

## 1. Contacts and Title

**1. Principal Investigator:**

Email	Training	CoI Date
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**a. Position of Principal Investigator:**

- Faculty
- Student
- Staff
- Resident/Fellow
- Other

**If Other, describe:**

**b. Will the Principal Investigator consent participants?**  Yes  No

**2. Contact Person(s) (if different from the PI):**

Name	Email	Training
There are no items to display		

**3. Internal Staff and Sub-Investigator(s) (Within the University of Utah):**

Name	Email	Training	Obtaining Consent	CoI Date
There are no items to display				

**4. External Sub-Investigator(s) (Investigators outside the University of Utah):**

Last Name	First Name	Affiliation
There are no items to display		

**5. Faculty Sponsor (if needed):**

**6. Guests:**

Last Name	First Name	E-Mail
There are no items to display		

**7. What type of application is being submitted?**

New Study Application (or Amendment/Continuing Review)

**8. Title Of Study:**

Utah Education Policy Center Umbrella Protocol

**9. Study Purposes and Objectives:**

The overall goal of such projects is generally to evaluate the implementation, quality, effectiveness, and outcomes associated with common educational practices.

This is a submission for an umbrella protocol that will cover all of the projects conducted by the Utah Education Policy Center (UEPC) that meet the criteria identified in Exempt Categories of Research number 1:

**Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as:**

1. Research on regular and special education instructional strategies or
2. Research on the effectiveness of or the comparison among instructional techniques, curricula or classroom management methods.

AND

3. Research is not subject to FDA regulations.
4. Research does not involve prisoners as participants.
5. Research does meet the University's ethical standards governing the conduct of the research.

**10. Background and Introduction:**

The data sources utilized in the research projects conducted by the UEPC typically involve surveys, interviews, focus groups, and non-identifiable state and school district data. These data are analyzed and used to conduct research and evaluations of educational programs. This includes research on regular and special education instructional strategies and research on the effectiveness of, or the comparison among, instructional techniques, curricula and classroom management methods, and technical assistance. This research is not subject to FDA regulations, does not involve prisoners as participants and meets the University's ethical standards governing the conduct of the research.

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**PI:**

**Submitted:** 3/4/2013

**Title:** Utah Education Policy Center Umbrella Protocol

## 2. Study Location and Sponsors

**1. Department:**

EDUCATIONAL LEADERSHIP&POLICY

**2. Location of Study:**

University of Utah - Main Campus (Outside the Covered Entity)

**3. Is this a Multicenter Study (i.e., the study involves other sites with other PIs):**

Yes  No

**a. If yes, are you the lead investigator of this study, or is this the central location for the study?**

Yes  No

**4. Indicate other locations that are participating in the study for which you, as the PI, are responsible:**

Site Name	Other Site	Site Investigator	Investigator/Main Contact
View Other	Various school districts, local organizations, and Utah State Office of Education		no

**a. How will adverse events, unanticipated problems, interim results, and changes to the research be communicated between the participating sites and the Principal Investigator?**

By phone, email, and periodic meetings

**5. Indicate the source(s) of funding obtained or applied for to support this study.**

Sponsor	Sponsor Type	Sponsor Contact Information
There are no items to display		

**6. Does this study have functions assigned to a Contract Research Organization (CRO)?**

Yes  No

**If yes, CRO Contact Information:**

**7. Does this study involve use of the Utah Population Database (UPDB)?**

Yes  No

## Addition of a Site

**a. Site Name:**  
ID00000005

**If Other, provide full site name:** Various school districts, local organizations, and Utah State Office of Education

**b. Site address:**

We work with many school districts, local organizations, and the Utah State Office of Education.

Permission for working with these groups and at their facilities will be given to the study team for each individual project.

- c. **Site phone number:** N/A
- d. **Does this site have an investigator?**  
 Yes  No

**Enter the investigator's or main contact's name:**

- e. **Select the study procedures that will be conducted at this site:**

Data collection

**If Other, describe:**

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### 3. Participants

**1. Ages of Participants:**

Less than 7 years old	(Parental permission form needed)
7 to 17 years old	(Parental permission and assent form needed)
18 and older	(Consent form needed)

**2. Specific age range of participants (e.g., 7-12 years old, 60+, etc.):**

Our projects have the potential to access data for all ages.

