

Youth-led Participatory Action Research
(YPAR) Retrospective Survey – FFY2021

Administration Protocol

I. Purpose

The purpose of the Youth-led Participatory Action Research (YPAR) retrospective survey is to collect information on students' perception of their knowledge, skills, behavior, confidence and other impacts after participating in YPAR. The survey is designed to be used toward the end of a year's YPAR project. You can use this survey with youth researchers who have either completed all or some of the YPAR project steps. However, it is recommended that YPAR groups would have met for at least 6 sessions over a six-week period to collect the survey.

II. Who Should Administer

CFHL, UCCE staff who have worked as adult allies with YPAR groups or who have supported adult allies at the site should administer this survey. Currently, this survey is not intended to be administered by non CHFL, UCCE staff but please contact Barbara McNelly bmknelly@ucdavis.edu if this presents a challenge. The State Office will review these procedures annually with UCCE staff input.

III. When to Administer

The YPAR retrospective survey should be administered to an entire YPAR cohort of researchers when all planned YPAR lessons have been completed for the year. When possible, administer the survey at the end of the last meeting. If that is not possible, administer the survey either as close to the end of planned activities as possible or even after concluding activities, but not more than two weeks after their completion.

IV. Materials Needed

- PDF copy of the student consent page to read aloud and provide to students with the UCCE local contact information added.
 - See VI. Student Consent below and
 - Fillable PDF of the one page consent form posted on the Youth Evaluation Tools webpage in [English](#) and [Spanish](#).
- Electronic or printed copy of this administration protocol.
- Link to the [YPAR Retrospective survey in Qualtrics](#).
- County, and Program Site (or School) Name – for students to enter on their survey.

V. Before You Begin

- Review consent page, add local UCCE contact, and create PDF to share with students.
- Practice administration with colleagues to become familiar with the protocol and YPAR Retrospective in Qualtrics. Note: When practicing, instruct participants to enter “**TEST**” for the program site/school name so that this “mock” data can be deleted from the survey data.

Youth-led Participatory Action Research YPAR Retrospective Survey

VI. Student Consent

The UC Davis Institutional Review Board (IRB) requires our program to obtain consent for all youth program evaluation. In order to secure consent to participate in the YPAR Retrospective Survey, CFHL, UCCE staff must read the student consent page aloud to students prior to administration, either virtually or in person. Consent to participate is assumed to have been provided if a student responds to the YPAR survey questions after hearing and/or reviewing the consent memo, which is provided to students as a paper copy or as an electronic link or file. The IRB does not require a signed student consent form or parental consent. The Student Consent form is the first page of both the [Qualtrics YPAR Retrospective Survey](#) and the [hard copy pdf version of the YPAR Retrospective survey](#) posted on the youth evaluation webpage.

VII. Administering the Survey

- Read the consent memo aloud AND direct students to the link where they can find the consent memo with local contact information or provide this as a PDF file. The consent page will also be the first page of the online survey, but the local UCCE contact information will only be included in the PDF file you share.
- If collecting online, provide the link to the [YPAR survey in Qualtrics](#).
- For students consenting to respond to the survey, provide the Program Site (or School Name) and County that they should enter either in the chat for let them know verbally.
- Provide sufficient time for students to complete the YPAR survey.
- Remind students when they are done to click on the Submit button that displays on the bottom of the last page.

This material was produced by the University of California CalFresh Nutrition Education Program with funding from USDA SNAP, known in California as CalFresh (formerly food stamps). These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious foods for better health. For CalFresh information, call 1-877-847-3663.