Revised IRB Research Protocol Proposal Form

Removal of Focus Groups and other group surveys

Appendix C
Evidence of CITI certification (www.citiprogram.org) must be submitted with this protocol proposal form.

Instructions:
1. Complete all sections of this form. Do not reference other sections as a response (i.e. "see section..." or "see attached...")
2. Obtain all necessary signatures.
3. Submit one complete protocol package with all enclosures. You will be notified if additional copies are necessary.
4. Projects with funding/proposed funding must include copy of the application or proposal.

Note:
1. Handwritten forms will not be accepted.
2. INCOMPLETE FORMS WILL BE RETURNED.
3. For your records, it is important that you keep a copy of this completed form.

1. Submittal Date: 5/29/2007

2. Duration of Study
   Anticipated Start Date: 6/04/2007
   Anticipated Termination Date: 8/13/2007

   NOTE: Research Studies may not begin until you have received notification of IRB approval. All research proposals are approved for a maximum of 1 year and can be re-reviewed at any time within that year at the discretion of the IRB.

3. Research Protocol Title (Research Protocol Title must match the funding/proposed funding application or proposal):
   State of Nevada Textbook Adoption Process -- Teachers Group

4. Investigator(s) Contact Information
   (One person must be designated as the PI. The PI must be a UNLV faculty or professional staff member in all cases involving studies carried out by students or fellows.)

A. Principal Investigator (Name and Credentials): Christopher Stream, Ph.D.
   ☑ Faculty        ☐ Faculty Advisor    ☐ Professional Staff
   School/College/Center: Greenspun College of Urban Affairs
   Department: Public Administration    Mail Stop: 6026
   Mailing Address: 4505 Maryland Pkwy, Box 456026, Las Vegas, NV, 89154-6026
   Phone Number: 702-895-5120    Fax Number: 702-895-1813
   E-Mail Address: Chris.Stream@unlv.edu

B. Student/Fellow Investigator (Name and Credentials): ______
   ☐ Undergraduate  ☐ Master       ☐ Doctorate     ☐ Fellow
   School/College/Center: ______
   Department: ______    Mail Stop: ______
NOTE: All student/fellow initiated research must be submitted as an independent project with the Faculty Advisor listed as the Principal Investigator. The Faculty Advisor must sign the Faculty Advisor Assurance statement in Section 27B. The Student/Fellow Investigator must sign the Student/Fellow Investigator Assurance statement in Section 27C.

C. PLEASE COMPLETE ONLY IF APPLICABLE

Co-Principal Investigator (Name and Credentials):

<table>
<thead>
<tr>
<th>Name and Department</th>
<th>Role in Protocol</th>
<th>Role in Consent Process</th>
<th>Specific Experience with Role in Protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Stream, Ph.D.; Department of Public Administration</td>
<td>Supervisor</td>
<td>Supervisor</td>
<td>Previous experience with social science research.</td>
</tr>
<tr>
<td>Rebecca Coates, Department of Public Administration</td>
<td>Distributing survey material, coding and analyzing survey results, and conducting interviews.</td>
<td>Informing participants of research purpose.</td>
<td>No previous experience conducting research related to the textbook adoption process.</td>
</tr>
<tr>
<td>Tamara Hicks, Department of Public Administration</td>
<td>Distributing survey material, coding and analyzing survey results, and conducting interviews.</td>
<td>Informing participants of research purpose.</td>
<td>No previous experience conducting research related to the textbook adoption process.</td>
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<tr>
<td>Dwight J. Bellard, Department of Public Administration</td>
<td>Distributing survey material, coding and analyzing survey results, and conducting interviews.</td>
<td>Informing participants of research purpose.</td>
<td>No previous experience conducting research related to the textbook adoption process.</td>
</tr>
</tbody>
</table>

5. Research Team Members: List all research team members who will be involved in this research project. Research team members are persons who have direct contact with subjects, contribute to the research in a substantive way, have contact with subjects' identifiable data or biological samples, or use subjects' personal information. (For additional guidance, refer to the sample form on the OPRS website.)

Project Site(s) (Check all boxes indicating where the study is conducted.)