**3. Indicate any vulnerable participant groups (other than children) included:**

Students, staff, or faculty of the research institution

**If "Other", please specify:**

**If "None" and no children are involved, answer the following question.**

**Has the participant selection process overprotected potential subjects who are considered vulnerable so that they are denied opportunities to participate in research?**

Yes  No

**4. Number of participants to be enrolled during the entire study:**

**At Utah:** various

**All Centers:** various

**5. Characteristics of Participants/Inclusion Criteria:**

Participants may include any individual that is identified as a participant and/or stakeholder in a project or program. Stakeholders can include students, parents, community members, teachers, school administrators, program administrators, state representatives, etc.

**6. Participant Exclusion Criteria:**

none

**7. Is a substantial percentage of the participant population anticipated to be non-English speaking?**

Yes  No

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### Vulnerable Populations

**Justification Requirements for the Inclusion of Vulnerable Populations**

**1. How does the nature of the research require or justify using the proposed subject population?**

Conducting educational research and evaluation requires access to district and state data, as well as original data generated from surveys, observations, and interviews.

**2. Would it be possible to conduct the study with other, less vulnerable subjects?**

Yes  No

**If yes, justify the inclusion of vulnerable subjects:**

**3. Is this population being included primarily for the convenience of the researcher?**

Yes  No

**If yes, explain:**

UEPC projects are commissioned by their funding agents as contracted evaluation projects.

**4. Does the scientific merit of the study warrant the inclusion of subjects who may either be susceptible to pressure or who are already burdened?**

Yes  No

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## 4. Study Information

**1. Design of Study (select all that apply):**

Secondary/Archival Data Analysis  
Survey/Questionnaire Research  
Interviews and Focus Groups  
Observational Research

**If Other, describe:**

**2. Does your study involve the use of any placebo?**

Yes  No

**3. Length of entire study, from initiation through closeout:** The blanket protocol should be reviewed and updated (if needed) annually.

**4. How will participants be recruited or identified for inclusion in the study?**

**a. Select all methods that will be used:**

Other

Participants are engaged in the educational programs and are sampled or identified based on the specified project evaluation and research, the criteria for project, and/or in funding agent.

**b. Describe the recruitment/participant identification process in detail (e.g. who will review charts or records, who can refer participants to the study, where will flyers be posted, how often will recruitment letters be sent, when will follow-up phone calls be made, etc.):**

Participants are selected by virtue of their involvement in a program that the UEPC has agreed to study, evaluate or provide technical assistance.

**5. How will consent be obtained?**

Informed Consent Process (with or without a document)

Waiver or Alteration of Informed Consent

**6. Describe all the procedures chronologically, from screening/enrollment through study closeout, which will be completed in the research project.**

Methods for evaluating education programs may include surveys, focus groups, interview, and student record review. These methods will be designated specifically for each project. Since this blanket protocol intends to cover many studies, the following example is provided to communicate the types of work typically conducted by the UEPC:

A longitudinal, multi-method evaluation will be conducted, including quantitative, qualitative and survey data collection and analysis to study the implementation and outcomes of the STEM enhancement program. Specifically, data collection strategies will include monthly activity logs; focus groups, surveys, and additional analysis of school records (i.e., school, teacher, and student level performance data, demographic characteristics, attendance, and behavior referral data).

The evaluation will occur annually between the 2011-12 and 2014-15 academic years. The STEM enhancement program evaluation will establish baseline data using multiple data sources as a means to increase the trustworthiness and reliability of the data, including a mix of quantitative and qualitative data sources regarding (1) program implementation fidelity, (2) process and formative evaluation, and (3) summative evaluation. The data collection sources and methods are described below.

*School and Student Records.* The evaluation team will rely on a number of different student and school records to document implementation and impact of the program. Examples of these records include teacher professional development schedules and participation records and extracts of student demographic, course taking, and test score data from the district database for each year of the project beginning with spring 2011, which will serve as the baseline for measurement of change. The district has been extremely cooperative in providing data for a very similar evaluation of the Hill Field Elementary School STEM project, which is also being funded by the Department of Defense. We anticipate a collaborative and productive partnership that will facilitate collection of the required data.

