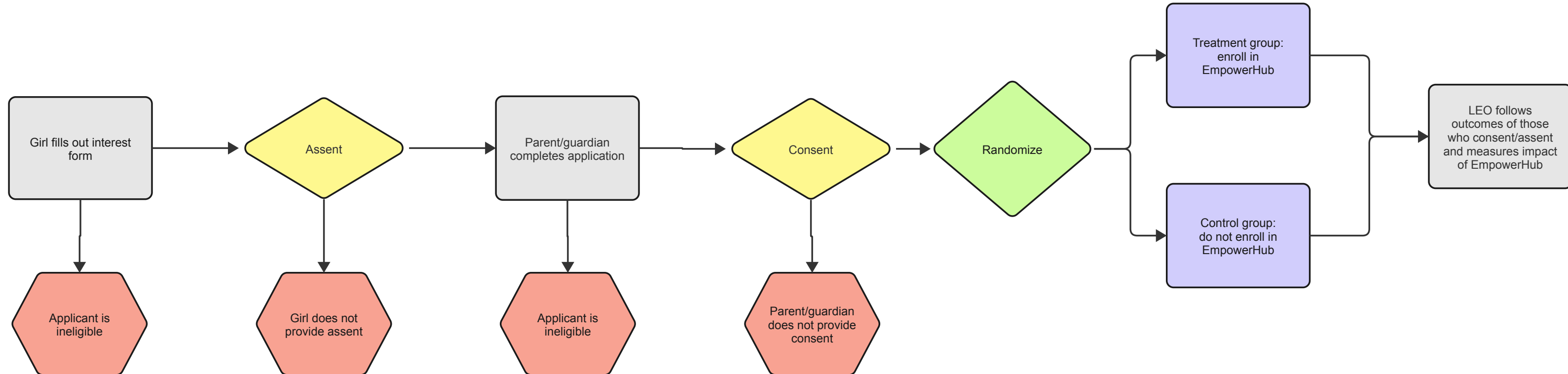
72

Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program**Protocol Type:** Protocol Submission Form**Date Submitted:** 07/23/2024**Important Note:** This Print View may not reflect all comments and contingencies for approval.
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* * * Attached Document * * *

Document Name	Created Date
Girls Inc. Enrollment Diagram.pdf	07/23/2024

Girls Inc. EmpowerHub RCT Enrollment Diagram



Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program**Protocol Type:** Protocol Submission Form**Date Submitted:** 07/23/2024**Important Note:** This Print View may not reflect all comments and contingencies for approval.
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* * * Attached Document * * *

Document Name	Created Date
LEO_Letters_of_Support_2024.pdf	07/23/2024



To Whom it May Concern,

This letter is to confirm Howe Middle School's enthusiasm to collaborate with Girls Inc. of Greater Indianapolis to conduct an impact evaluation of EmpowerHub®.

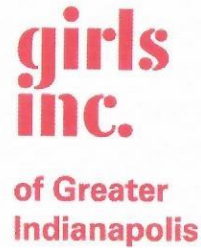
Girls Inc. of Greater Indianapolis is encouraging girls to be strong, smart, and bold. The combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to navigate gender, economic, and social barriers. Their EmpowerHub® is a high-impact, comprehensive program with a primary focus on supporting participants to explore healthy lifestyles, academic achievement, life skills development, and STEM exposure.

Howe Middle School is partnering with Girls Inc. of Greater Indianapolis through the Indianapolis Public School System's "Rebuilding Stronger" plan to provide EmpowerHub® at our middle school. We believe they will play a pivotal role in our student's success as they transition to starting middle school.

We are committed to promoting EmpowerHub® as a resource to our girls, providing Girls Inc. of Greater Indianapolis the space and support they need to be successful on our campus, and to sharing administrative data on our students to effectively measure the impact of EmpowerHub® services. We are thoroughly excited to work with Girls Inc. of Greater Indianapolis and support their project success.

Sincerely,


Francis Rivera
Principal
Howe Middle School



To Whom it May Concern,

This letter is to confirm Longfellow Middle School enthusiasm to collaborate with Girls Inc. of Greater Indianapolis to conduct an impact evaluation of EmpowerHub®.

Girls Inc. of Greater Indianapolis is encouraging girls to be strong, smart, and bold. The combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to navigate gender, economic, and social barriers. Their EmpowerHub® is a high-impact, comprehensive program with a primary focus on supporting participants to explore healthy lifestyles, academic achievement, life skills development, and STEM exposure.

Longfellow Middle School is partnering with Girls Inc. of Greater Indianapolis through the Indianapolis Public School System's "Rebuilding Stronger" plan to provide EmpowerHub® at our middle school. We believe they will play a pivotal role in our student's success as they transition to starting middle school.

We are committed to promoting EmpowerHub® as a resource to our girls, providing Girls Inc. of Greater Indianapolis the space and support they need to be successful on our campus, and to sharing administrative data on our students to effectively measure the impact of EmpowerHub® services. We are thoroughly excited to work with Girls Inc. of Greater Indianapolis and support their project success.

Sincerely,

A handwritten signature in black ink, appearing to read "Keisha Odom".