- University of Nevada, Las Vegas (UNLV)
- Maryland Campus (main)
- Paradise Campus
7. Research Terms
Provide up to three terms, keywords, or short phrases that describes the research to be performed using the guidelines below:
1. Research area (biomedical, social behavioral): Education Policy
2. Study topic area (e.g., physical therapy, psychology): Textbook Adoption Process
3. Subject class (e.g., healthy adults, prisoners): Healthy Adults

8. Proposal Summary
Summarize the proposed research project. The summary should be written in non-technical language that can be understood by non-scientific individuals. The summary must not exceed 200 words.

8.1 A brief statement of the research question (hypothesis) and related theory supporting the reason for the study.
Research question: Does the textbook adoption process provide quality teaching material? Does the process complement proficiency standards? To what extent are teachers actually involved in the process? This study will provide information to help determine whether teachers find value in the textbook adoption process and reveal possible recommendations to improve the process.

8.2 A brief description of the procedure(s) involving human subjects.
Participants in this research will be involved in the completion of surveys and/or interviews. Various teachers will be provided an email/web-based survey to complete.

PLEASE NOTE: Complete description of the study procedure(s) must be specified in Section 26.

9. Number of Research Subjects
Total number of subjects: Approximately 600 High School Social Science Teachers

10. Research Subject Classification
10.1 Check all applicable boxes

☐ UNLV Students (general student body)
☐ Student Subject Pool (Dept.): _____
☒ Healthy Adults - Age range: 18-70
☐ Minors (under age 18) - Age range: _____
☐ Clark County School District Students
☐ Cognitively or Psychologically Impaired (See consent form guidelines)
☐ Non-English Speaking (Include consents in the appropriate language)
☐ Elderly Subjects
☐ Prisoners or Parolees
☐ Healthy Control Group
☐ Pregnant Women
☐ UNLV Employees
☐ Institutionalized Residents
☐ Other - Describe: _____

10.2 Summarize the inclusion and exclusion criteria that must be met in order for a person to participate in the study.
Inclusion: Teacher survey to be distributed to High School Social Science teachers from Nevada.
Exclusion: all others

10.3 What is the gender of subjects?
☐ Male ☐ Female ☒ Both

10.4 Are there any enrollment restrictions based on gender, pregnancy or childbearing potential? ☐ Yes ☒ No
11. Purpose of Study
The teacher is ultimately the one who decides whether to use the textbook and is the main stakeholder. Our purpose is to describe the teacher's role in the textbook adoption process.

12. Privacy and Confidentiality

*Privacy* refers to a person's desire to control the access of others to themselves. Privacy concerns people. *Confidentiality* refers to the researcher's agreement with the subject about how the subject's identifiable private information will be handled, managed, and disseminated. Confidentiality concerns data.

12.1 What are the methods used to ensure confidentiality of participation and data obtained?
Participants' names will not be associated with the survey as there will not be a section which collects names about the individual participating in the survey. Surveys will be sent to participants via a web-based application called Survey Monkey. Email addresses will be utilized to send the surveys and the respondents' email address will not be included in their survey completion response.

12.2 What safeguards are used to protect against identifying, directly or indirectly, the subject involved in the study? No personal information about participants will be collected.

12.3 What safeguards are used to protect the information from disclosure?
Researchers have taken the CITI course on the protection of human subjects and understand the requirements for confidentiality. Each of the student investigators have completed a Master's level course in Research Design.

12.4 What provisions exist for controls over access to data?
The data will be kept in a locked file cabinet.

12.5 Are subjects asked to fill out any materials that are shared with other groups (e.g. voluntary health organizations, advocacy groups) that provide identifiers? □ Yes ☒ No
If yes, describe: _______

12.6 Will the subjects’ data be coded? □ Yes ☒ No
If yes, how? _______

12.7 Will data generated be used for purposes other than this research project? □ Yes ☒ No
If yes, how? _______

12.8 Where will the data be stored? (For review/audit purposes, records must be stored on UNLV property.) The data will be stored on UNLV property in the Department of Public Administration, office # CBC 714 at 4505 Maryland Parkway, Las Vegas, NV 89154-6026.

12.9 How long will the data be stored? 45CFR46.115(b)- Records relating to research which is conducted shall be retained for at least 3 years after completion of the research. Records will be kept for three years.