*Surveys.* Several surveys will be used for data collection. Where possible, the UEPC will adapt existing published instruments used in similar evaluation studies to maximize the reliability and validity of instrumentation. These surveys will be designed by the UEPC and will be administered by school administrators. The survey instruments are presented below.

1. **Online Teacher Survey:** The teacher survey will be administered in the spring annually to gather information about implementation challenges and strengths. Specifically, the survey will address the quality and usefulness of the professional development opportunities for teachers, their participation in collaborative data analysis and planning, the implementation of technology and targeted instructional practices learned in the training sessions, addition of new courses, and their perceptions of the coordination, support, and resources for the STEM Enhancement Program. Results from this survey will provide information about implementation fidelity and strategies for ongoing program improvement.
2. **Online Teacher Professional Development Needs Assessment:** An online survey will be used to collect data from teachers about perceptions of their professional development needs.
3. **Online Student Survey:** A student survey will be used to assess students' attitudes of students toward science, mathematics and technology, in particular robotics, which is a focus of the program. This survey will be administered as a pre- and post-test annually to track the changes in students' attitudes toward mathematics and science. The online student survey will be administered annually to gather feedback from students about their experiences with STEM courses, including attendance, grades, and progress in the course sequences. This survey will also have additional items for students of military families to gather feedback about their experiences transitioning to NHS. There will also be additional items for students who will serve as peer mentors to the military students about their roles and responsibilities in supporting students.
4. **Online Family Survey:** An online family survey will be administered to determine the degree to which military students and families are satisfied with the counseling and mentoring support at Northridge. This will provide direct feedback from military families about the experiences of students transitioning to Northridge.

Items from survey instruments developed for projects under NSF's Research and Evaluation on Education in Science and Engineering (REESE) program and available through NSF's Online Evaluation Resource Library will be adapted to be consistent with the specific project activities and outcomes to be evaluated. The UEPC evaluation team will collaborate with Northridge school administrators to finalize survey items and will submit final survey instruments to project members for review and approval prior to piloting and administration of each instrument.

*Interviews and Focus Groups.* Interviews with the school administrators, the STEM Enhancement Coordinator, and Military Student Intake Counselor, as well as focus groups of participating science and mathematics teachers will provide additional information about the ways in which the project is implemented and progressing toward program goals. Focus group interviews will be recorded and transcribed for analysis. The focus group data will be used in tandem with survey results to document issues to be considered for ongoing program planning and improvement.

**Statistical Methods, Data Analysis and Interpretation:** The evaluation plan includes the analysis of both quantitative and qualitative data from the surveys, interviews, and school and student records. The findings from quantitative analyses will be integrated with qualitative findings to provide an understanding and analyses of project implementation and progress toward outcomes, as guided by the evaluation questions presented in the evaluation matrix. Moreover, the findings from the evaluation will be provided to offer program improvement information about the STEM project, provide recommendations regarding potential implications for the school and district policies, and address issues of sustainability.

Descriptive statistics will be calculated for quantitative survey items. Qualitative data from interviews, focus groups, and open-ended survey items will be analyzed using constant comparative methods. Data will be coded and themes will be reported. In particular, we will be examining the data to determine the ways in which the STEM Enhancement Project was implemented with fidelity and met its student achievement goals.

Analyses of student achievement data will be conducted in two ways: (1) percent proficiency of students in Algebra 1, Algebra 2, Biology, Physics, and Chemistry each year of the program and (2) growth of students from previous year's test administration. Average test scores of students from military families will be analyzed, including average standard scores, average percent of items correct, average mastery level, and percent of students achieving proficiency. In addition, we will calculate individual student data from previous years' administration of the tests to measure the amount of growth made with the particular cohort of students. This analysis will be used to test the relative proportion of military students scoring in the four performance levels via a chi-square analysis. These analyses will also include statistical controls for students' prior performance and demographics, including ethnicity and gender, students identified as special education students, English language learners, and those who receive free and/or reduced lunch. These analyses will be examined for the three years of the project by grade level and subject area, including adjusted test score means, after controlling for demographic differences in student populations.

