View xForm - Human Subjects Review Protocol

Please use this Human Subjects Review Protocol form when submitting to the IUP IRB.

New protocol data entry
- Submitted 4/17/2018 7:54:15 PM ET by [redacted]

Project Information

Saving Instructions

Each time you click 'Next' or 'Previous' your work is saved. You may click 'Save for Later' to save where you are and leave the form. Finally, if you jump to another page, using the dropdown at the top of the form, your work on each page will be saved. You will not be able to 'Check and Submit' form until all required fields are entered.

Submitter

[redacted]

Email: [redacted]@iup.edu

Project Title

HOW MUCH IS ENOUGH?
A STUDY OF PENNSYLVANIA SCHOOL PERFORMANCE PROFILE SCORES AND SCHOOL DISTRICT EXPENDITURES

Project Type

Dissertation Research

**ALL STUDENT PROJECTS MUST BE ACCOMPANIED BY A HUMAN SUBJECTS CITI TRAINING COMPLETION REPORT. PROTOCOLS FROM STUDENTS WILL NOT BE APPROVED UNTIL THIS ITEM IS RECEIVED*

Please enter the email address of the Principal Investigator.

[redacted]

Email: [redacted]@iup.edu

You must enter your official university email address (for example:jdoe@iup.edu or wxyz@iup.edu) Do NOT enter an alias email address (for example Jane.Doe@iup.edu)

Department

Professional Studies in Education-Administration and Leadership Studies

Please enter the email address of your faculty advisor.

[redacted]

Email: [redacted]@iup.edu

You must enter your faculty advisor's official university email address (for example:jdoe@iup.edu or wxyz@iup.edu) Do NOT enter an alias email address (for example Jane.Doe@iup.edu). If you receive a message that the contact is not found, please ask your faculty advisor to login to IRBManager at least once and that will resolve the issue.

Please add contact and then enter the email address for each Co-Investigator

No answer provided.

You must enter the co-investigator's official university email address (for example:jdoe@iup.edu or wxyz@iup.edu). Do NOT enter an alias email address (for example Jane.Doe@iup.edu) ***If the Co-investigator is not found and is a member of the IUP community****, please ask them to login into IRBManager at least once and that will allow you to complete this section. Otherwise click here to add non-IUP individuals to the system.*

Will students be added at a later date.

No

Estimated project start date

4/18/2018

The project cannot start before IRB approval

Estimated project end date

4/11/2019

This date cannot be longer than a year from the start date. If you plan your project to go beyond one year you will need to submit a request for continuing review at the appropriate time.

Funding Information

Project Funding Source

Non-funded research

Please check all that apply

Combined Funding Source

Non-funded research

Project Description

Purpose of the study

The purpose of this study is to analyze data from across Pennsylvania schools and determine if the dollar amount spent in specific areas influenced School Performance Profile (SPP) scores. As a quantitative study, archival information will be retrieved, reviewed and compared against other public schools in Pennsylvania. All data will be retrieved directly from the Pennsylvania department of education financial AFR data bases and the SPP website data files.

In a few sentences, describe the purpose of the study. This section need not be elaborate, but does need to clearly indicate the purpose of the study in a way that is clear to persons not familiar with the project.

Background of the study

This section should provide the reader with the administrative and/or scholarly context from which the project emerges. The section should contain enough information to provide Board members with no expertise in your discipline an understanding of how/why the use of human participants is warranted. This can often (but not always) be accomplished in one single spaced typed page or less. It is important to provide relevant citations and complete references so that the Board can conduct any necessary review of these foundations.

Similar studies have been done where student achievement has been compared against the wealth of the district and or the parents. For example, Malone (2000) performed a quantitative study using data from 1997 to 1998 in the Texas educational system. The author reviewed the amount of money districts had in their general funds and fund balances. Those financial data were compared to student performance within the districts. As a result of the study, the author came to one of several conclusions: The districts with the higher percentage of fund balance as compared to their general fund had the highest student performance, and the higher the percentage of the general fund that was spent on instruction, the higher student achievement was. Stringfellow (2007) reviewed data from schools in Rhode Island and found that as the wealth of the district increased, so did the achievement of the students on the statewide New Standards Reference Examination. Heier (2011) found in Texas during the school year of 2008-2009 that a correlation existed between Title I schools and non-Title I schools. To receive Title I funds, a school must meet several criteria, one of which is 40% or more of the population of students must be considered economically disadvantaged (PDE, 2015-c). Heier found that students who attended non-Title I schools scored higher on the math and reading TAKS tests. Baker (2015) performed a quantitative study and focused on local fiscal capacity and student performance in Virginia schools during the school year 2009-2010. The study found a relationship between student performance and household income (poverty). Sable (2015) performed a mixed method study in Pennsylvania where he reviewed both economic and noneconomic indicators of student success in all of the 500 public school districts. The data showed the best predictor of student achievement was the socio-economic disadvantage rate as determined by the MV/PI (student wealth). The lower the disadvantage the higher the student performance.