Keisha Odom
Principal

Longfellow Middle School



To Whom it May Concern,

This letter is to confirm Broad Ripple Middle School's enthusiasm to collaborate with Girls Inc. of Greater Indianapolis to conduct an impact evaluation of EmpowerHub®.

Girls Inc. of Greater Indianapolis is encouraging girls to be strong, smart, and bold. The combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to navigate gender, economic, and social barriers. Their EmpowerHub® is a high-impact, comprehensive program with a primary focus on supporting participants to explore healthy lifestyles, academic achievement, life skills development, and STEM exposure.

Broad Ripple Middle School is partnering with Girls Inc. of Greater Indianapolis through the Indianapolis Public School System's "Rebuilding Stronger" plan to provide EmpowerHub® at our middle school. We believe they will play a pivotal role in our student's success as they transition to starting middle school.

We are committed to promoting EmpowerHub® as a resource to our girls, providing Girls Inc. of Greater Indianapolis the space and support they need to be successful on our campus, and to sharing administrative data on our students to effectively measure the impact of EmpowerHub® services. We are thoroughly excited to work with Girls Inc. of Greater Indianapolis and support their project success.

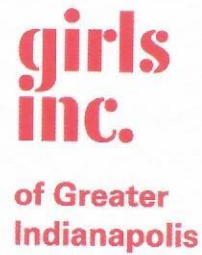
Sincerely,

A handwritten signature in blue ink, appearing to read "T. Robinson", written over the word "Sincerely,".

Tiffany Robinson

Principal

Broad Ripple Middle School



To Whom it May Concern,

This letter is to confirm Northwest Middle School's enthusiasm to collaborate with Girls Inc. of Greater Indianapolis to conduct an impact evaluation of EmpowerHub®.

Girls Inc. of Greater Indianapolis is encouraging girls to be strong, smart, and bold. The combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to navigate gender, economic, and social barriers. Their EmpowerHub® is a high-impact, comprehensive program with a primary focus on supporting participants to explore healthy lifestyles, academic achievement, life skills development, and STEM exposure.

Northwest Middle School is partnering with Girls Inc. of Greater Indianapolis through the Indianapolis Public School System's "Rebuilding Stronger" plan to provide EmpowerHub® at our middle school. We believe they will play a pivotal role in our student's success as they transition to starting middle school.

We are committed to promoting EmpowerHub® as a resource to our girls, providing Girls Inc. of Greater Indianapolis the space and support they need to be successful on our campus, and to sharing administrative data on our students to effectively measure the impact of EmpowerHub® services. We are thoroughly excited to work with Girls Inc. of Greater Indianapolis and support their project success.

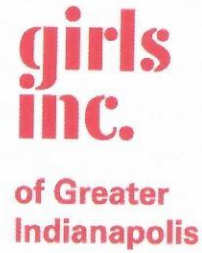
Sincerely,

A handwritten signature in black ink, appearing to read "Nichole Morrow".

Nichole Morrow

Principal

Northwest Middle School



To Whom it May Concern,

This letter is to confirm H. L. Harshman Middle School's enthusiasm to collaborate with Girls Inc. of Greater Indianapolis to conduct an impact evaluation of EmpowerHub®.

Girls Inc. of Greater Indianapolis is encouraging girls to be strong, smart, and bold. The combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to navigate gender, economic, and social barriers. Their EmpowerHub® is a high-impact, comprehensive program with a primary focus on supporting participants to explore healthy lifestyles, academic achievement, life skills development, and STEM exposure.

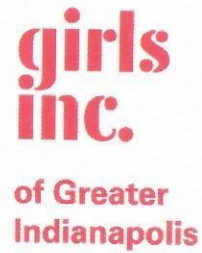
Harshman Middle School is partnering with Girls Inc. of Greater Indianapolis through the Indianapolis Public School System's "Rebuilding Stronger" plan to provide EmpowerHub® at our middle school. We believe they will play a pivotal role in our student's success as they transition to starting middle school.

We are committed to promoting EmpowerHub® as a resource to our girls, providing Girls Inc. of Greater Indianapolis the space and support they need to be successful on our campus, and to sharing administrative data on our students to effectively measure the impact of EmpowerHub® services. We are thoroughly excited to work with Girls Inc. of Greater Indianapolis and support their project success.

Sincerely,

Amy Moore
Principal
Harshman Middle School

A handwritten signature in black ink that reads "Amy Moore". The signature is written in a cursive style with a large, flowing "A" and "M".



To Whom it May Concern,

This letter is to confirm Arlington Middle School's enthusiasm to collaborate with Girls Inc. of Greater Indianapolis to conduct an impact evaluation of EmpowerHub®.

Girls Inc. of Greater Indianapolis is encouraging girls to be strong, smart, and bold. The combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to navigate gender, economic, and social barriers. Their EmpowerHub® is a high-impact, comprehensive program with a primary focus on supporting participants to explore healthy lifestyles, academic achievement, life skills development, and STEM exposure.

Arlington Middle School is partnering with Girls Inc. of Greater Indianapolis through the Indianapolis Public School System's "Rebuilding Stronger" plan to provide EmpowerHub® at our middle school. We believe they will play a pivotal role in our student's success as they transition to starting middle school.