**Study Resources:** The UEPC is a research-based Center administered out of the College of Education. The evaluation will be undertaken by Andrea Rorrer, UEPC Director, Cori Groth, Senior Policy Associate, and Randy Raphael, Senior Research Associate. Once the evaluation is complete, the research team will work collaboratively with the Davis School district and Northridge staff to discuss evaluation findings and implications. The combined team of researchers assembled for this project has a thorough knowledge of educational policies and settings, as well as the necessary expertise and technical knowledge to complete this study (vitae attached).

*Data Management.* To maintain confidentiality, field notes, transcripts, and data related files will be secured in the UEPC office located in the Annex. All UEPC personnel operate in the UEPC offices and will follow the same procedures to maintain the confidentiality and security of data. Electronic survey data and interview transcripts will be maintained on the UEPC's password protected computers in the UEPC office. The UEPC will maintain a student outcomes database, provided by the Davis School District, to facilitate the analysis of student outcomes by cohort each year. The UEPC's dedicated, password protected server is supported by the College of Education.

Audio recording Procedures:

- a. **Purpose.** The purpose of audio recording interviews and focus groups is to capture the perspectives of participants. The audio recordings will be transcribed for analysis purposes. Transcripts will be coded as described in the description of analysis procedures above.
- b. **Procedure.** Participants will be given an introduction to the study and opportunity to consent to have conversations recorded prior to the

- b. Procedure. Participants will be given an introduction to the study and opportunity to consent to have conversations recorded prior to the interviews or focus groups. Such meetings will take place in a private room or in a space separated from others so that conversations cannot be heard by others outside the interviews or focus groups. Digital files of the audio recordings will be transcribed by a transcriptionist service with whom we have a confidentiality agreement (see attached confidentiality statement).
- c. Storage. Digital audio files and transcripts are stored on a password-protected drive in the College of Education's secure server. These files will be stored for the life of the study and three years following completion of the study on the UEPC drive of the secure server. Printed transcripts are kept in locked cabinets in the UEPC locked offices.
- d. Security. Only UEPC staff members have access to the data collected for this study, which is controlled by a password protected login to the UEPC drive on the college of education server.

**7. Are all procedures for research purposes only (non-standard or non-standard of care procedures)?**

Yes  No

**If no, list the procedures that are performed for research purposes only (non-standard or non-standard of care procedures):**

**8. Is there a safety monitoring plan for this study?**

Yes  No

**9. Provide a summary of the statistical methods, data analysis, or data interpretation planned for this study. Factors for determining the proposed sample size (e.g., power) should be stated.**

Specific methods and analyses will vary based on each projects' unique needs.

However, consistent with the example provided in # 6, above, the following is an example of a typical analysis plan:

The evaluation plan includes the analysis of both quantitative and qualitative data from the surveys, interviews, and school and student records. The findings from quantitative analyses will be integrated with qualitative findings to provide an understanding and analyses of project implementation and progress toward outcomes, as guided by the evaluation questions presented in the evaluation matrix. Moreover, the findings from the evaluation will be provided to offer program improvement information about the STEM project, provide recommendations regarding potential implications for the school and district policies, and address issues of sustainability.

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## Request for Waiver or Alteration of Consent

**Requested Waivers**

Date Created	Type of Request	Purpose of Waiver Request
<a href="#">View</a> 3/7/2013	Waiver of Informed Consent	This waiver will cover situations where student records or other secondary data are reviewed and analyzed for research purposes without direct consent from the individuals for this use. These cases are likely to involve the Utah State Office of Education (USOE) data base including student enrollment records and student test records which would be analyzed at the request of the USOE.

## Request for Waiver or Alteration of Consent

**1. Purpose of the Waiver Request:**

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**2. Type of Request:**

Waiver of Informed Consent

**a. Will deception be used?**  Yes  No

**If yes, provide the rationale and describe the debriefing procedures:**

**3. List the identifying information you plan to collect or keep a link to (e.g. names, dates, or identification numbers such as social security numbers or medical record numbers, etc.).**

The SSid is an identifier used by the USOE that does not match the student numbers used within districts. This identifier is unique to each student but we do not have access to any identifying information (names, social security numbers, etc.) that may or may not be linked to the SSid.