12.10 What are the plans for the final disposition or destruction of the data? All documents will be shredded at the end of the three years by the Principal Investigator.
13.1 Describe below the processes used for selecting subjects and the methods of recruitment, including use of letters and/or advertising. Include, when, how and by whom the subjects will be recruited. Do not include inclusion and exclusion criteria which were already listed in Section 10.2. For the Teacher survey; Nevada school district and high school websites will be searched for teacher directories. E-mail addresses will be collected from these directories. An open survey will be distributed to the survey population (the e-mail addresses collected) which stresses voluntary participation via an e-mail explaining the survey, the purpose of the research, verbiage from the implied consent form, and the link to the web survey. E-mail recipients may then choose whether or not to participate in the study.

13.2 Will subjects be recruited from one or more schools, community centers, organizations, trade groups etc.? ☐ Yes ☒ No

If yes, please specify the source(s): ______

NOTE: Provide a Facility Authorization Letter from the performance site facility giving the PI permission to perform the study at that site.

13.3 Indicate the types of recruitment materials to be used below (check all that apply). Attach copies of all recruitment materials to this application.

☐ Advertisements ☐ Newsletters ☒ Internet
☐ Brochures ☐ Radio ☐ Contact letters (Physician Letters, Teacher Letters)
☐ Flyers/Posters ☐ Television ☐ Other (Describe) ______

☐ This research study will not be using any of the above information.

13.4 Will subjects be recruited from a non-public registry? ☐ Yes ☒ No

If yes, specify the source: ______

NOTE: Provide a letter from the director of the registry authorizing your access to the identifiable data for the purpose of this study. The letter needs to clearly describe how access to the identifiable information is ethically possible, (i.e. it confirms that subjects have given permission for contact and authorized the distribution of their names and address).

13.5 Are you studying pre-existing data? (e.g. academic records, medical records or specimens) ☐ Yes ☒ No

If yes, specify the source: ______

13.6 Do you or any member of the research team have an authoritative role (i.e. Instructor, Counselor, etc.) over the research subjects? ☐ Yes ☒ No

If yes, please explain: ______

14. Research Activities (Part A)

Please check any/all that apply to the proposed research study.

☐ Collection of data is through non-invasive procedures routinely employed in clinical settings, excluding x-rays or microwaves (e.g., physical sensors that do not shock or invade the subject’s privacy, weighing or testing sensory acuity, magnetic resonance imaging, EEG, EKG, moderate exercise or strength testing with healthy non-pregnant subjects).

☐ Collection of data involves review of data, documents, records or specimens that were originally collected for non-research purposes (e.g., medical records).

 ☐ Existing human biological specimens will be used.*
 ☐ Prospectively collected human biological specimens will be used. **

Indicate source and dates when the data were collected: ______
* Specimens must be “on the shelf” at the time of the submission of the application.

** Specimens will be collected after the study has started.

☐ Collection of data is from audio or visual recordings.

☐ Research activities involve observing individual or group characteristics when considering the subject’s own behavior (including perception, cognition, motivation, identity, language, communication, socio-cultural beliefs, practices or behavior).

☒ Research employing survey, interview, oral history, focus group or program evaluation measures for purposes of research.

☐ Research activities involve medical devices that have been approved for marketing and are used as prescribed.

Identify device(s): ______

☐ Blood samples are collected by finger stick or venipuncture only from non-pregnant healthy adults in amounts less than 550 ml in an eight-week period and no more than twice per week.

Provide a brief description of blood collection methods._____

☐ Prospective collection of biological specimens by non-invasive means (e.g., hair and nail clippings, extracted teeth, excreta and external secretions, uncannulated saliva, placenta removed at delivery, amniotic fluid obtained at rupture of membrane prior to or during delivery, dental plaque and calculus, mucosal and skin cells collected by swab and sputum collected after saline mist nebulization).

☐ None of the above categories apply to the proposed research study.

15. Research Activities (Part B)

15.1 Please check any/all that apply to the proposed research study

☐ False or misleading information to subjects (deceptive studies)

☐ Procedures for debriefing subjects: _____

☐ Invasive biomedical procedures

Explain procedure: ______

Are provisions for medical care necessary?

☐ Yes, please explain: ______

☐ No, please explain: ______

Has a qualified UNLV Faculty Member participated in planning the study?

☐ Yes, please identify by name and qualifying credential: ______

☐ No

Will the study involve drugs, radiation, lasers, high-intensity sound, etc.?