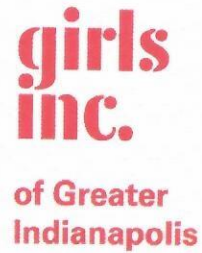
We are committed to promoting EmpowerHub® as a resource to our girls, providing Girls Inc. of Greater Indianapolis the space and support they need to be successful on our campus, and to sharing administrative data on our students to effectively measure the impact of EmpowerHub® services. We are thoroughly excited to work with Girls Inc. of Greater Indianapolis and support their project success.

Sincerely,

A handwritten signature in black ink, appearing to read "I. Billups", written over the printed name.

Iesha Billups
Principal

Arlington Middle School



To Whom it May Concern,


This letter is to confirm William Penn Middle School enthusiasm to collaborate with Girls Inc. of Greater Indianapolis to conduct an impact evaluation of EmpowerHub®.

Girls Inc. of Greater Indianapolis is encouraging girls to be strong, smart, and bold. The combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to navigate gender, economic, and social barriers. Their EmpowerHub® is a high-impact, comprehensive program with a primary focus on supporting participants to explore healthy lifestyles, academic achievement, life skills development, and STEM exposure.

William Penn Middle School is partnering with Girls Inc. of Greater Indianapolis through the Indianapolis Public School System's "Rebuilding Stronger" plan to provide EmpowerHub® at our middle school. We believe they will play a pivotal role in our student's success as they transition to starting middle school.

We are committed to promoting EmpowerHub® as a resource to our girls, providing Girls Inc. of Greater Indianapolis the space and support they need to be successful on our campus, and to sharing administrative data on our students to effectively measure the impact of EmpowerHub® services. We are thoroughly excited to work with Girls Inc. of Greater Indianapolis and support their project success.

Sincerely,


Chelsey Thompson

Principal

William Penn Middle School

Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program**Protocol Type:** Protocol Submission Form**Date Submitted:** 07/23/2024**Important Note:** This Print View may not reflect all comments and contingencies for approval.
Please check the comments section of the online protocol.
Questions that appear to not have been answered may not have been required
for this submission. Please see the system application for more details.-----

* * * Attached Document * * *

Document Name	Created Date
Girls_Inc_EmpowerHub_Intake (1).docx	07/23/2024

Girls Inc. EmpowerHub Intake

Start of Block: Participant Information

Q44 Girls Inc. EmpowerHub Parent/Guardian Application

Starting in the 2024-2025 school year, Girls Inc. of Greater Indianapolis is offering their in-school EmpowerHub program across seven middle schools. All girls who are entering sixth grade at one of the seven participating middle schools are eligible to apply! EmpowerHub aims to inspire girls to be "Strong" (health and wellness), "Smart" (academic readiness), and "Bold" (civic responsibility and leadership). EmpowerHub participants will receive 35-50 hours of high-impact in-school programming throughout each year of middle school. Please fill out the application form below, and a Girls Inc. staff member will contact you with the next steps. If you have questions regarding this form, please email us at programs@girlsincindy.org.

Q27 Participant First Name:

Q29 Participant Last Name:

Q5 Participant Date of Birth:

Q4 Participant's Home Address:

Q1 What is your child's race? You can select one or more races.

☐

American Indian, Alaska Native, or Indigenous (1)

☐

Asian or Asian American (2)

☐

Black, African American, or African (3)

☐

Native Hawaiian or Pacific Islander (4)



White (5)

☐

Other (6) _____

Q2 Is your child Hispanic or Latin(a)(o)(x)?

☐ Yes (1)

O No (2)

Q4 Which school will your child attend during the 2024-2025 school year?

O Arlington Community Middle School (1)

O Broad Ripple Middle School (2)

O H. L. Harshman Middle School (3)

O H. W. Longfellow Middle School (4)

O Northwest Community Middle School (5)

O Thomas Carr Howe Middle School (6)

O William Penn School 49 (7)

Q5 Is your child starting 6th grade in August 2024?

☐ Yes (1)

O No (2)

Q45 Does your child identify as a girl?

☐ Yes (1)

O No (2)

Q9 Participant's Primary Language:

O English (4)

O Spanish (5)

O Other (6) _____

End of Block: Participant Information

Start of Block: Participant Individual Needs

Q12 Which of the following best describes your family structure?

☐ Single parent (1)

☐ Two parent (2)

O Foster parent (3)

☐ Other (4) _____

Q23 How many adults are in your household?

O₁ (1)

O₂ (2)

O₃ (3)

O₄ (4)

O 5+ (5)

Q47 How many children are in your household?

O₁ (1)

O₂ (2)

O₃ (3)

O₄ (4)

O 5+ (5)

Q7 Which range best reflects your household's total wages and salaries for all jobs during the past 12 months?

O \$1-\$4,999 (1)

O \$5,000-\$9,999 (2)

O \$10,000-\$14,999 (3)

O \$15,000-\$19,999 (4)

O \$20,000-\$29,999 (5)

O \$30,000-\$39,999 (6)

O \$40,000-\$49,999 (7)

O \$50,000-\$69,999 (8)

O \$70,000-\$89,999 (9)

☐ \$90,000-\$119,000 (10)

☐ \$120,000 and over (11)

Q1 What is the highest level of school you have completed or the highest degree you have received?