Given the review of data files from the SPP website, which include specific information about each school, and the approved annual financial reports (AFR) submitted to PDE by each school district each fiscal year, relationships between variables can be studied. The data will be evaluated in such a way as to provide per pupil costs associated with benchmark SPP scores. Through modeling and correlational analysis schools can begin to

understand the overall relationships between school district spending and resulting SPP scores. In the end, school districts will have a blueprint that will provide examples of how much money is enough to achieve a desired SPP score.

What method(s) or design feature(s) do you plan to use in this study? Please choose all that apply

Archival data

This information is used only for internal record keeping and quick identification. Simply mark those methods/design features you currently plan to use.

Subject Population

Age Range

This study will use public archival data from K-12 public schools. Individual student data and ages will not be identifiable. Most public school students' ages range from 5-18. Minors' scores will be included in the School Performance Profile data but there is no way to identify individuals or their ages.

State the anticipated age range. If it is your intention to exclude minors (those 17 and under), please say so explicitly.

Gender

Non-binary

Inclusion Criteria

All 500 public schools in Pennsylvania which have submitted data to PDE.

Individual schools which have received a building SPP score from PDE.

Exclusion Criteria

Private, charter and cyber charter school data will not be used.

Protected population and sensitive subjects: Indicate if any Human Subjects from the following list will be involved in the proposed activity:

No answer provided.

Vulnerable Subjects

N0

If it is your intention to use vulnerable subjects, justify the importance of their use. Here and throughout the protocol discuss how their vulnerability will be matched with appropriate safeguards. The IRB web page discusses vulnerable subjects in more detail.]

Methods and Procedures

Methods and Procedures

This is arguably the most important section of the protocol. You should complete this section in such a way that all of the research procedures are clear. Do not assume that any parts of the procedure can be inferred, and compose this section as though you were writing instructions that someone else could follow to conduct the project.

Method of Subject Selection

Archival data files will be used from the School Performance Profile website excluding private, charter or cyber charter school the data.

Provide complete information about how research subjects will be identified, recruited, invited to participate, etc. Indicate approximately how many research subjects you will contact and how many you will actually use in your research. Your description of recruitment and selection must include any letters, announcements, advertisements, or other related materials. Any materials used in any selection/recruitment context should be included in the "Attachments" section below. Please see the IRB website for more information regarding how to protect the privacy, dignity, and welfare of potential subjects.

Study Site

All 500 public school districts in Pennsylvania. The data will be retrieved from the Pennsylvania School Performance Profile website.

Indicate where the study will be conducted. For sites other than IUP (and sometimes for various offices on the IUP campus), investigators must provide a site approval letter from the outside site. The site approval letter needs to come on the site's own letterhead (i.e., not a plain piece of paper or IUP letterhead for outside sites), contain language that indicates the site understands the nature of the research in question and what their involvement will entail, and be signed by a person from the site with the authority to provide such approval. If the site approval letter is included with the protocol, note this fact in this section, indicate it as one of the "Attachments" (later in this document), and append it to the protocol. If the site approval will arrive under separate cover, state that here.

Methods and Procedures Applied to Human Subjects

Archival data only no interaction with human subjects.

Describe exactly will happen with the subjects from the time of their first contact until the time of their last contact. What will participants actually do while participating in the project?

