

**MEMORANDUM**

**DATE:** January 11, 2019  
**TO:** William Joseph Glenn, Erin Boothe Lenart  
**FROM:** Virginia Tech Institutional Review Board (FWA00000572, expires January 29, 2021)  
**PROTOCOL TITLE:** Leadership in School Improvement: Planning and Providing for Barriers to Student Learning  
**IRB NUMBER:** 18-1115

Dear Investigator(s):

RE: Protocol Submission for WIRB Review

The Virginia Tech Institutional Review Board (IRB) office screened this study and determined that it is ready for WIRB review.

Please download the "Instructions for the PI to Transfer the VT IRB Protocol to WIRB":

<https://secure.research.vt.edu/external/irb/wirb-submission-instructions.pdf>

Please go to <https://connexus.wcgclinical.com> to complete the protocol submission process to the WIRB.

**ATTENTION:**

\* William Joseph Glenn MUST BE LISTED AS THE PI ON THE WIRB SUBMISSION.

\* All references to the VT IRB (including phone number and email address) MUST be removed from all study documents and replaced with Western IRB - (800) 562-4789, [help@wirb.com](mailto:help@wirb.com).

\*Special instructions, if any, are included on the top of the next page.

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 ([irb@vt.edu](mailto:irb@vt.edu)) immediately.