☐ No schooling completed, or less than 1 year (1)

O Nursery, kindergarten, and elementary (grades 1-8) (2)

☐ High school (grades 9-12, no degree) (3)

☐ High school graduate- high school diploma or the equivalent (GED) (4)

☐ Some college but no degree (5)

O Associate's degree in college (6)

O Bachelor's degree (BA, AB, BS, etc.) (7)

☐ Master's, professional, or doctorate degree (MA, MS, MBA, MD, JD, PhD, etc.) (8)

Q11 Is your family experiencing homelessness?

☐ Yes (1)

O No (2)

Q25 Is there anything we should know about your child (allergies, health conditions, physical and cognitive diversities)?

End of Block: Participant Individual Needs

Start of Block: Parent Contact Information

Q26 Parent/Guardian First Name:

Q43 Parent/Guardian Last Name:

Q27 Parent/Guardian Mobile Phone Number:

(This number will be used to access the parent portal on Compass360.)

Q28 Parent/Guardian Email:

Q29 Your Relationship to Participant:

O Parent (1)

O Foster Parent (2)

O Grandparent (3)

☐ Aunt/Uncle/Other relative (4)

O Other (5) _____

Q30 Your Primary Language:

O English (4)

O Spanish (5)

O Other (6) _____

Q31 Are you a military veteran?

☐ Yes (1)

O No (2)

Q7 Is this your child's first time with Girls Inc. Indy?

☐ Yes (1)

O No (2)

End of Block: Parent Contact Information

Start of Block: Agreements

Q38 Behavior Agreement:

I agree that my participant in Girls Inc. will treat others the way they want to be treated, include everyone, BE KIND, think "Safety First," come with a good attitude, be ready to join in activities, have self-control, and help keep the camp location clean and organized and have FUN!

Behavior Consequences:

First offense: a verbal reminder of behavior expectations. The second offense is family communication and behavior plan. Third offense: suspension. These are subject to the discretion of Girls Inc. Indy staff.

Suspension Policy:

At Girls Inc., we do not tolerate any form of bullying. This will result in immediate suspension. Other minor offenses of a continued nature could result in suspension from Girls Inc. Fees will not be refunded if girls are not allowed to attend programs due to suspension.

*Girls Inc. Indy also reserves the right to temporarily suspend a participant to ensure the safety of all participants regardless of any one individual's behavior.

The following offenses will result in immediate suspension: Bullying, Intentionally physically hurting girls, staff, or volunteers. Verbally threatening to hurt girls, staff, or volunteers, stealing from other girls, staff, volunteers, or Girls Inc. property, disrespectful attitude towards other girls, staff, or volunteers, swearing or other inappropriate language, or possession of weapons or drugs.

*Please type out your name as your digital signature, acknowledging you have read and understand the Girls Inc. policy above.

Q39 Field Trips Permission:

I permit my participant to participate in all program field trips with Girls Inc. of Greater Indianapolis. I understand that reasonable precautions will be taken to safeguard my girl(s) on these excursions. I will not hold the Girls Inc. of Greater Indianapolis Board of Directors or any of its employees or volunteers responsible for any accident or loss that might occur. I authorize Girls Inc. of Greater Indianapolis to provide or arrange transportation for my girl(s) on field trips.

*Please type out your name as your digital signature, acknowledging you have read and understand the Girls Inc. policy above.

Q40 Special Programs Consent:

Girls Inc. of Greater Indianapolis EmpowerHub programs include special programming that addresses the challenges girls face today. This semester will most likely focus on handling conflict, building positive friendships, and self-esteem, but next semester my girl may be asked to participate in programs that MAY cover such issues as discussions about human anatomy and bodily functions as well as attitudes toward sexuality (girls ages 9 and up), future goals, self-defense moves, discussions about community and cyber safety, and being able to discuss safety issues with a trusted adult. (For more information about what programs your girl (s) will participate in during your chosen sessions, please refer to our FAQ or contact me at summercamp@girlsincindy.org. All information and activities are conducted in a way that is appropriate for my girl's(s') age level. I give my permission for my girl(s) to participate in any and all special programs.

*Please type out your name as your digital signature, acknowledging you have read and understand the Girls Inc. policy above.

Q41 Media Release (Optional):

My child/children is/are participating in a Girls Inc. of Greater Indianapolis program with my consent. I grant Girls Inc. of Greater Indianapolis the right to use, reproduce, assign, and/or distribute photographs, films, videotapes, and sound recordings taken of my child during the program.? The materials may be used for online, interoffice, public marketing, or training purposes or by media sources reporting on Girls Inc. activities.?

Please type out your name as your digital signature, acknowledging you have read and understand the Girls Inc. policy above. If you do not agree, please write, "No, I do not agree with the information."

End of Block: Agreements

Start of Block: Block 4

Q51 Consent to Participation in Girls Inc. EmpowerHub Research Study

Girls Inc. and the University of Notre Dame, through the Lab for Economic Opportunities (LEO), are working on a research study to understand the impact of Girls Inc.'s EmpowerHub program. You and your child are invited to participate in this study, which would give your child a chance to be selected for the EmpowerHub program. Your participation will help Girls Inc. learn how to better serve the girls in our community. Will you help us learn?

Why is this study being done?

