

## PLaCE Research and Presentation Policies

Any Purdue faculty, staff member, or graduate student interested in **conducting research related to the PLaCE program**, including its assessments, curricula, students, and program history and development, must adhere to the following conditions:

1. Complete CITI certification: Group 2: Social Behavioral Research Investigators and Key Personnel.
2. Discuss your research plans with PLaCE administrators: Dr. Matthew Allen (mcallen@purdue.edu), Director of PLaCE; Dr. Lixia Cheng ([clixia@purdue.edu](mailto:clixia@purdue.edu)), Associate Director of Evaluation for PLaCE. Refer to prompts on p. 2.
3. Send Drs. Allen and Cheng a short proposal (see prompts on p. 2). Do not proceed with your research plans related to the PLaCE program until you have secured their approval.
4. Review IRB conditions related to your research plan (<https://www.irb.purdue.edu/>). If your research requires IRB approval (as it most likely will), complete an IRB application.
  - a) Do not start collecting data until your application has been approved by the IRB office at Purdue.
  - b) Go to an IRB walk-in hour or schedule an appointment with an IRB reviewer to discuss your research plans.
  - c) Identify the correct IRB form on the above website and fill it out.
    - If you are a Purdue staff member (e.g., a PLaCE lecturer), please list Dr. Matthew Allen if your proposed research would focus on PLaCE curricula and instruction, and list Dr. Lixia Cheng as a PI if your proposed research would focus on PLaCE testing, assessment, and evaluation.
    - If you are a graduate student at Purdue, you are encouraged to list Dr. Allen or Dr. Cheng as a co-PI along with your faculty advisor.
    - In any case, you should at least list Drs. Allen and Cheng as consultants for your research on your IRB form.
  - d) Email your IRB approval notice to Dr. Cheng, who will file the IRB documents for all PLaCE-related studies. Be sure to include a copy of your finalized IRB form, all supplemental documents, and amendments.

Any PLaCE lecturer interested in **giving public presentations about the PLaCE program**, including its assessments, curricula, students, and program history and development, must adhere to the following conditions:

1. Discuss your presentation plans with PLaCE administrators, Drs. Allen and Cheng.
2. Send Drs. Allen and Cheng a copy of your proposal/abstract for the presentation and your PowerPoint slides as soon as you have them ready before your proposal submission or conference presentation.
3. Schedule and give a practice presentation with Drs. Allen and Cheng at least a few days before the conference.

Any person requesting **the Assessment of College English–International (ACE-In) test data** must adhere to the following conditions:

1. Discuss your research plans with Dr. Cheng to seek approval.
2. Email Dr. Cheng a signed copy of this PLaCE Research and Presentation Policies document (p. 1), your proposal to address the prompts on p. 2, and a completed and signed copy of the ACE-In data request form (pp. 3–4).

**With my signature below, I affirm that I have read and I understand the PLaCE Research and Presentation Policies. I agree to comply with the above Policies. I will also acknowledge the PLaCE program in any publication or public presentation and be sure to cite properly (e.g., PLaCE website, PLaCE annual report, PLaCE newsletter, PLaCE textbooks and other instructional or assessment materials).**

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Printed Name(s) \_\_\_\_\_ Department \_\_\_\_\_

## Proposal for PLaCE-Related Research

Thank you for your interest in conducting research and/or giving a public presentation(s) about the PLaCE program. The primary mission of the PLaCE program is instructional: we exist to support our students' academic, English language, and intercultural learning and development. Our program can be a productive research site for projects related to language learning for intermediate to advanced English as a Second Language (ESL) learners (including teaching, curriculum, and assessment issues), as well as topics related to the experiences of international students and internationalization of higher education.

We ask that all prospective researchers and/or presenters write a brief proposal and meet with PLaCE administrators, Drs. Allen and Cheng, to help us better understand your research. Because of our extensive experience with the PLaCE program since 2014, we can also help to refine prospective research projects and can serve as collaborators and co-authors on research projects, presentations, or publications.

Please write a 1–2 page proposal that addresses the following questions:

1. What is the purpose of your research?
2. What is your research question?
3. What is the previous research on this topic?
4. What is your hypothesis based on a review of previous research?
5. What types of data do you plan to collect, and how?
6. How are you going to analyze the data?
7. What is your timeline for data collection, analysis, and write-up?
8. What might be the implications of your research findings?
9. Which conference or publication are you aiming this study for?



**1. Required information**

For PLaCE use only: \_\_\_\_\_

Date request submitted	Day:	Month:	Year:
Date data needed (allow at least 4 weeks)	Day:	Month:	Year:

Name of researcher making request		
Email and phone number of researcher making the request	Email	Phone number

Department or program of researcher making the request	Dept	Program
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Status of researcher making the request (circle one): grad student    tenure-track or clinical faculty    lecturer    staff    other \_\_\_\_\_

Name of principal investigator for IRB or major professor in charge of research	Name	
Department or program of principal investigator or major professor	Dept	Program
Email and phone number of principal investigator or major professor	Email	Phone number

Name of research project	
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IRB human-subjects research status for project in which this data will be used (circle one):

IRB permission granted    IRB forms submitted    plan to submit IRB request    do not plan to submit IRB request (no plan to publish)

**2. Request for test recordings and writing samples**

(Audio recordings are available for Listen & Repeat, Oral Reading, and Speaking & Listening modules on the ACE-In)

**(If you are only requesting item scores, skip to #3.)**

I need \_\_\_\_\_ (number) L1 \_\_\_\_\_ (language) students' responses to \_\_\_\_\_ (item).

(Note: there may be limited numbers of completed ACE-In tests by students of certain L1 backgrounds.)



The ACE-In versions prior to August 2019 all had 4 different test forms. The “ACE-In 2019” had 8 different forms except for the Listen & Repeat section which had only 4 unique test forms.

I need data from tests of only one form (circle): Yes No (if yes, the number of exams available is restricted)

I need equal numbers of male and female examinees (circle): Yes No

Other pertinent information that you would like the PLaCE Testing Office to be aware of in preparing ACE-In data for you:

**3. Request for ACE-In test item scores**

I need \_\_\_\_\_ (number) L1 \_\_\_\_\_ (language) students’ item-level scores on \_\_\_\_\_ (item).

The ACE-In versions prior to August 2019 all had 4 different test forms. The “ACE-In 2019” had 8 different forms except for the Listen & Repeat section.

I need data from tests of only one form (circle): Yes No (if yes, the number of exams available is restricted)

I need equal numbers of male and female examinees (circle): Yes No

Other pertinent information that you would like the PLaCE Testing Office to be aware of in preparing ACE-In data for you:

Data will be shared via Filelocker or a departmental network drive. Follow IRB guidelines for data storage.

**4. Read, Sign, and Date**

In order to maintain the security, confidentiality and viability of the ACE-In test, I understand that specific information about ACE-In test items may not be shared with others outside of my research project. I agree to provide PLaCE with any new lexical transcriptions that are produced from working on this data, as well as sharing my research findings with PLaCE. **I have read and reviewed all the information on this completed form.**

\_\_\_\_\_  
Signature of researcher making request

\_\_\_\_\_  
Signature of principal researcher or major professor (if different)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Email a signed copy of the Policy document and a completed and signed copy of the ACE-In data request form to Lixia Cheng, Associate Director of Evaluation, Purdue Language and Cultural Exchange (PLaCE). Direct inquiries and comments by email to: [clixia@purdue.edu](mailto:clixia@purdue.edu).