Risks/Benefits

Potential Risks

Zero Level of Risk	*Describe the level of risk of the study to the participants, investigators, and any other group that might be impacted. You should compare the level of risk in your study and the federal definition of "minimal risk". "Minimal risk" is defined in 45 CFR46.1029(i) as "the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests." Visit the IRB website for more detail on this topic.*

Protection Against Risks

Archival data only. No Human subjects are part of this study.	*Discuss in detail how the investigators will provide safeguards against the identified risks.*

Potential Benefits

Archival data only. No Human subjects are part of this study.	*Discuss any potential benefits to the human subjects in the research.*

Compensation for Participation

No compensation	*Discuss any and all forms of compensation for participation. This includes payment, extra credit, chances at winning a gift card, etc. Discuss also how the research subject will receive this compensation.*

Alternatives Participation

Archival data only. No Human subjects are part of this study.

Information Withheld

Archival data only. No Human subjects are part of this study.	*If information will be intentionally withheld from research subjects, discuss this here along with the rationale for doing so.*

Debriefing

Archival data only. No Human subjects are part of this study.	*If any debriefing will be provided to the research subjects, please discuss it here.*

Privacy/Consent/Nature of Risk

Privacy/Confidentiality

The archival data provided by the School Performance Profile website is grouped together by school. No identifying information is provided. The data and data analysis will be locked in my home office for three calendar years upon the completion date of my study.	*Define the level of privacy that will be afforded the research subjects (i.e., anonymity, confidentiality, or no expectation of privacy). Indicate how the level of privacy that is defined by the researcher is consistent with the study procedures and how their privacy will be protected within that framework. Federal regulations require researchers to maintain data and consent documents for three years. Please indicate you will do that and where the data will be stored.*

The Consent Process

Archival data only. No Human subjects are part of this study.	*Every process has some sort of Consent process, whether or not there is a written consent document. This section should describe the Consent Process in detail including, how Consent will be presented to the subjects, how subjects will indicate their Consent. Any relevant documents should be attached in the "Attachments" section of this form. Hard copy consent forms must be printed or copied onto IUP letterhead. If the consent document is provided electronically (e.g., Qualtrics survey), it must be sent from a valid IUP email address. NOTE: The IRB website discusses Informed Consent in detail.*

Nature of Risk

No	*In your judgment, does your research involve more than minimal risk? Refer back to the definition of minimal risk provided above.*

Exemption Qualification

Exemption Instructions

In your judgment, does your research fall under one of the six exempt categories? If you believe it does, indicate the category under which you are claiming an exemption by choosing yes next to the relevant category.

Will the research be conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods?

No

Will the research be involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

No

Will the research be involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under (2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

No

Will the research be involving 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.

Yes

Are these research and/or demonstration projects being conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs?

No

Will your research involve taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level 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?

No

Expedited Review Qualification

Expedited Instructions

In your judgment, does your project fall under one of the nine (9) categories eligible for expedited review (listed below)? If you believe it does, indicate the category of which your claiming expedited review by choosing yes next to the relevant category.

Clinical studies of drugs and medical devices only when condition (a) or (b) is met. a. Research on drugs for which an investigational new drug application (21 CFR Part 312) is not required. (Note: Research on marketed drugs that significantly increases the risks or decreases the acceptability of the risks associated with the use of the product is not eligible for expedited review.) b. Research on medical devices for which (i) an investigational device exemption application (21 CFR Part 812) is not required; or (ii) the medical device is cleared/approved for marketing and the medical device is being used in accordance with its cleared/approved labeling.

No

Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows: a. from healthy, nonpregnant adults who weigh at least 110 pounds. For these subjects, the amounts drawn may not exceed 550 ml in an 8 week period and collection may not occur more frequently than 2 times per week; or b.from other adults and children2, considering the age, weight, and health of the subjects, the collection procedure, the amount of blood to be collected, and the frequency with which it will be collected. For these subjects, the amount drawn may not exceed the lesser of 50 ml or 3 ml per kg in an 8 week period and collection may not occur more frequently than 2 times per week.

