

Human Research Application

SECTION A: PROJECT INFORMATION

1. Title of Project: Investigating Elementary School Teacher's Perception of the Math Coach Approach to Professional Development

2. Application Type:

- New Project
 Resubmission of Withdrawn Project
 Continuing Project (Previous IRB number: _____)

3. Principal Investigator:

(There is only one principal investigator. List the primary contact person as the PI. Include a copy of human subjects research training certificate in the addendum.)

Name: Sally Sue Smith

Title: Assistant Professor

Department Name: Teacher Education

Mailing Address: 4225 University Avenue Columbus, Georgia

Phone: (706)569-3333 E-Mail: smith_sallysue@columbusstate.edu

4. Co-Principal Investigator:

(For student project, thesis, or dissertation, the faculty supervisor serves as the Co-PI. If you are not affiliated with CSU, then you must list a faculty member as the Co-PI. Include a copy of human subjects research training certificate in the addendum.)

Name: _____

Title: _____

Department Name: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

5. Indicate whether personnel from an approved lab setting will be involved in this research.

- Yes No

B) If Yes, identify the name of the approved lab:

n/a

6. Other Personnel of the Research Team:

(If additional space is needed, insert more rows in the table. Include a copy of human subjects research training certificates for all listed personnel in the addendum.)

Name	Email

7. A) Do any of the Investigators or Other Personnel listed in this application have a real, potential, or perceived conflict of interest associated with this study? (See the [FAQ webpage](#) for more information.)

Yes No

B) If Yes, identify the individual(s) and explain:

(The conflict must be disclosed in the informed consent process.)

n/a

8. What is the expected duration of the project?

6 months

SECTION B: PROJECT SUMMARY

Within 100 words, clearly describe the purpose of the study using lay terminology.

An increasingly popular way of supporting teachers is with instructional coaching, which involves the teacher working alongside an instructional coach in the classroom and participating weekly in professional development. Due to a challenge issued to educators from government leaders, schools and districts are considering the coaching model as an alternative type of professional development to enhance math instruction; however, it is expensive to hire an instructional coach. This qualitative case study will focus on the effectiveness of the coaching program in order to justify its cost for the school district.

SECTION C: HUMAN RESEARCH PARTICIPANTS

1. Number (or Range) of Participants Needed: 12

2. Age of Participants:

under 18 (Specify age(s): _____)
 18 to 64

65 and older

3. Identify the criteria for including, or selecting, participants.

The participants will include two teachers from each grade level ranging from kindergarten to fifth grade who completed the year-long coaching professional development program.

4. A) Are there any criteria for excluding potential participants?

Yes No

B) If Yes, identify the criteria for excluding potential participants.

n/a

5. A) Indicate whether any of these groups will be targeted participants. (Check all that apply.)

- Pregnant women, neonates, or fetuses
- Prisoners
- Individuals who are cognitively impaired
- Individuals who are economically disadvantaged
- Individual who are mentally ill
- Individuals who are terminally ill
- Individuals who have HIV or AIDS
- Individuals who have limited English proficiencies

B) Explain the justification for targeting the group(s) checked above in this research project.

n/a

C) What additional safeguards will be added to protect the rights and welfare of these groups?

n/a

6. A) Do you plan to target individuals who belong to a particular gender, racial, or ethnic group?

Yes No

B) If Yes, specify the targeted group(s) and explain the justification for targeting the particular group(s) in this research project.

n/a

7. What is your current and/or future relationship to the participants?

There is no current or future relationship.

SECTION D: RECRUITMENT PROCEDURES

1. How will the participants be recruited? (Check all that apply.)

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> In person | <input type="checkbox"/> Printed Materials | <input type="checkbox"/> Television/Radio |
| <input type="checkbox"/> Phone call | <input type="checkbox"/> Letters | <input type="checkbox"/> Listserv/Email |
| <input type="checkbox"/> Social Media/Web-based | <input type="checkbox"/> SONA | <input type="checkbox"/> Other (Specify:_____) |

2. Describe when, where, and how participants will be initially contacted for each method selected in #1 above. (Attach a copy of any printed and/or electronic materials that will be used for recruiting in the addendum.)

The researcher will attend grade level meetings for kindergarten through fifth grades during August 2017 to introduce the research project and recruit potential participants. These meetings are held once a week during common planning time in a classroom.

3. Describe any follow-up recruitment procedures for each method selected in #1 above. (Attach a copy of any printed and/or electronic materials that will be used for recruiting in the addendum.)

none

4. A) Will participants receive any incentives and/or compensation for their participation?

- Yes No

B) If Yes, describe amount and quantity:

n/a

SECTION E: INFORMED CONSENT PROCESS

1. Describe the specific procedures (i.e., how, where, and when) for obtaining informed consent. (Use provided templates available on the CSU IRB website to create an

informed consent form(s) and attach a copy in the addendum. Studies involving minor participants must include parental consent and minor assent.)