The purpose of this study is to help Girls Inc. improve the EmpowerHub program to better serve youth in the community. In this study, LEO will learn about the impact of Girls Inc.'s EmpowerHub program on educational and behavioral outcomes.

What will happen during this study?

There are more students interested in participating in EmpowerHub than there are spots available in the program. To fairly allocate spots, spots will be filled by a random lottery; so, all eligible applicants will have a chance at getting a spot. In September, study participants will be notified of whether or not they got a spot in EmpowerHub. In this study, LEO will compare the outcomes of youth who applied to EmpowerHub but did not get a spot to the outcomes of those who were offered a spot. Such outcomes may include grades, school attendance, and disciplinary records. In the future, your child may be asked to complete an in-school survey focused on topics including mental and physical health and self-esteem, and their responses may be used for the study. The study will only report results about groups of students as a whole, not about any child individually. Neither you nor your child will be paid for participating in this study.

Taking part in this study is voluntary.

If you choose to participate in the research study, you can also choose for your child to leave the study at any time. Deciding not to allow your child to participate, or later deciding to remove your child from the study, will not have any effect on your child's participation in other programs at Girls Inc., now and in the future, or your or your child's relationship with Girls Inc. or your child's school.

Your child will be asked to sign an "Assent for Participation in the Girls Inc Research Study" form, which allows your child to agree to participate in the study. Your child will only be eligible for the study if both you and your child consent. If you agree to allow your child to participate, your child will be one of approximately 1,050 participants over three years taking part in this study.

What will be asked of me and my child if I participate in the study?

If you agree to allow your child to participate in the research study, LEO will use identifiable information about your child, including your child's name, date of birth, and demographic information. The research team will use this information to access existing data about your child already collected by Girls Inc., your child's school, and other agencies. This may include academic records including from PowerSchool, justice system records, and demographic information.

What are the risks of taking part in the study?

The main risk of the study is a loss of confidentiality. Though confidentiality can never be completely guaranteed, Notre Dame, Girls Inc., and the Indianapolis Public Schools will take reasonable steps to reduce the risk of breach of confidentiality and personal information. We cannot guarantee absolute confidentiality, but the risks are small.

How will my child's information be protected?

Efforts will be made to keep your child's personal information confidential. Encryption and password-protection will be used whenever your information is sent to researchers or stored at LEO. Girls Inc. and LEO will not sell data containing your personally identifiable information. Only members of the research team will have access to the

data. At the end of the research study, other researchers may access data from the study for additional research purposes, but no one will be able to identify you or your children in any publications or datasets that result from the study. While the LEO and Girls Inc. will make every effort to keep your information safe, there is always the minimal risk of a breach of confidentiality, which the research team would immediately report to their oversight board.

What are the potential benefits of taking part in this study?

Potential benefits include:

Your child may be selected, subject to the terms of the study, for EmpowerHub programming, in which they will be invited to be part of in-school enrichment activities for up to three (3) years.

Your child's participation will help Girls Inc. improve its program services, and will benefit people who use Girls Inc.'s services in the future.

Your child's participation in the study is an opportunity to contribute to the community by helping researchers learn about the effectiveness of local youth programming. The results from the study may help improve and expand youth and family programs in the community in the future.

Who should I call with questions or problems?

For questions about Girls Inc., contact Girls Inc. of Greater Indianapolis at +1(317) 283-0086. For questions about the study, contact the researcher, Mary Kate Batistich, at mbatisti@nd.edu. For questions about your or your child's rights as a research participant, to discuss problems, complaints, or concerns about a research study, please contact Notre Dame Research Compliance at 574-631-1461 or at compliance@nd.edu.

Q56 Parental Consent

In consideration of all of the above, I give my consent for my child to participate in this research study. I will be given a copy of this informed consent document to keep for my records. I have been told that I can ask other questions at any time. I consent to my child being asked to sign an "Assent for Participation in the Girls Inc. EmpowerHub Research Study" form. **I have been informed about this study's purpose, procedures, possible benefits, and risks. I voluntarily agree to participate in this study, and I voluntarily consent to the collection and sharing of my data and my child's data for the purposes of carrying out this study. By signing this form, I confirm that I am 18 years or older and that I am the parent or legal guardian of the participant. I am not waiving any of my legal rights.**

O Printed Name of Child (4)

O Printed Name of Parent/Legal Guardian (1)

O Date (2) _____

Q53 Signature of Parent/Legal Guardian:

End of Block: Block 4

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of

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Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program**Protocol Type:** Protocol Submission Form**Date Submitted:** 07/23/2024**Important Note:** This Print View may not reflect all comments and contingencies for approval.
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* * * Attached Document * * *

Document Name	Created Date
Girls Inc Letter of Support - Dr. Bottley.docx	07/23/2024



July 2, 2024

To Whom it May Concern,

This letter is to confirm Indianapolis Public Middle Schools' enthusiasm to collaborate with Girls Inc. of Greater Indianapolis to conduct an impact evaluation of EmpowerHub®.

Girls Inc. of Greater Indianapolis is encouraging girls to be strong, smart, and bold. The combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to navigate gender, economic, and social barriers. Their EmpowerHub® is a high-impact, comprehensive program with a primary focus on supporting participants to explore healthy lifestyles, academic achievement, life skills development, and STEM exposure.