☐ Yes, please identify: ______

☐ No

☐ Sensitive questions will be asked about personal issues

☐ The study involves use of potentially hazardous materials (Explain): ______

☐ The research includes collection/storage of data/biological specimens for future research analysis. If yes, the consent document must address the possibility of future use.
Procedures are novel or not accepted practice (if this category applies, explain in the Informed Consent Form how provisions are made to correct, treat or manage unexpected adverse effects)

Risky procedures or harmful effects, including discomfort, risk of injury, invasive procedures, vulnerability to harassment, invasion of privacy, controversial information or information creating legal vulnerability (if this category applies, explain in the Informed Consent Forms how harmful effects will be addressed and how benefits outweigh risks)

None of the above categories apply to the proposed research study.

15.2 Dissemination and Storage of Research Information

Will the results of the research study be provided to the research subject?  Yes  No

If yes, please explain: A summary of research findings will be made available to research subjects at the end of the study.

15.3 Quantitative Design Elements (if applicable)

Describe the statistical procedures that will be used and specify the following:

- Statistical design: t-test, chi-square, cross tabulation and applicable statistical design
- Dependent variables: ______
- Independent variables: ______

16. Medical Devices

16.1 Are you using a medical device?  Yes  No

If no, then continue to section 17. If yes, please complete the answers below.

16.2 Is this a SIGNIFICANT RISK (SR) or NON-SIGNIFICANT RISK (NSR) device?  SR  NSR

16.3 Is this an INVESTIGATIONAL MEDICAL DEVICE?  Yes  No

- APPROVED MEDICAL DEVICE FOR AN UNAPPROVED USE:  Yes  No
  - If yes, indicate DEVICE name: ______
  - IDE number: ______
  - Sponsor/Manufacturer: ______
  - NOTE: Please provide the investigator's brochure when using an investigational device.

- FDA APPROVED MEDICAL DEVICE FOR AN APPROVED USE:  Yes  No
  - If yes, indicate DEVICE name: ______
  - Sponsor/Manufacturer: ______
  - NOTE: Please provide the package insert when using an approved device.

16.4 Is the IDE (Investigational Device Exemption) held by the sponsor or by the investigator?  Yes  No

- Sponsor (Please forward copies of the annual report from the sponsor to the IRB.)
- Investigator (Please provide a copy of the original IDE application and copies of the annual reports at the time of periodic review)

17. Risks

17.1 Summarize the nature and amount of risk (including side effects) or substantial stress or discomfort involved. Minimal risk, only viewpoints and opinions of participants will be gathered.

17.2 What are the potential risks/discomforts associated with each intervention or research procedure? N/A
17.3 Estimate the probability (i.e. not likely, likely, highly likely, etc.) that a given harm will occur, its severity, and its potential reversibility. It is unlikely that harm will occur. However, if it does occur, the reversibility is highly likely.

17.4 What procedure(s) will be utilized to prevent/minimize any potential risks or discomfort? Examples of risk include physical risks, psychological risks (such as substantial stress, discomfort, or invasion of privacy) and social risks (such as jeopardy to insurability or employability). No personal information is being gathered and participation is voluntary.

17.5 What is the overall risk classification of the research?

- Minimal
- Greater than minimal
- Significant
- If unknown, please explain: ______

18. Benefits

18.1 Describe the probable benefits of the research for the individual subject(s).

Although there is no direct benefit to the participants, we hope our research will result in the enhancement of the State of Nevada textbook adoption process. Based on data gathered, recommendations may be presented to enhance the adoption process to give teachers a more active role in the textbooks selected for the classroom. This would potentially give better teaching tools to the teachers to assist them in their role as educators.

18.2 Describe the probable benefits of the knowledge gained for society. Societal benefits generally refer to the advancement of scientific knowledge and/or possible benefit to future subjects.

A more effective and efficient textbook adoption process will benefit the quality of student education and utilization of taxpayer funds.

19. Risk-Benefit Ratio (Explain how the potential benefits of the research outweigh the potential risks and how these risks are justified.)

Given that there is minimal risk involved, the potential benefits of this study greatly outweigh any foreseen risks involved.

20. Cost to Subjects (Do not include financial costs in this section. See Section 22.)

20.1 Briefly describe the activity (i.e. laboratory testing, survey completion, travel time) that involves participation time:

Survey completion via web based survey tool

20.2 Amount of participation time: 20 minutes per session for 1 session(s)

20.3 Describe any additional costs: None.

21. Project Funding

21.1 Funding Status: □ Funded □ Pending □ None (go to section 22)

Note: If funded/pending funding, please submit a copy of the application or proposal.