The researcher will attend grade level meetings for kindergarten through fifth grades during August 2017 to introduce the research project and recruit potential participants. These meetings are held once a week during common planning time in a classroom. Informed Consent Forms will be given to the participants who express a desire to participate after each grade level meeting. Upon receiving his or her signed Informed Consent Form, the researcher will schedule a time for the interview during mutually agreed upon time.

2. **If applicable, provide justification for requesting a waiver to document informed consent.** (See the [FAQ webpage](#) for more information.)

n/a

SECTION F: OUTSIDE PERFORMANCE SITE

1. **A) Does this project involve any collaborating institution and/or performance site outside of the CSU campus (e.g., local public school, participants’ workplace, military base, or hospital)?**

Yes No

B) If Yes, list all institutions and sites involved with this research project.
 (If additional space is needed, attach a separate sheet as an addendum. For each listed site, attach a Letter of Cooperation **written on the institution’s letterhead** and signed by the appropriate authorized official(s) in the addendum. See the [FAQ webpage](#) for more information.)

Name of Institution	Location (City, State)	written permission and/or current IRB approval
Sally Sue Elementary School	Anywhere, Georgia	<input checked="" type="checkbox"/> Attached <input type="checkbox"/> Pending
		<input type="checkbox"/> Attached <input type="checkbox"/> Pending
		<input type="checkbox"/> Attached <input type="checkbox"/> Pending
		<input type="checkbox"/> Attached <input type="checkbox"/> Pending
		<input type="checkbox"/> Attached <input type="checkbox"/> Pending

SECTION G: METHODS

1. Basic Design and Procedures

Outline the research project procedures in concise and sequential lay terminology. The outline should include the basic design and the sequence of procedures the participants will follow from their entry through their completion of the project.

1. The researcher will attend grade level meetings for kindergarten through fifth grades during August 2017 to introduce the research project and recruit potential participants.
2. Informed Consent Forms will be given to the participants who express a desire to participate after each grade level meeting.
3. Upon receiving his or her signed Informed Consent Form, the researcher will schedule a time for the interview on a mutually agreed upon day and time.
4. The researcher will conduct the person-to-person interviews, which will last approximately 30 minutes each in the school's media center conference room, using purposeful conversation including semi-structured and open-ended questions. For each interview, the researcher will collect data using an audio digital recorder and type detailed electronic notes.
5. The researcher will transcribe each interview using the digital recording and electronic notes.
6. The principal of Sally Sue Elementary School will be contacted by the researcher to obtain the archival data (i.e., 2015 and 2016 Math Criterion Referenced Competency Test (CRCT) student tests scores for third through fifth grade and 2015 and 2016 county benchmark math test scores for first and second grades).
7. A grounded theory approach will be utilized in data analysis.

2. Description of Data Collection / Instrumentation

For each item selected, you must address all of the required components. (Check all that apply.)

Behavioral Observations (*e.g., classroom observations*).

Describe the

- *focus,*
- *duration,*
- *number of observations,*
- *and how the observations will be recorded.*

Physiological, Anthropometric, Specimen, or related Measurements (*e.g., EEG, body composition, blood, and urine*)

Describe the procedure used to conduct each measurement. For specimen samples (e.g. blood) make sure to include the frequency of collection, amount for each collection, and total volume to be collected.

Document and Artifact Collection

Describe any documents or artifacts (e.g., historical papers, educational records, or student writing samples) that will be collected and used.

2015 and 2016 Math Criterion Referenced Competency Test (CRCT) student tests scores for third through fifth grade will be obtained from the elementary principal. In addition, 2015 and 2016 county benchmark math test scores for first and second grades will be obtained from the elementary principal. The scores will be summative and will not contain identifying information.

Survey, Interviews, and Questionnaires (Attach a participant copy of each measure in the addendum. If your survey, interviews, and questionnaires will be administered online, you must answer the Internet Surveys and Research section below.)

For each measure, describe

- *setting,*
- *mode of administration,*
- *and anticipated duration.*

The researcher will conduct the person-to-person interviews, which will last approximately 30 minutes each in the school's media center conference room, using purposeful conversation including semi-structured and open-ended questions. For each interview, the researcher will collect data using an audio digital recorder and type detailed electronic notes that will assist with the transcription of the data.

Internet Surveys and Research

Describe the measures

- *that will be taken to ensure security of data transmitted over the internet (e.g., internet surveys)*
- *to remove IP addresses*
- *and to protect from unauthorized access.*

Audio or Video Recording

Describe the setting and anticipated duration.

The researcher will conduct the person-to-person interviews, which will last approximately 30 minutes each in the school's media center conference room. The interviews will be audio recorded using a digital recorder. The audio recordings will be used to create a written transcript of the interviews. The data will be disposed after 5 years by deleting all electronic files.