**4. Explain why the research could not practicably be conducted without the waiver or alteration. For example, complete the following sentence "If I had to obtain consent, the research could not be conducted because...":**

If we had to obtain consent, the research could not be conducted because of the sheer number of individuals used in these studies (10's, or 100's of thousands of students). Also, the research assesses a longitudinal and extant data-base and many of the students in the data base are no longer available for consent.

**5. Explain why the research and privacy risk of the research are no more than *minimal*:**

Because the data are not linked to names, birthdates, or ssns, identification is unlikely. To further reduce privacy risks, N's less than 10 will not be reported, similarly, no frequencies of 100% or 0% will be reported.

**6. Describe the measures you will take to ensure the waiver or alteration will not adversely affect the rights and welfare of the *subjects*:**

Information analyzed is not sensitive and is unlikely to be linked to an individual student.

Furthermore, the analyses of these data will not directly affect or influence the students from whom the data is obtained. For these reasons, waiver will not adversely affect the rights or welfare of the subjects.

**7. Explain how you will, if applicable and appropriate, provide the subjects with additional pertinent information *after* they have participated in the study, or indicate "*Not applicable*":**

Not applicable

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## Consent Process

**1. The following investigators and internal staff will obtain consent (as indicated on the Contacts and Title Page):**

There are no items to display

**List by name, role, and affiliation any others who will obtain consent (e.g. Dr. John Smith, Co-Investigator, etc.).**

**2. Describe the location(s) where consent will be obtained.**

Consent will be obtained in person and through electronic surveys.

**3. Describe the consent process(es), including the timing of consent. Describe whether there is a waiting period between the consent process and obtaining consent from the participant (i.e., any time between informing participants and actually**

**obtaining consent).**

The consent process will vary among projects. Consent will be obtained prior to interviews, focus groups, and at beginning of surveys. Consent is typically obtained verbally or through the signing of a consent form for data collected in person (interview or focus groups) and electronically when using surveys to gather the data.

The PI will ensure that any consent documents or verbal consent discussions used for the projects include at a minimum the following elements:

- (1) That the activity involved research.
- (2) A description of the procedures.
- (3) That participating is voluntary.
- (4) Name and contact information for the investigator.

**4. Describe what measures will be taken to minimize the possibility of coercion or undue influence.**

Each consent process will include (a) a verbal discussion of the following elements and/or (b) a written description of the following elements, to ensure that participants are informed of the project and the voluntary nature of participation:

- (1) That the activity involved research.
- (2) A description of the procedures.
- (3) That participating is voluntary.
- (4) Name and contact information for the investigator.

**5. Describe the provisions that are made to allow adequate time to exchange information and questions between the investigator and participant.**

Timing of interviews and focus groups  
Time allocated for interviews and focus groups.

**6. Will a legally authorized representative (LAR) be used?**

Yes  No

**If yes, describe when the use of an LAR might arise in this study population and what the frequency of an LAR will be during the enrollment period.**

**7. Will a language other than English be used to obtain consent?**

Yes  No

**If yes, complete the following:**

**a. Please indicate which form will be used:**

A translated consent document.

**If using the short form, please provide justification for why a full, translated consent document will not be used:**

**b. Describe whether translation services will be used for the consent process and how the consent process will be conducted?**

It is rare that the UEPC encounters the need to translate surveys and therefore consent documents. When translation is required, the UEPC contracts with an external provider for professional translation.

**8. Are you requesting that documentation of informed consent be waived by the IRB (a consent process in place, but no documentation of consent, e.g. questionnaire cover letter, web-based consent, consent without signature, etc.)?**

Yes  No

**If yes, complete the following:**

**a. Explain why the waiver of consent documentation is being requested.**

The waiver of consent documentation is being requested because these studies poss minimal risk to participants. Researchers will state in the opening letter of online surveys that participants consent to participate by proceeding to respond to the questions. If they choose not to participate, they can simply not proceed with online questionnaires. Likewise, for interviews and focus groups, participants will be given the option to participate or not.

**b. Justification for the waiver is one of the following:**

The research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context.