Indianapolis Public Middle Schools' is partnering with Girls Inc. of Greater Indianapolis through the Indianapolis Public School System's "Rebuilding Stronger" plan to provide EmpowerHub® at our middle school. We believe they will play a pivotal role in our students' success as they transition to starting middle school. We are committed to promoting EmpowerHub® as a resource to our girls, providing Girls Inc. of Greater Indianapolis the space and support they need to be successful on our campus, and to sharing administrative data on our students to effectively measure the impact of EmpowerHub® services. We are thoroughly excited to work with Girls Inc. of Greater Indianapolis and support their project success.

Sincerely,

Dr. Stacy Bottley

Dr. Stacy Bottley
Executive Director of Middle Schools
Indianapolis Public Schools

Protocol Title: Impact Evaluation of Girls Inc.'s EmpowerHub Program

Protocol Type: Protocol Submission Form

Date Submitted: 07/23/2024

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***** Attached Document *****

Document Name	Created Date
Zion_cert.pdf	07/23/2024

Certificate of Completion



Shayla Zion has completed course
CIRTification: Community Involvement in Research Training
on 7/8/2024

CIRTification is a human research protections training program tailored to frontline research roles. Modules include Introduction to Research; Research History; Eligibility & Recruitment; Informed Consent; Institutional Review Board; Collecting & Protecting Data; Handling Issues in the Field.

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* * * Attached Document * * *

Document Name	Created Date
Russell_cert.pdf	07/23/2024

Certificate of Completion



Kathleen Russell has completed course
CIRTification: Community Involvement in Research Training
on 7/8/2024

CIRTification is a human research protections training program tailored to frontline research roles. Modules include Introduction to Research; Research History; Eligibility & Recruitment; Informed Consent; Institutional Review Board; Collecting & Protecting Data; Handling Issues in the Field.

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* * * Attached Document * * *

Document Name	Created Date
Hamm_cert.pdf	07/23/2024

Certificate of Completion



Madison Hamm has completed course
CIRTification: Community Involvement in Research Training
on 7/8/2024

CIRTification is a human research protections training program tailored to frontline research roles. Modules include Introduction to Research; Research History; Eligibility & Recruitment; Informed Consent; Institutional Review Board; Collecting & Protecting Data; Handling Issues in the Field.

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* * * Attached Document * * *

Document Name	Created Date
Banks_cert.pdf	07/23/2024

Certificate of Completion



Ciera Banks has completed course
CIRTification: Community Involvement in Research Training
on 7/8/2024

CIRTification is a human research protections training program tailored to frontline research roles. Modules include Introduction to Research; Research History; Eligibility & Recruitment; Informed Consent; Institutional Review Board; Collecting & Protecting Data; Handling Issues in the Field.

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* * * Attached Document * * *

Document Name	Created Date
Girls Inc. Texting Sequence.pdf	07/23/2024



Girls, Inc. Texting Sequence
Visual Enrollment Flow

EXAMPLE FLOW

STAGES

[Lead In](#)

[Lead Out](#)

[Partial Application Received](#)

[Application Complete](#) (required)

[Consent Scheduled](#)

[Consent No Show](#)

[Randomization Ready](#)

[Not Accepted](#)

[Waitlist](#)

[Accepted](#)

[program Ready](#)

LEAD IN

Sources:

(examples)

- In-person events (back-to-school events, school-based events)
- Online promotion (social media, school websites)
- TEXT "EMPOWER" TO [phone number]

MESSAGE:

Hi [name], it's Rona with Girls Inc. of Greater Indianapolis. Thanks so much for your interest in learning more about our EmpowerHub program by Girls Inc. Indy! Please reply "Yes" to learn more about our free leadership development program for 6th grade girls starting this fall.

If you want to stop receiving texts, just let me know by saying stop!

LEAD OUT

Sources:

- Lunch or advisory periods at schools
- Obtained list other ways

What questions the organization asks people to get them to finish their application

Message:

Hi [name], it's Rona at Girls Inc. Indy

Your student provided us with your contact information so we could share more about our EmpowerHub program! Please reply "Yes" to learn more about our free leadership development program for 6th grade girls starting this fall.

If you want to stop receiving texts, just let me know by saying stop!

↓ Replies yes (wait 3 seconds)

Wonderful! We're looking forward to learning more about your family.

Before we get started, what is your first name?

↓ Replies

Thanks, [name]!

Please confirm you have a girl starting 6th grade for the 2024-2025 school year at one of the following IPS middle schools: Arlington, Broad Ripple, Harshman, Henry Longfellow, Howe, Northwest, or William Penn.

Please reply "yes" or "no."

↓ Replies yes (wait 3 seconds)

Fantastic! EmpowerHub is a free leadership development program specifically designed to meet the needs of 6th grade girls. It takes place during the school day, so you do not need to run around town - we bring the program right to her!

To enroll, simply fill out the application here: [LINK](#)

↓ **Replies no**

I'm sorry to hear that! Although your student will be unable to join EmpowerHub, they are still eligible to receive community-based programming through Girls Inc. Indy.

Please reply with your student's date of birth and your email address so we can contact you with more details soon 😊

↓ **wait one week**

Hi there {{contact.first_name}}, this is Rona from Girls Inc. Indy 😊 It looks like you haven't started your student's EmpowerHub application. We're here to guide you through this step-by-step process. Just reply to this message if you need any help at all.