3. Is it possible for any of the collected data to be used for future research projects?

Yes No

SECTION H: RISKS AND BENEFITS

1. A) Estimate the level of risk for participants.

Potential Risk	Not applicable	No More than Minimal Risk	Greater than Minimal Risk
A. Physical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Psychological	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Social or Economic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Use of deceptive technique	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Other (Specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B) If any of the above risks are greater than minimal risk, describe the severity and likelihood of the indicated risk(s).

n/a

2. Explain what steps will be taken to reduce the impact of the indicated no more than minimal and/or greater than minimal risks and protect the participant’s welfare.

The researcher will ensure that the subjects’ confidentiality is maintained using a CSU password-protected computer in the Researcher’s Office to store electronic files. The back-up flash drive will be stored in my locked filing cabinet within the Researcher’s Office. The data will be disposed after 5 years by deleting all of the electronic versions of the data. The student test score data will be summative by grade level and will not contain identifying information (e.g., student names). There is the possibility that someone might walk into the conference room during the interviews. If this event occurs, the researcher will stop the interview immediately and resume after the intrusion is over. All precautions will be taken to alleviate this risk by placing a sign on the door to indicate a meeting is taking place. The interviews will take place after school hours to minimize interruptions.

3. Describe the potential benefits to the participants as a direct result of this research project. (Note: Compensation is not considered a benefit).

There are no potential benefits to the participants.

4. Describe the potential benefits to research or practitioner community a direct result of this research project.

The anticipated benefits of this study will affect society by contributing to the deficit of math achievement. In particular, the examination of the math coaching professional development provides stakeholders, teachers, and students with the knowledge about what are the most effective strategies to face math achievement challenges. Discovering the strengths of this math professional development will possibly affect teacher instructional practices. Teacher reform enhances student's mathematical understanding and influences the future of society nationally and globally.

SECTION I: CONFIDENTIALITY OF DATA

1. A) Will demographic information be collected?

Yes No

B) If Yes, list all demographic information that will be collected. (Check all that apply.)

gender racial classification age
 education level employment status Other (Specify: years of teaching experience at Sally Sue Elementary and total years of teaching experience)

C) If Yes, describe how the information will be used.

The demographics will be used to characterize the sample.

2. A) Indicate the degree of confidentiality. (See the [FAQ webpage](#) for more information.)

De-identified
 Anonymous
 Coded – Indirect
 Coded – Direct
 Data will not be confidential.

B) If the data will not be confidential, explain the rationale.

n/a

C) If the data will be de-identified, explain the procedures for completing that process.

For the student test score data, the testing coordinator at Sally Sue Elementary will delete all identifying information before the summative math scores are given to the researcher.

For the interview transcript, the participants' names will be replaced with Teacher A, Teacher B, and so forth. The researcher will not be able to associate "Teacher A" with the participant's name.

D) If *indirect or direct coding*, indicate

- **in what format (e.g., paper or electronic files) will the data be kept,**
- **where will the data will be stored,**
- **how long will the data will be stored,**
- **and how the data will be destroyed.**

n/a

E) If *indirect or direct coding*, explain why it is necessary to keep indirect or direct identifiers.

n/a

F) If *indirect or direct coding*, identify who will have access to the coding and/or individually identifiable information.

n/a

SECTION J: ELECTRONIC SIGNATURES

The Research Team, including the Principal Investigator, Co-Principal Investigator, and other personnel, must read and comply with all Columbus State University Institutional Review Board (IRB) Policies and Procedures. In addition, they must abide by all federal, state, and local laws regarding protection of human subjects in research. As the Principal and Co-Principal Investigators, if applicable, you agree to follow these governing guidelines that include, but not limited to, the following policies and procedures. Failure to follow these guidelines may result in delays with the processing of this application and/or future applications.

1. Complete the Human Subjects Research training and submit a training certificate as an addendum.
2. Merge all addendums into one file.
3. Begin recruitment and data collection after receiving notification of final IRB approval.
4. Obtain approval from the IRB prior to instituting any change in project protocol.
5. Obtain informed consent from all participants, and legal parent or guardian, prior to commencing this research study when applicable.
6. Maintain copies of all records and signed consent forms, if required, from each participant for the duration of the project.
7. Notify the IRB regarding any adverse events, unexpected problems, or incidents that involve risks to participants and/or others.
8. Submit the Final Report Form within 12 months from the date of IRB approval using the template available on the CSU IRB website (if applicable).

If this research study is a student-led project, the Co-Principal Investigator, the student's faculty supervisor, must agree to complete the following tasks prior to the submission of the Human Research Application:

- Collaborate with the student to develop the research study.
- Read and review this application with its addendums for content and clarity.
- Guide and oversee the procedures outlined in this application.
- Ensure that all of the Research Team responsibilities are fulfilled.

Principal Investigator's Email Address as an electronic signature. (For authentication purposes, the email address must match the email address on file with Columbus State University.)

Email Address: smith_sallysue@columbusstate.edu Date: 10/01/2017

Co-Principal Investigator's Email Address as an electronic signature. (For authentication purposes, the email address must match the email address on file with Columbus State University.)

Email Address: _____ Date: _____