

MEMORANDUM

DATE: April 7, 2015
TO: David Hicks, Melissa Wall Lisanti
FROM: Virginia Tech Institutional Review Board (FWA00000572, expires April 25, 2018)
PROTOCOL TITLE: Teaching, Standards, and Institutions
IRB NUMBER: **09-235**

Effective April 7, 2015, the Virginia Tech Institutional Review Board (IRB) Chair, David M Moore, approved the Continuing Review request for the above-mentioned research protocol.

This approval provides permission to begin the human subject activities outlined in the IRB-approved protocol and supporting documents.

Plans to deviate from the approved protocol and/or supporting documents must be submitted to the IRB as an amendment request and approved by the IRB prior to the implementation of any changes, regardless of how minor, except where necessary to eliminate apparent immediate hazards to the subjects. Report within 5 business days to the IRB any injuries or other unanticipated or adverse events involving risks or harms to human research subjects or others.

All investigators (listed above) are required to comply with the researcher requirements outlined at:

<http://www.irb.vt.edu/pages/responsibilities.htm>

(Please review responsibilities before the commencement of your research.)

PROTOCOL INFORMATION:

Approved As: **Expedited, under 45 CFR 46.110 category(ies) 6,7**
Protocol Approval Date: **April 28, 2015**
Protocol Expiration Date: **April 27, 2016**
Continuing Review Due Date*: **April 13, 2016**

*Date a Continuing Review application is due to the IRB office if human subject activities covered under this protocol, including data analysis, are to continue beyond the Protocol Expiration Date.

FEDERALLY FUNDED RESEARCH REQUIREMENTS:

Per federal regulations, 45 CFR 46.103(f), the IRB is required to compare all federally funded grant proposals/work statements to the IRB protocol(s) which cover the human research activities included in the proposal / work statement before funds are released. Note that this requirement does not apply to Exempt and Interim IRB protocols, or grants for which VT is not the primary awardee.

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

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 IRB protocol is to cover any other grant proposals, please contact the IRB office (irbadmin@vt.edu) immediately.



Office of Research Compliance
Institutional Review Board
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FWA00000572(expires 1/20/2010)
IRB # is IRB00000667

DATE: April 28, 2009

MEMORANDUM

TO: David Hicks
Melissa Lisanti

FROM: David M. Moore 

Approval date: 4/28/2009
Continuing Review Due Date:4/13/2010
Expiration Date: 4/27/2010

SUBJECT: **IRB Expedited Approval:** "Teaching, Standards, and Institutions" , IRB # 09-235

This memo is regarding the above-mentioned protocol. The proposed research is eligible for expedited review according to the specifications authorized by 45 CFR 46.110 and 21 CFR 56.110. As Chair of the Virginia Tech Institutional Review Board, I have granted approval to the study for a period of 12 months, effective April 28, 2009.

As an investigator of human subjects, your responsibilities include the following:

1. Report promptly proposed changes in previously approved human subject research activities to the IRB, including changes to your study forms, procedures and investigators, regardless of how minor. The proposed changes must not be initiated without IRB review and approval, except where necessary to eliminate apparent immediate hazards to the subjects.
2. Report promptly to the IRB any injuries or other unanticipated or adverse events involving risks or harms to human research subjects or others.
3. Report promptly to the IRB of the study's closing (i.e., data collecting and data analysis complete at Virginia Tech). If the study is to continue past the expiration date (listed above), investigators must submit a request for continuing review prior to the continuing review due date (listed above). It is the researcher's responsibility to obtain re-approval from the IRB before the study's expiration date.
4. If re-approval is not obtained (unless the study has been reported to the IRB as closed) prior to the expiration date, all activities involving human subjects and data analysis must cease immediately, except where necessary to eliminate apparent immediate hazards to the subjects.

Important:

If you are conducting **federally funded non-exempt research**, please send the applicable OSP/grant proposal to the IRB office, once available. OSP funds may not be released until the IRB has compared and found consistent the proposal and related IRB applicaton.

cc: File

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Informed Consent for Participants in Research Projects Involving Human Subjects

Project Name: Planning, Teaching, and Institutions in Education

Investigators: Melissa Lisanti, Doctoral Candidate, History and Social Science Education
Dr. David Hicks, Associate Professor, School of Education

April, 2009

Dear (Teacher's Name),

I am a graduate student at Virginia Tech in Curriculum and Instruction. I would like to invite you to work with me as a participant on a research project which is part of my dissertation. The study's focus is how teachers design instruction in an era of standards-based reform. Furthermore, I am hoping to learn more about how the work of teaching is coordinated, organized, and/or managed across classrooms, schools, and districts. With the county's approval, I hope to work with at two to four teachers responsible for social studies instruction. If you are interested in more information, you may contact me at Virginia Tech. My contact information is included at the end of this letter.

I am interested in capturing the complex acts that go into designing instruction. To that end, I would like to spend time with you as think about and plan instruction. I intend for this research to be collegial and conversational. You may withdraw from the study at any time by telling me that you no longer wish to participate or by contacting any of the people listed at the end of this letter. Withdrawing will not affect your standing in the school district in any way.

If you volunteer to participate we will work together as follows.

- I will visit with you two or more times to discuss lesson planning in a setting and format that is comfortable for you. I can see you more often if you prefer; the visits and schedule will be structured at your discretion. I can visit during planning periods or before or after school. I know that there are many different ways to plan. I can be very flexible, visiting when and where you naturally think about your upcoming instruction. I can also interview you, if that format makes most sense. If you agree, I will audio record these sessions. However, you may participate even if you do not wish to be recorded. I have included a separate consent form for audio recording at the bottom of this form.
- Our conversations could be organized one of several ways. You may opt to allow me to talk with you as you plan some upcoming instruction. You may talk with me about the processes that you used to design instruction in the recent past. Finally, you may choose an interview format about planning instruction. As we talk, I will be interested in finding out about how you juggle the complex demands on your class time to provide instruction to your students. I would like to learn about what documents and resources you use in your planning, how you decide what content to teach, with whom you talk about instruction, policies that you manage, et cetera. It is important to note that I do not expect planning to look a particular way. As a former teacher, I understand how varied those processes are and that they often

happen in fleeting moments and conversations throughout the day. It is this complexity that must be captured in research on teaching.

- I would also like to visit your classroom, should our conversations take place in an alternative location. It is helpful for me to see how spaces are organized, what tools and resources are useful and not, and how all kinds of texts are positioned from books to the white/blackboard. I may ask your permission to photograph spaces when they are empty of people.

As a former teacher, I am sensitive to the intrusion and discomfort posed by my presence. I will make every effort to minimize disruption to your schedule and activities. I will not interrupt instruction or initiate communication with you during classes, nor will I ever interact with your students for research purposes.

Additional risks to you are no greater than those incurred when you share experiences with colleagues and friends. Participating in this research offers no direct benefits to you. However, it is my hope that this kind of research can help our professional community better understand the complex work of teachers.

I will hold recordings, transcripts, and notes in confidence in a locked cabinet in my home. However, I will reference *unidentified* data in my dissertation. I will also likely seek to publish analyses of my data in the future. Given the size of the study and the community in which we work, I cannot promise that others will not recognize you. I will replace your name and school names with code numbers and pseudonyms, making every effort to keep your identity confidential.

If you have any questions or concerns about this study or the protection of human research subjects, you may contact:

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Dr. David Moore, Chair
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