The deadline for a completed application is Friday, August 30th at midnight!

↓ **wait one week**

Hi there {{contact.first_name}}, this is Rona from Girls Inc. Indy again 😊 Taking the first step can be the toughest, but completing the EmpowerHub application could be transformative for your student. We're here to help walk you through it. Just reply to this message for help.

↓ **wait one week**

Hello, it's Rona from Girls Inc. Indy 😊 We hope you will complete the EmpowerHub application soon to give you and your student the chance to become part of the Girls Inc. Indy family. Do you have any questions? Just reply to this message. Someone on our team will be in touch.

Set Event Start Time = August 30th 2024

↓ **Wait until August 15th, 2024**

Hi {{contact.first_name}}, Rona from Girls, Inc. Indy here 😊 We can provide a safe, uplifting environment for your 6th grader at EmpowerHub. Let's get that application started together. Please reply if you need help, the deadline to apply is August 30th, 2024 at midnight!

↓ Wait until August 22nd, 2024

It's Rona from Girls Inc. Indy 😊 We understand the EmpowerHub application takes time, and we're here to assist you. Just reply to this text for help. Just a few days left!

↓ Wait until August 24th, 2024

Hi! It's Rona at Girls Inc. Indy 😊. Remember, it's never too late to secure a bright future for your student. Let's complete your EmpowerHub application together. Reply when you're ready. The clock is ticking!

↓ Wait until August 27th, 2024

Hello {{contact.first_name}}, Rona from Girls Inc. Indy here 😊 Time is running out to start your EmpowerHub application. Our team would love to help you cross that finish line. Reply to this message for help.

↓ Wait until August 28th, 2024

Hi, it's Rona from Girls Inc. Indy 😊 Don't let the end of the month be the end of this opportunity for your student to join EmpowerHub. Let's finish the application together.

↓ Wait until August 29th, 2024

Good morning {{contact.first_name}}, this is Rona from Girls Inc. Indy 😊 We're down to the wire, but there's still time to complete your EmpowerHub application. Let's work on it together. Reply now, the deadline is tomorrow.

↓ Wait until August 30th, 2024 9AM

Good morning, it's Rona from Girls Inc. Indy 😊 It's the last day to complete your EmpowerHub application. Let's get it done together. Please reply when you're ready. The deadline is tonight at midnight and we are not able to offer extensions.

↓ Wait until August 30th, 2024 4PM

Hi {{contact.first_name}}, it's Rona from Girls Inc. Indy 😊 This is your last chance to apply! It's time to finish the EmpowerHub application before the window closes at midnight. We are not able to offer extensions. Give your student the chance to become part of the EmpowerHub community!

PARTIAL APPLICATION RECEIVED

↓ wait one hour

Hi there {{contact.first_name}}, this is Rona from Girls Inc. Indy 😊 It looks like you've begun but haven't finished your student's application. We're here to guide you through this step-by-step. Just reply to this message to get started!

↓ wait one day

Hi {{contact.first_name}}, it's Rona from Girls Inc. Indy again 😊 Taking the first step can be the toughest, but completing your application could be transformative for your student. We're here to help you finish, step-by-step. Just reply to this message for help.

↓ wait one day

Hi there {{contact.first_name}}, this is Rona from EmpowerHub again 😊 Taking the first step can be the toughest, but completing your application could be transformative for your student. We're here to help you get that application finished. Just reply to this message for help.

Set Event Start Time = August 31st 2024

↓ Wait until August 15th, 2024

Hi {{contact.first_name}}, Rona from Girls Inc. Indy 😊 We can provide a safe, uplifting environment for your student at EmpowerHub. Let's get that application finished together. Please reply if you need help, the deadline to apply is August 30th, 2024 at midnight!

↓ Wait until August 22nd, 2024

It's Rona from Girls Inc. Indy 😊 We understand the EmpowerHub application takes time, and we're here to assist you in getting it done. Just reply to this text for help. Just a few days left!

↓ Wait until August 24th, 2024

Hi! It's Rona by Girls Inc. Indy 😊 Remember, it's never too late to secure a bright future for your student. Let's finish your EmpowerHub application together. Reply when you're ready. The clock is ticking!

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APPLICATION COMPLETE

IF NOT REQUIRING SCHEDULED CONSENT CALLS - INITIAL PLAN

- Remove from reminders to apply
 - "App complete" text

Hi, it's Rona from Girls Inc. Indy 😊 We're so glad you submitted your student's application to EmpowerHub! If you would like to chat more about the consent section of the application, please use [THIS LINK](#) to sign up for a call with a member of the Girls Inc. Indy staff. This call takes about 10 minutes.

Thank you again, and please reply with any additional questions!

IF REQUIRING SCHEDULED CONSENT CALLS - BACKUP PLAN

- Remove from reminders to apply
- Send out texts to schedule a call
 - “App complete” text
 - Follow-up reminder texts and one email if a call is not scheduled.

Hi, it's Rona from Girls Inc. Indy 😊 We're so glad you submitted your student's application to EmpowerHub! Don't forget to use **THIS LINK** to sign up for a "next steps" call with a member of the Girls Inc. Indy staff. This call takes about 10 minutes and is the final step of our application process.

