

**Directions**

This form must be typed and submitted (as a Word document) to the IRB office electronically along with the other required documents (e.g., Initial Review Application, all study forms relating to human subjects, and bio-sketches of investigators) to [irb@vt.edu](mailto:irb@vt.edu). In addition to submitting electronically, this form, signed by all appropriate parties, must be received by the IRB office before the submission is processed. Mail or deliver the original signed copy of this form to: IRB, Virginia Tech, Office of Research Compliance, 1880 Pratt Drive, Suite 2006 (0497), Blacksburg, VA 24061. To speed up the approval process, signed Review Forms may be scanned or faxed [(540) 231-0959] to the IRB office; however, the original signatures must also be mailed or delivered to the IRB office for documentation.

**Section 1: Contact Information**

**Principal Investigator** [Faculty or Faculty Advisor] (all fields required)

**HST = Human Subjects Training**

Name: Yvonne A. Holloman	PID: yholloma What is a PID? (scroll over)	HST completed through: VT in-class training
Department: Educational Leadership and Policy Studies	Email: yholloma@vt.edu	Mail Code:
_____	_____	_____
Signature of Principal Investigator		Date

**Co-Investigator(s)** [Faculty or Student] (all fields required for each Co-Investigator)

<b>Co-Investigator #1</b>		
Name:	PID:	HST completed through: select source
Organization Name:	Email:	
_____	_____	_____
Signature of Co-Investigator #1		Date

<b>Co-Investigator #2</b>		
Name:	PID:	HST completed through: select source
Organization Name:	Email:	
_____	_____	_____
Signature of Co-Investigator #2		Date

<b>Co-Investigator #3</b>		
Name:	PID:	HST completed through: select source
Organization Name:	Email:	
_____	_____	_____
Signature of Co-Investigator #3		Date

<b>Co-Investigator #4</b>		
Name:	PID:	HST completed through: select source
Organization Name:	Email:	
_____	_____	_____
Signature of Co-Investigator #4		Date

<b>Departmental Reviewer:</b> (not required for all departments)		
Name:		PID:
_____		_____

\_\_\_\_\_  
Signature of Departmental Reviewer

\_\_\_\_\_  
Date

## Section 2: General Information

### 1. Project Title: **The Impact Of The Virginia K-3 Primary Class Size Reduction Program On Student Achievement In Reading**

*Enter title as you would like it to appear on the official IRB approval letter.*

2. Number of Human Subjects: **1,376**

3. Do any of the investigators on this project have a reportable conflict of interest? No    If yes, explain:

All investigators of this project are qualified through completion of human subject protections education. Visit our website at <http://www.irb.vt.edu/pages/training.html> to view training opportunities accepted by the VT IRB. (Note: Do not submit your IRB application until all investigators are qualified)

All investigators listed on this project, along with the departmental reviewer (if applicable), have reviewed this IRB application and all requested revisions from these parties have been implemented into this submission. (Note: Do not submit your application until all parties have reviewed and signed off on the final draft of the materials)

## Section 3: Source of Funding

4. Source of Funding Support (check one box):

Departmental Research [if Dept. Research, skip to Section 4]

Sponsored Research, including VARIOUS funds & OSP/VT foundation funds [if Sponsored Research, respond to letters A-D below]

A. Name of Sponsor [if NIH, specify department]:

B. Title of study as listed on OSP application:

C. OSP number: \* Proposal # (enter 8 digit number, **no** dashes/spaces): \_\_\_\_\_, OR

\* Grant # (enter 6 digit number, **no** dashes/spaces): \_\_\_\_\_, OR

\* OSP # pending (check box if pending):

D. Is this project receiving federal funds (e.g., DHHS, DOD, etc.)? select one

## Section 4: Exemption Criteria

**Note:** To qualify for Exemption, the research must meet **all** of the following criteria (a – f):

(a) Be of minimal risk to the subjects; AND

(b) Must **not** involve pregnant women, prisoners or mentally impaired persons; AND

(c) Must **not** include survey research with minors unless involving standard educational activities (e.g., educational tests) within the particular education system; AND

(d) Must **not** include observation of a minor's public behavior unless there is no researcher interaction, AND

(e) Research must **not** involve video or audio recording of subjects; AND

(f) **must be in one or more of the following categories:**

5. Please mark/check the appropriate category or categories below which qualify the proposed project for exemption:

1. Research will be conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research will involve the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, **unless** the subjects can be identified directly or through identifiers linked to the subjects **and** disclosure of responses could reasonably place the subjects at risk or criminal or civil liability or be damaging to the subjects' financial standing, employability or reputation.
3. Research will involve the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under item (2) above, **if** (a) the subjects are elected or appointed public officials or candidates for public office; **or** (b) Federal statute(s) require(s) that the confidentiality or other personally identifiable information will be maintained throughout the research and thereafter.
4. Research will involve the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified directly or through identifiers linked to the subjects.
5. Research and demonstration projects which are conducted by or subject to the approval of federal agency sponsoring the research, and which are designed to study, evaluate or otherwise examine (a) public benefit or service programs, (b) procedures for obtaining benefits or services under those programs, (c) possible changes in or alternatives to those programs or procedures, or (d) possible changes in methods or levels of payment for benefits or services under those programs.

- 6. Taste and food quality evaluation and consumer acceptance studies, if (a) wholesome foods without additives are consumed, or if (b) a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.