



Mary-Ann Winkelmes <mary-ann.winkelmes@unlv.edu>

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## IRBNet message from Christa Esparza

1 message

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**Christa Esparza** <no-reply@irbnet.org>

Thu, Sep 1, 2016 at 11:53 AM

Reply-To: Christa Esparza <christa.esparza@unlv.edu>

To: Mary-Ann Winkelmes <mary-ann.winkelmes@unlv.edu>

Message from Christa Esparza:

Greetings Dr. Winkelmes,

I am just back in the office this week and was passed your modification. Thank you for your submission regarding the referenced project on 08/31/16. The information has been reviewed and no further information is needed. You may continue with the research with the changes listed in this request. For future changes to this protocol, please send a quick project mail to our office. We will review these changes for a change in review type. If the research remains exempt, we will reply to your IRBNet message letting you know no further information is needed.

Please let me know if you have any questions.

Thank you,

Christa Esparza  
Human Research Coordinator

# UNLV

## Modification Request Form

### Instructions:

1. Complete all sections of this form.
2. Submit all previously submitted documents that contain information affected by the modification(s).

### Note:

1. Handwritten and hand delivered forms **will not** be accepted.
2. INCOMPLETE FORMS WILL BE RETURNED.
3. Modification may not be implemented until you have received notification of IRB approval.
4. For your records, it is important that you keep a copy of this completed form.

### General Information

Submittal Date: 8/23/2016

Principal Investigator Name: Mary-Ann Winkelmes

Protocol Title: Transparency in Learning and Teaching in Higher Education

Protocol Number: 711238-8

Last Approval Date: 7/28/2016

Prior Approval:  Expedited Review  Full Board Review  Exempt

### Description of Modification

Type of Modification (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Currently approved procedure | <input checked="" type="checkbox"/> Informed Consent              |
| <input type="checkbox"/> Number of subjects           | <input type="checkbox"/> Survey/Questionnaire                     |
| <input type="checkbox"/> Research Team**              | <input type="checkbox"/> Other (e.g., advertisement, flyer, etc.) |
| <input type="checkbox"/> Title                        |   |

Modification Summary

Briefly describe the modification.

We are requesting very minor revisions (highlighted in yellow in the attached documents) to the information and consent statements for: 1) students pre-survey and end-of term survey (the same info/consent statement for both); 2) faculty sign-up. These changes provide more precise clarity about the confidentiality of student survey takers' identities according to already-IRB-approved methods for gathering survey data. We are also requesting to add two new research team members.

\*\*Note: Addition of research team must include name(s) and role(s). Change in PI must be submitted and signed by the original PI on the protocol. Include the reason for the change in the modification summary.

### Reanalysis of Risk (check one)

- This modification **does not** increase risk to participants enrolled in this study.
- This modification **does** increase risk to participants enrolled in this study.

### Signatures of Assurance

#### A. Investigator's Assurance:

I certify that the information provided in this application is complete and accurate. As Principal Investigator, I have ultimate responsibility for the conduct of this study, the ethical performance of the project, the protection of the rights and welfare of human subjects and strict adherence to any stipulations designated by the IRB. I agree to comply with all UNLV policies and procedures, as well as with all applicable Federal, State and local laws regarding the protection of human subjects in research including, but not limited to the following:

- Performing the project by qualified personnel according to the approved protocol.
- Not changing the approved protocol or consent form without prior IRB approval (except in an emergency, if necessary, to safeguard the well-being of human subjects).
- Obtaining proper informed consent from human subjects or their legally responsible representative, using only the currently approved, stamped consent form.
- Promptly reporting adverse events to the ORI – Human Subjects in writing according to IRB guidelines.
- Arranging for a co-investigator to assume direct responsibility, if the PI will be unavailable to direct this research personally, as when on sabbatical leave or vacation.

**\*\*\*FACULTY ADVISOR (IF APPLICABLE):** By my signature as Principal Investigator on this research application, I certify that the student/fellow investigator is knowledgeable about the regulations and policies governing research with human subjects and has sufficient training and experience to conduct this particular study in accordance with the approved protocol. In addition:

- I agree to act as the liaison between the IRB and the student/fellow investigator with all written and verbal communications.
- I agree to meet with the student/fellow investigator on a regular basis to monitor the progress of the study.
- I agree to be available and to personally supervise the student/fellow investigator in solving problems, as they arise.
- I assure that the student/fellow investigator will promptly report adverse events to the ORI – Human Subjects according to IRB guidelines.
- I will arrange for an alternate faculty advisor to assume responsibility if I become unavailable, as when on sabbatical leave or vacation.
- I assure that the student/fellow investigator will follow through with the storage and destruction of data as outlined in the protocol.