Thank you again, and please reply with any additional questions!

- Set up call scheduling link in Catalyst to Rona Taylor's calendar
 - Title call “Appointment with Girls Inc. Indy (EmpowerHub)”
 - Rona Taylor, title tbd
 - rtaylor@girlsincindy.org

CONSENT SCHEDULED - ONLY IF REQUIRING SCHEDULED CONSENT CALLS

- Upon scheduling call, automatically move to this pipeline stage
 - Thank you for scheduling your “next steps” call with the Girls Inc. Indy staff! This call will take about 10 minutes, and we will be sure to answer any questions you might have about our program or the application process. We're looking forward to speaking with you!

CONSENT NO SHOW - ONLY IF REQUIRING SCHEDULED CONSENT CALLS

- Reschedule Sequence
 - Oops! It looks like you couldn't make your scheduled “next steps” call with the Girls Inc. Indy staff. No problem – let's try again!
Use this link to sign up for a call with our team. This is the final, and very important, step in the application process. We're looking forward to chatting with you!
 - Hey there! Friendly reminder to reschedule your “next steps” call with the Girls Inc. Indy staff. Use this link to sign up for a call with our team. This is the final, and very important, step in the application process. We're looking forward to chatting with you!

RANDOMIZATION READY

Move lead to this stage manually

Hello {{contact.first_name}}, Rona from Girls Inc. Indy here 😊 You have officially completed the application process for EmpowerHub. How exciting!

As a reminder, we anticipate we will receive more applications than we have space available for the program. Students will be selected through a computer-generation randomization process. We will notify all families in early September as to whether their student has been selected, and programming will begin the week of September 9th.

If you have any questions in the meantime, don't hesitate to reach out. We appreciate your time and interest!

NOT ACCEPTED

Client will move lead to this stage manually

Hi {{contact.first_name}}, it's Rona from Girls Inc. Indy 😊

This year EmpowerHub by Girls Inc. Indy received a record-breaking number of applications. **We are sorry to share that your student's application has not been accepted.** Due to space limitations, we have only been able to accept about 50% of our applicants. To give every family a fair chance at being accepted to the program, we used a computer-generated randomization process to identify which applications would be chosen.

Due to the high demand for our programs, each family is only provided one opportunity to apply. This means there will not be an opportunity to re-apply in the future.

Though your student did not receive a spot in this year's EmpowerHub program, your student is still eligible to join other Girls Inc. Indy community-based programs. If you are interested, please reply with your email address so we can reach out with more information. We would also encourage you to reach out to your school's social worker or FACE liaison to learn about other community programs available to your student.

WAITLIST

Client will move lead to this stage manually

Hi {{contact.first_name}}, it's Rona from Girls Inc. Indy.

This year EmpowerHub received a record-breaking number of applications. Due to space limitations, we have only been able to accept about 50% of our applicants. To give every family a fair chance at being accepted to the program, we used a computer-generated randomization process to identify which applications would be chosen.

Through this randomization process, your student has been placed on a waitlist, alongside a small number of other families, to potentially receive a space in the EmpowerHub program. This means that if students become unable to join EmpowerHub between now and October 1, we will begin notifying families on the waitlist that there is a space available. It is possible that a space will open, but we cannot guarantee it.

Due to the high demand for our programs, each family is only provided one opportunity to apply. If you do not receive a space at EmpowerHub this year, there will not be an opportunity to re-apply in the future.

Whether or not your student receives a spot in this year's EmpowerHub program, your student is still eligible to join other Girls Inc. Indy community-based programs. If you are interested, please reply with your email address so we can reach out with more information. We would also encourage you to reach out to your school's social worker or FACE liaison to learn about other community programs available to your student.

Please reach out if you have any questions about this process. We appreciate your time and your consideration of EmpowerHub by Girls Inc. Indy!

ACCEPTED

Client will move lead to this stage manually

- Accepted Text:
 - Big news! Your student has been selected to attend EmpowerHub 2024-2025! Out of thousands of applicants, we were able to accept 210 new EmpowerHub participants, and we are delighted to welcome you to the Girls Inc. Indy family.
 - As a reminder, EmpowerHub begins during the week of September 9th. We will be hosting a virtual Parent Orientation on the evening of Thursday, September 5th. Keep an eye out for an email from the Girls Inc. Indy team with the link to attend and future emails with updates and special opportunities!

- Again, CONGRATULATIONS! We are excited to meet your student and can't wait for them to be a part of EmpowerHub! Please feel free to reply with any additional questions.
- Accepted E-mail:
 - Big news! Your student has been selected to attend EmpowerHub 2024-2025! Out of thousands of applicants, we were able to accept 210 new EmpowerHub participants, and we are delighted to welcome you to the Girls Inc. Indy family.
 - As a reminder, EmpowerHub begins during the week of September 9th. We will be hosting a virtual Parent Orientation on the evening of Thursday, September 5th. Keep an eye out for an email from the Girls Inc. Indy team with the link to attend and future emails with updates and special opportunities!
 - Again, CONGRATULATIONS! We are excited to meet your student and can't wait for them to be a part of EmpowerHub! Please feel free to reply with any additional questions.
 - Rona Taylor

PROGRAM READY

N/A