

Appendix A

Informed Consent Form Sample

Informed Consent

Doctoral Dissertation Research
Norman A. Endlich
Virginia Polytechnic Institute and State University

Dissertation Title

An Investigation of the Nexus Between Strategic Planning and Organizational Learning

Section I: Purpose of Project

The purpose of this study is to examine the nature of the nexus between strategic planning and organizational learning and how that nexus operates. The study is founded in the researcher's professional and personal experience in the field of strategic planning, as well as an academic and practical interest in how the ability of an organization to learn can benefit the strategic planning process and vice versa. A single case study will be conducted to examine in depth an organization that actively is engaged in the strategic planning process.

Data will be acquired by the researcher through a series of interviews, which will be conducted with individuals throughout the organization who develop strategic plans and implement such plans for the organization. The interviews will focus on each interviewee's activities and observations related to the most recent strategic planning effort conducted in the organization.

Section II: Confidentiality Statement

- A. The subjects' interviews will be tape-recorded. All information will remain confidential and anonymous. All identifying information – that is, names of the interviewees, locations of work, etc. – will be excised from the document.
- B. The researcher and the research advisors are the only individuals who will listen to the tapes. The researcher will transcribe the tapes himself. Once transcribed, the original tapes will be kept locked in a secure location in the researcher's residence. The researcher is the only person who will have access to the tapes.
- C. The tapes will be kept beyond the completion of the dissertation for purposes of verification and in the event there is a need to continue or expand the research. Once that has been accomplished, the tapes will be erased.

- D. Each subject will be provided a copy of the transcription, as well as the final version of the analysis that pertains to their interviews to verify accuracy and protect their right to privacy. The subjects will have the opportunity to correct the record at any time, including names or events.
- E. The subjects may withdraw at any time without penalty. There is no monetary compensation for participation.

Section III: Subject's Permission

I have read and understand the Informed Consent and conditions of this project. I hereby acknowledge the above and give my voluntary consent for participation in this project.

I understand that I may withdraw at any time without penalty.

Signature

Date

Should I have any questions about this research or its conduct, I may contact:



Norman A. Endlich, Investigator
Telephone: 301-540-1762
E-Mail: endl@erols.com



Marvin G. Cline, Ph.D.
Departmental Institutional Review Board Officer
Virginia Polytechnic Institute and State University
Telephone: 703-538-8492
E-Mail: mcline@vt.edu

I agree to have my interviews tape-recorded under the conditions described in Section II, above.

Signature

Date