21.2 Funding Source:

- Federal/State
  - □ NIH □ NSF □ NASA □ BRIN □ DOE □ Other: ______
  - □ UNLV Internal Grants □ SITE □ NIA □ URA □ ARI □ Other: ______
  - □ Other: ______
  - □ Self-funded

21.3 Are there any other contributions or support (e.g. device, drugs, etc.) provided by a company/sponsor/granting agency?
21.4 Is any other type of contribution (aside from devices or monetary funds) being made by a company/sponsor/granting agency?
☐ Yes ☐ No If yes, explain: 

21.5 Has this project been submitted to the Office of Sponsored Projects (OSP)?
☐ Yes ☐ No Submission date: 
If no, explain: 

21.6 Sponsor: Contract or Grant Number: 

22. Financial Information (For additional guidance, refer to the sample form on the OPRS website.)

22.1 What are the financial costs involved as a result of participation in the research study. None.

22.2 Are there additional expenses for the subject related to this protocol? ☐ Yes ☑ No
If yes, please describe. 

22.3 Will subjects be paid or otherwise compensated for research participation? ☐ Yes ☑ No
If yes, please respond to the following questions:
   a) Describe the nature of any compensation to subjects. Include cash, gifts, travel reimbursements, etc. 
   b) Provide a dollar amount, if applicable, and indicate method of payment. 
   ☑ Cash ☐ Check ☐ Other: 
   c) When and how is the compensation provided to the subject? 
   d) Schedule of payments: 

23. Consent
Refer to the UNLV Informed Consent Template to ensure that your submission follows the current standard consent format. Attach a copy of all consent form(s) and/or informational letter(s) used to describe the research study to potential subjects.
Note: Consent must be obtained from subjects prior to enrollment/participating in the research study.

23.1 Describe the consent process for enrolling subjects into this study. The survey will have a consent paragraph explaining that by proceeding with the survey they are agreeing to participate in the study.

23.2 Where will the consenting process take place? For the surveys, the consent process will be at the top of the internet survey.

23.3 Will there be an opportunity for the subject to take the consent form home to discuss their participation? ☑ Yes ☐ No If no, explain why. The surveys will be processed through the internet. However, there will be a phone number and e-mail address for the participant to contact the principal investigator if they have any questions.

23.4 What method(s) will be used to educate and increase the potential research subjects' knowledge of the research project and their rights as a subject? The internet survey will have an informed consent paragraph at the beginning which explains they have the opportunity to participate or not to participate.

23.5 What method(s) will be used to evaluate the understanding of the potential research subject's comprehension about the research project and their rights as a subject? (Check all that apply)
23.6 Please list all Consent Forms (Please compose all consent forms in a language appropriate to the study population.)

<table>
<thead>
<tr>
<th>Title of Consent Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Informed Consent: Internet Survey</td>
<td>Provides information on participant risks and benefits of participating in the study.</td>
</tr>
<tr>
<td>2. ____</td>
<td>____</td>
</tr>
<tr>
<td>3. ____</td>
<td>____</td>
</tr>
<tr>
<td>4. ____</td>
<td>____</td>
</tr>
</tbody>
</table>

23.7 Debriefing: If the study includes a debriefing script or information given to subjects, please attach with the submission.

Is a debriefing script necessary?  ☐ Yes  ☒ No

24. Conflict of Interest (Conflict of interest refers to any situation in which financial, professional, or personal obligations may compromise or present the appearance of compromising an individual's professional judgment in designing, conducting, analyzing, or reporting research.)

Does a conflict of interest exist with this study?  ☒ No  ☐ Yes, explain: ______

25. Project Enclosures (Check all appropriate boxes and include the items with the Proposal Form)

☒ Informed Consent Form(s)  ☐ Grant/Contract Application/Proposal
☐ Child/Youth Assent Form  ☐ Facility Authorization Letter
☐ Debriefing Script  ☒ Research Instruments (Surveys, Questionnaires, etc.)
☒ Waiver of Documentation of Consent  ☒ Recruitment Information (Ads, Web postings, letters, etc.)
☐ Other items: ______

26. Complete Description of the Study Procedures

The purpose of this study is to gather the opinions and perspectives of Nevada teachers regarding the Nevada textbook adoption policies and processes. The study can be classified as descriptive and evaluative research.