By submitting this form electronically, I agree to the assurance as stated above.



## Additional Research Team Members Form

**Instructions:**

1. Complete all sections of this form.
2. INCOMPLETE FORMS WILL BE RETURNED.

**1. General Information**

**Research Protocol Title:** Transparency in Learning and Teaching in Higher Education (TILT Higher Ed)

**Principal Investigator:** Mary-Ann Winkelmes

**2. Research Team Members:** *List all research team members (including PI) who will have contact with subjects, have contact with subjects' data or biological samples, or use subjects' personal information.*

NAME and DEPARTMENT	ROLE IN PROTOCOL	SPECIFIC EXPERIENCE WITH ROLE IN PROTOCOL	ROLE IN CONSENT PROCESS
<b>EXAMPLE:</b> Dr. Chris Researcher, Research Department	<b>EXAMPLE:</b> Developed protocol, collecting data, analyzing data, writing report	<b>EXAMPLE:</b> Has had previous research studies with human subjects	<b>EXAMPLE:</b> Recruiting subjects, writing the consent form, consenting subjects, answering questions
Dr. Laura Namann, Nevada State College	consultant, analysis of de-identified data	previous research studies with human subjects	none
Michelle Dominguez, GA, UNLV	consultant, analysis of de-identified data	previous research studies with human subjects	none



**Certificate of Completion**

The National Institutes of Health (NIH) Office of Extramural Research certifies that **Laura Naumann** successfully completed the NIH Web-based training course “Protecting Human Research Participants”.

Date of completion: 08/12/2015

Certification Number: 1812622

**I have seen the Information and Consent information that follows and I indicate my voluntary participation by clicking the box below, “Yes, I wish to continue.”**

## **Information and Consent for Student Participants**

### **Purpose and Investigator:**

The Transparency in Teaching and Learning and Teaching in Higher Education project is a study that researches how higher education students understand their own learning processes, and how instructors can enhance that understanding. Your responses will help instructors and institutions improve students' learning experiences. Please contact the study's principal investigator, Dr. Mary-Ann Winkelmes, Coordinator of Instructional Development and Research in the Office of Faculty, Policy and Research, Office of the Provost, University of Nevada, Las Vegas (Phone: 702-895-3496. Fax: 702-895-3455) **Mary-Ann.Winkelmes@unlv.edu** with any questions or concerns about the research. If you have any questions about your rights as a participant in this study, please contact the Office of Research Integrity, University of Nevada, Las Vegas – Human Subjects at 702-895-2794 or by email at IRB@unlv.edu

### **Procedures, Dissemination and Confidentiality:**

You are selected and invited to participate in this study because your course instructor(s) agreed to participate in the study. You will be asked to take about 11 to 12 minutes to complete an online survey. Anonymous averages of the responses, only in aggregate form, will be shared with course instructors only after grades have been submitted to the registrar. Your student ID will be disguised with a random identifier immediately upon your completion of the survey, **rendering all your responses confidential.** Dr. Winkelmes will delete your ID number from the data after linking your responses with your course grade, GPA and graduation progress, rendering all your responses anonymous. The survey data will be stored on a secured server at the University of Nevada, Las Vegas, accessible only by Dr. Winkelmes and members of the TILT Higher Ed research team. Data from the survey will be preserved for the duration of this ten-year study (2009-2019). Dr. Winkelmes and collaborators will code and analyze data, interpret the findings, and disseminate the study's context, purpose, methods, findings, limitations, and conclusions through presentations and publications in higher education conferences, journals, and/or books. No individual names of Transparency project participants will be identified in any reports, presentations, or publications.

### **Benefits/Risks and Voluntary Participation:**

Your participation in this research is voluntary. Your decision to participate, decline, or withdraw from participation will have no impact on your grade in this course or on your present or future relations with your instructors or school or the University of Nevada, Las Vegas in any way. There are no known risks from participation in this study beyond those that exist in normal daily life. There may not be immediate direct benefits to you as a participant. You may benefit from this project by becoming more aware of your own learning practices and how these impact your performance in school. You will be providing valuable information about your learning that will help schools and faculty to improve students' learning experiences. You may skip questions or terminate your participation at any time.