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## 5. Data Monitoring Plan

**1. Privacy Protections:** Privacy refers to persons and to their interest in controlling access of others to themselves. Privacy can be defined in terms of having control over the extent, timing and circumstances of sharing oneself (physically, behaviorally, or intellectually) with others. **What precautions will be used to ensure subject privacy is protected?**

**Select all that apply:**

The collection of information about participants is limited to the amount necessary to achieve the aims of the research, so that no unneeded information is being collected

Allowing for anonymous submission of surveys and questionnaires

Other or additional details (specify):

**Other or additional details (specify):**



**Other or additional details (specify):**

To maintain privacy and confidentiality, field notes, transcripts, and data files are secured in the UEPC offices. All UEPC personnel operate in the UEPC offices and follow the same procedures to maintain the confidentiality and security of data. Electronic survey data, de-identified student data, and interview transcriptions will be maintained on the UEPC's password protected drives and secured networks provided by the University technology divisions. The UEPC's dedicated, password protected server is supported by the College of Education and University of Utah.

- 2. Confidentiality Precautions:** Confidentiality is an extension of the concept of privacy; it refers to the subject's understanding of, and agreement to, the ways identifiable information will be stored and shared. Identifiable information can be printed information, electronic information or visual information such as photographs. **What precautions will be used to maintain the confidentiality of identifiable information?**

**Select all that apply:**

Storing research data on password protected computers or in locked cabinets or offices

**Other or additional details (specify):**

To maintain privacy and confidentiality, field notes, transcripts, and data files are secured in the UEPC office located in the Annex. All UEPC personnel operate in the UEPC offices and follow the same procedures to maintain the confidentiality and security of data. Electronic survey data, de-identified student data, and interview transcriptions will be maintained on the UEPC's password protected computers in the UEPC office. The UEPC's dedicated, password protected server is supported by the College of Education and University of Utah.

- 3. Will photos, audio recordings, or video recordings, or medical images of participants be made during the study?**

Yes  No

**If yes, describe the recording/images and what will become of them after creation (e.g., shown at scientific meetings, stored in the medical/research record, transcribed, erased, etc.):**

Interview and focus group transcriptions are coded using a thematic reduction technique. Major themes in the data and de-identified direct quotes from participants are included in final reports.

- 4. How will study data and documentation be monitored throughout the study?**

**Select all that apply:**

Periodic review of the transfer/transcription of data from the original source to the research record

Other or additional details (specify):

**Other additional details (specify):**

The study team will maintain a record of all specific projects and analyses that are conducted under this protocol, including documentation that each is conducted in accordance with the procedures and provisions described in this umbrella application. A report of the specific, individual projects/analyses will be submitted annually to the IRB via the ERICA Report Form for acknowledgement. This report will include the name of the investigators who conducted the specific project, the date the project began and ended (if ended), the actual or estimated number of patients whose data/tissue were/will be analyzed, and a short description of the specific aims and procedures for the projects.

The PI will ensure that any substantial amendments to the umbrella protocol, including changes in co-investigators, will be submitted to the IRB via an amendment application. The PI will also ensure that all possible unanticipated problems or instances of non-compliance related to any individual projects under this umbrella will be reported to the IRB according to standard IRB reporting policies.

- 5. Who will be the primary monitor of the study data and documentation?**

**Select all that apply:**

Principal Investigator

Study Coordinator or Research Nurse

**Other or additional details (specify):**

- 6. How often is study data and documentation monitoring planned (e.g., monthly, twice a year, annually, after N participants are enrolled, etc.)?**

Data and documentation monitoring is planned as ongoing for as long as each individual project is active. A report of the individual studies that have taken place will be submitted to the IRB each year via the Report Form in ERICA. This report will include the names of the studies, the lead PIs, and a short description of each study. The report will also confirm that all studies were conducted according to the Umbrella Protocol.

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## 6. Risks and Benefits

- 1. Describe the reasonable foreseeable risks or discomforts to the participants:**

Participants are asked to complete surveys online, to participate in interviews, and/or to participate in focus groups. Participants could experience discomfort by providing answers to survey questions or participating in interviews or focus groups. Should there be a breach of security, there is the possibility of loss of confidentiality.

- 2. Describe the potential benefits to society AND to participants (do not include compensation):**

The goal of UEPC projects is to improve the educational quality of local and state schools through providing objective information to school administrators, state representatives, and policy makers.