No

Prospective collection of biological specimens for research purposes by noninvasive means. Examples: (a) hair and nail clippings in a nondisfiguring manner; (b) deciduous teeth at time of exfoliation or if routine patient care indicates a need for extraction; (c) permanent teeth if routine patient care indicates a need for extraction; (d) excreta and external secretions (including sweat); (e) uncannulated saliva collected either in an unstimulated fashion or stimulated by chewing gumbase or wax or by applying a dilute citric solution to the tongue; (f) placenta removed at delivery; (g) amniotic fluid obtained at the time of rupture of the membrane prior to or during labor; (h) supra- and subgingival dental plaque and calculus, provided the collection procedure is not more invasive than routine prophylactic scaling of the teeth and the process is accomplished in accordance with accepted prophylactic techniques; (i) mucosal and skin cells collected by buccal scraping or swab, skin swab, or mouth washings; (j) sputum collected after saline mist nebulization

No

Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. Where medical devices are employed, they must be cleared/approved for marketing. (Studies intended to evaluate the safety and effectiveness of the medical device are not generally eligible for expedited review, including studies of cleared medical devices for new indications.) Examples: (a) physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the subject or an invasion of the subjects privacy; (b) weighing or testing sensory acuity; (c) magnetic resonance imaging; (d) electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, electroretinography, ultrasound, diagnostic infrared imaging, doppler blood flow, and echocardiography; (e) moderate exercise, muscular strength testing, body composition assessment, and flexibility testing where appropriate given the age, weight, and health of the individual.

No

Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for nonresearch purposes (such as medical treatment or diagnosis).

Yes

Collection of data from voice, video, digital, or image recordings made for research purposes.

No

Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies.

No

Continuing review of research previously approved by the convened IRB as follows: a. where (i) the research is permanently closed to the enrollment of new subjects; (ii) all subjects have completed all research-related interventions; and (iii) the research remains active only for long-term follow-up of subjects; or b. where no subjects have been enrolled and no additional risks have been identified; or c. where the remaining research activities are limited to data analysis.

No

Continuing review of research, not conducted under an investigational new drug application or investigational device exemption where categories two (2) through eight (8) do not apply but the IRB has determined and documented at a convened meeting that the research involves no greater than minimal risk and no additional risks have been identified.

No

Attachments

Please attach all Informed Consent Documents if applicable

No answer provided.

A sample consent form can be found by clicking this link Sample Consent Form

Please attach any site approval letters

No answer provided.

*The site approval letter **must** be on the official letterhead of the site and endorsed by the person responsible for the site.*

Please attach CITI Training Completion Certificates.

Citi Education (dragged).pdf	CITI training certificate	*All students submitting a protocol are required to attach their CITI Training Completion Certificate. Student protocols will not be approved without the certificate attached.*

Please click 'Add Attachment' and add all relevant attachments (Questionnaire, Survey, Syllabi, Interview Guide, Focus Group Questions, Debriefing forms, Recruitment Materials)

No answer provided.

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)

COURSEWORK REQUIREMENTS REPORT*

* NOTE: Scores on this Requirements Report reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

- **Name:** [redacted]
- **Institution Affiliation:** Indiana University of Pennsylvania (ID: 1711)
- **Institution Unit:** Department of Professional Studies in Education

- **Curriculum Group:** Human Subjects Research
- **Course Learner Group:** Social, Behavioral, Educational Researchers
- **Stage:** Stage 1 - Basic Course

- **Report ID:** 18712271
- **Completion Date:** 02/14/2016
- **Expiration Date:** N/A
- **Minimum Passing:** 80
- **Reported Score*:** 87

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
History and Ethical Principles - SBE (ID: 490)	02/14/16	4/5 (80%)
Defining Research with Human Subjects - SBE (ID: 491)	02/14/16	4/5 (80%)
The Federal Regulations - SBE (ID: 502)	02/14/16	5/5 (100%)
Assessing Risk - SBE (ID: 503)	02/14/16	3/5 (60%)
Informed Consent - SBE (ID: 504)	02/14/16	5/5 (100%)
Privacy and Confidentiality - SBE (ID: 505)	02/14/16	5/5 (100%)
Belmont Report and CITI Course Introduction (ID: 1127)	02/14/16	3/3 (100%)
Conflicts of Interest in Research Involving Human Subjects (ID: 488)	02/14/16	4/5 (80%)
Vulnerable Subjects - Research Involving Workers/Employees (ID: 483)	02/14/16	4/4 (100%)
Research with Prisoners - SBE (ID: 506)	02/14/16	4/5 (80%)
Research with Children - SBE (ID: 507)	02/14/16	4/5 (80%)

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid Independent Learner.

CITI Program
Email: citisupport@miami.edu
Phone: 305-243-7970
Web: https://www.citiprogram.org