**I HAVE READ THE INFORMATION ABOVE AND CONFIRM THE FOLLOWING STATEMENTS: My participation is entirely voluntary. I may refuse to participate or may discontinue participation at any time during the project without penalty, simply by closing my browser. I may skip any questions that I don't wish to answer. My identity will remain**

confidential. I am 18 years of age or older. The investigator will disseminate aggregate data from this survey in reports of this research at professional meetings and in professional publications, and the names of participants will not be permanently recorded or revealed. I indicate my voluntary participation by selecting "Yes, I choose to continue" below.

Please be assured that your identity remains confidential in this project, and that your students' identities are also kept confidential. Neither your name nor your students' names will be used in any reports, presentations or publications resulting from the Transparency Project **without express written permission**. You may view the Institutional Review Board approvals [here](#).

**I have seen the following Information and Consent information and I indicate my voluntary participation by clicking "Yes" below.**

## **INFORMATION AND CONSENT**

**Purpose and Investigators:** The Transparency in Teaching and Learning in Higher Education project is a study that researches how higher education students understand their own learning processes, and how instructors can enhance that understanding. Your responses will help instructors and institutions improve students' learning experiences. Please contact the study's principal investigator, Dr. Mary-Ann Winkelmes, Coordinator of Instructional Development and Research in the Office of Faculty, Policy and Research, Office of the Provost, University of Nevada, Las Vegas (Phone: 702-895-3496. Fax: 702-895-3455) [Mary-Ann.Winkelmes@unlv.edu](mailto:Mary-Ann.Winkelmes@unlv.edu) with any questions or concerns about the research. If you have any questions about your rights as a participant in this study, please contact the Office of Research Integrity, University of Nevada, Las Vegas – Human Subjects at 702-895-2794 or by email at [IRB@unlv.edu](mailto:IRB@unlv.edu).

**Procedures, Dissemination and Confidentiality:** By clicking the “submit” button at the bottom of the **online registration form**, you indicate your voluntary participation in the Transparency in Learning and Teaching in Higher Education Project (*TILT* Higher Ed). You will invite your students at the end of term to complete a 9-11-minute online survey located at a URL that will be provided to you, and at the end of term you will be asked how frequently (if at all) you chose to implement transparent modes of teaching and learning in your course. The investigators will keep your identity confidential. Your data will remain anonymous and will be shared only in aggregate form. Your name will not be used in any presentations or publications by *TILT* Higher Ed research team members, nor will it be shared with your institution's Review Board or other administrators, unless you offer your written permission to be identified. Your students' identities **will remain confidential**. Dr. Winkelmes will remove all identifiers from their information after linking their responses with their course grade and retention data, rendering all responses anonymous. Anonymous averages of students' responses, only in aggregate form, will be shared with course instructors only after grades have been submitted to the institution's registrar or equivalent. Data will be stored on a secured server at the University of Nevada, Las Vegas, accessible only through a password protected account on a password protected computer, and also in a locked cabinet in Dr. Winkelmes's office. Data will be preserved for the duration of this ten-year study (2009-2019). Dr. Winkelmes and several collaborators will code and analyze data, interpret the findings, and disseminate the study's context, purpose, methods, findings, limitations, and conclusions through presentations and publications in higher education conferences, journals, and/or books. No individual names of *TILT* Higher Ed participants will be identified in any reports, presentations, or publications.

**Benefits/Risks and Voluntary Participation:** Your participation in this research is voluntary. Your decision to participate, decline, or withdraw from participation will have no impact on your present or future relations with the University of Nevada, Las Vegas in any way. There are no known risks from participation in this study beyond those that exist in normal daily life **in academia**. There may not be

immediate direct benefits to you as a participant. You may benefit by becoming more aware of your own teaching practices and how these impact your students' learning. You may terminate your participation at any time.

**I HAVE READ THE INFORMATION ABOVE AND CONFIRM THE FOLLOWING STATEMENTS:**

- My participation is entirely voluntary.
- I may refuse to participate or may discontinue participation at any time during the project without penalty.
- My confidentiality will be preserved by the investigators.
- The investigator will disseminate aggregate data from this project in reports of this research at professional meetings and in professional publications, and the names of participants will not be revealed without express written consent.
- By submitting this online registration form, I indicate my voluntary participation.

Please print a copy of this consent form for your records.