**3. Are there any costs to the participants from participation in research?**

Yes  No

If yes, specify:

**4. Is there any compensation to the participants?**

Yes  No

**a. If yes, answer the following:**

Specify overall amount:

**b. Specify when participants will be paid (e.g. at each visit, at end of study, etc.):**

**c. If applicable, please specify payment by visit or other time interval (e.g. \$10 per visit, etc.):**

**d. If applicable, explain plan for prorating payments if participant does not complete the study:**

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## 8. Resources and Responsibilities

**1. State and justify the qualifications of the study staff:**

see attached CVs. All staff are educated and experienced in behavioral science research.

**2. Describe the training that study staff and investigators will receive in order to be informed about the protocol and understand their research-related duties and functions:**

Staff members hold regular meetings with the principal investigator to discuss the progress of each study and specific tasks related related to completing each study.

**3. Describe the facilities to be used for the research activities (e.g. hospitals, clinics, laboratories, classrooms/schools, offices, tissue banks, etc.):**

University offices and school classrooms, meeting rooms and computer labs

**4. Describe the medical or psychological resources available at this site (and other participating sites, if applicable) that participants might require as a consequence of the research. If not applicable, please state.**

Not applicable due to the minimal risk to participants.

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## Documents and Attachments

If any of your documents (such as investigational brochures, sponsor protocols, advertisements, etc.) are not available in an electronic format, please scan and save them as PDF files or contact our office for assistance.

**Naming Documents:** Please use the title field to clearly indicate the content of each form. The name you enter will be listed on your approval letter. Use names that will differentiate from earlier versions.

Examples:

Consent Document Control Group 04/14/05  
Consent Document Treatment Group 4/14/05  
Sponsor Protocol 04/14/05 Version 2  
Assent Document (Highlighted Changes)

**Print View: IRB Draft Protocol Summary**

**eProtocol Summary:**

Name	Version	Date Created	Date Modified
There are no items to display			

**Consent Documents, Consent Cover Letters, Consent Information Sheets, Consent Scripts, etc.:**

Name	Version	Date Created	Date Modified
There are no items to display			

**Parental Permission Documents:**

Name	Version	Date Created	Date Modified
There are no items to display			

**Assent Documents:**

Name	Version	Date Created	Date Modified
There are no items to display			

**VA Consent Documents:**

Name	Version	Date Created	Date Modified
There are no items to display			

**Surveys, Questionnaires, Interview Scripts, etc.:**

Name	Version	Date Created	Date Modified
There are no items to display			

**Full Protocol (company protocol, sponsor protocol, investigator-initiated protocol, etc.):**

Name	Version	Date Created	Date Modified
There are no items to display			

**Investigational Brochure (IB) for Investigational Drug or Drug/Device Package Insert:**

Name	Version	Date Created	Date Modified
There are no items to display			

**Grant Application:**

Name	Version	Date Created	Date Modified
There are no items to display			

**Literature Cited/References:**

Name	Version	Date Created	Date Modified
There are no items to display			

**Principal Investigator's Scholarly Record (CV/Resume):**

Name	Version	Date Created	Date Modified
There are no items to display			

**Faculty Sponsor's Scholarly Record (CV/Resume):**

Name	Version	Date Created	Date Modified
There are no items to display			

**Other Stamped Documents:**

*Only attach documents here as directed by the IRB, such as the Data/Information Request Form for UUHSC EDW.*

Name	Version	Date Created	Date Modified
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There are no items to display

**Recruitment Materials, Advertisements, etc.:**

Name	Version	Date Created	Date Modified
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There are no items to display

**Other Documents:**

Name	Version	Date Created	Date Modified
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There are no items to display

**IRB\_00063543**

**Created:** 2/22/2013 4:22 PM

**PI:**

**Submitted:** 3/4/2013

**Title:** Utah Education Policy Center Umbrella Protocol

## Finish Instructions

### Finish Instructions

1. To view errors, select the "Hide/Show Errors" option at the top or bottom of the page. If you have errors on your application, you won't be able to submit it to the IRB.
2. Selecting the Finish button will NOT submit the application to the IRB. You MUST select the "Submit" option on the workspace once you've selected the "Finish" button.
3. If your study has a faculty sponsor: Once the PI submits the application, it will be sent to the faculty sponsor for final approval. The IRB cannot review the study until the faculty sponsor submits the application to the IRB.