

## MEMORANDUM

**DATE:** March 31, 2021  
**TO:** Ken Potter, Mary Kristin Machac  
**FROM:** Virginia Tech Institutional Review Board (FWA00000572)  
**PROTOCOL TITLE:** A Model of Expert Instructional Design Heuristics Incorporating Design Thinking Methods  
**IRB NUMBER:** **21-313**

Based on the submitted project description and items listed in the Special Instructions section found on Page 2, the Virginia Tech Human Research Protection Program (HRPP) has determined that the proposed activity is not research involving human subjects as defined by HHS and FDA regulations.

Further review and approval by the Virginia Tech Human Research Protection Program (HRPP) is not required because this is not human research. This determination applies only to the activities described in the submitted project description and does not apply should any changes be made. If changes are made you must immediately submit an Amendment to the HRPP for a new determination. Your amendment must include a description of the changes and you must upload all revised documents. At that time, the HRPP will review the submission activities to confirm the original "Not Research" decision or to advise if a new application must be made.

If there are additional undisclosed components that you feel merit a change in this initial determination, please contact our office for a consultation.

Please be aware that receiving a "Not Research" Determination is not the same as IRB review and approval of the activity. You are NOT to use IRB consent forms or templates for these activities. If you have any questions, please contact the Virginia Tech HRPP office at 540-231-3732 or [irb@vt.edu](mailto:irb@vt.edu).

## PROTOCOL INFORMATION:

Determined As: **Not Research**  
Protocol Determination Date: **March 31, 2021**

## ASSOCIATED FUNDING:

The table on the following page indicates whether grant proposals are related to this protocol, and which of the listed proposals, if any, have been compared to this protocol, if required.

**SPECIAL INSTRUCTIONS:**

This activity does not meet the definition of research, as defined within the Federal Policy for the Protections of Human Subjects. The primary goal was to identify design thinking methods aligned with heuristics of expert instructional design practitioners and to design and develop a new model of heuristics and design thinking models. The activity involved experts in the field reviewing and offering feedback on the model developed. This activity does not meet the federal definition of research, since the goal and activity focus on expert feedback and model development and will not be generalizable.

\*\*\*Please note, due to a miscommunication or misunderstanding at the beginning of the COVID-19 pandemic, this determination submission was not submitted until after the activities were conducted. This project has been reviewed by the HRPP office and does not meet the federal definition of research. Therefore, these activities did not require oversight or additional review from the HRPP office.

Date*	OSP Number	Sponsor	Grant Comparison Conducted?

\* Date this proposal number was compared, assessed as not requiring comparison, or comparison information was revised.

If this protocol is to cover any other grant proposals, please contact the HRPP office (irb@vt.edu) immediately.