A survey consisting of approximately 40 questions of varied types including 5-point Likert scale, multiple choice, and opened ended questions will be utilized. The survey will be distributed to a targeted population of all Nevada high school social science teachers via an internet survey engine. An e-mail will be sent to the survey population explaining the purpose of the survey, the confidentiality of participants, and the link to the on-line survey. Included in the survey will be an implied consent area. Returned surveys will be coded for analysis. Depending on completion percentage of survey, a follow up e-mail may be sent 2 weeks after initial survey distribution.

To establish a survey population the websites of Nevada school districts and high schools will be searched for teacher directories. E-mail addresses that are present in these directories will be collected and become the survey population.

All gathered data, once coded, will be analyzed utilizing cross tabulation and other statistical procedures appropriate to address the study's research question(s).

27. Investigator/Faculty Advisor/Student/Fellow 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 OPRS 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.

Principal Investigator’s Name ___________________________ Principal Investigator’s Signature ___________________________ Date __________

Co-Principal Investigator’s Name ___________________________ Co-Principal Investigator’s Signature ___________________________ Date __________

B. Faculty Advisor Assurance: (Faculty Advisor must sign below if this is a student initiated research project.)
By my signature as advisor 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 OPRS 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.

Faculty Advisor’s Name ___________________________ Faculty Advisor’s Signature ___________________________ Date __________

(The faculty advisor must be a member of UNLV faculty. The faculty member is considered the responsible party for legal and ethical performance of the project.)

C. Student/Fellow Investigator Assurance: (if applicable)
By my signature as Student/Fellow Investigator on this research application, I certify that I am knowledgeable about the regulations and policies governing research with human subjects and agree to conduct this particular study in accordance with the approved protocol. In addition:
- I agree to meet with my faculty advisor on a regular basis to discuss the progress of the study.
- I agree to meet with my faculty advisor to solve protocol issues, as they arise.
- I will promptly report adverse events to OPRS and my faculty advisor according to IRB guidelines.

Student/Fellow Investigator Name ___________________________ Student/Fellow Investigator Signature ___________________________ Date __________
Research Protocol Proposal Form
for Research Involving Human Subjects

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   (Research Protocol Title must match the funding/proposed funding application or proposal):
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   (One person must be designated as the PI. The PI must be a UNLV faculty or professional staff member in all cases involving studies carried out by students or fellows.)
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      School/College/Center: Greenspun College of Urban Affairs
      Department: Public Administration Mail Stop: 6026
      Mailing Address: 4505 Maryland Pkwy, Box 456026, Las Vegas, NV, 89154-6026
      Phone Number: 702-895-5120 Fax Number: 702-895-1813
      E-Mail Address: Chris.Stream@unlv.edu
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      ☐ Undergraduate ☐ Master ☐ Doctorate ☐ Fellow
      School/College/Center: ______
      Department: ______ Mail Stop: ______
Mailing Address: 
Phone Number: 
Fax Number: 
E-Mail Address: 

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C. PLEASE COMPLETE ONLY IF APPLICABLE
Co-Principal Investigator (Name and Credentials):

- Faculty
- Professional Staff

School/College/Center: 
Department: 
Mailing Address: 
Mail Stop: 
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E-Mail Address: 

5. Research Team Members: List all research team members who will be involved in this research project. Research team members are persons who have direct contact with subjects, contribute to the research in a substantive way, have contact with subjects' identifiable data or biological samples, or use subjects' personal information. (For additional guidance, refer to the sample form on the OPRS website.)

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<td>Tamara Hicks, Department of Public Administration</td>
<td>Distributing survey material, coding and analyzing survey results, and conducting interviews.</td>
<td>Informing participants of research purpose.</td>
<td>No previous experience conducting research related to the textbook adoption process.</td>
</tr>
<tr>
<td>Dwight J. Bellard, Department of Public Administration</td>
<td>Distributing survey material, coding and analyzing survey results, and conducting interviews.</td>
<td>Informing participants of research purpose.</td>
<td>No previous experience conducting research related to the textbook adoption process.</td>
</tr>
</tbody>
</table>

- Project Site(s) (Check all boxes indicating where the study is conducted.)
  - University of Nevada, Las Vegas (UNLV)
  - Maryland Campus (main)
  - Paradise Campus
1. Research area (biomedical, social behavioral): **Education Policy**
2. Study topic area (e.g., physical therapy, psychology): **Textbook Adoption Process**
3. Subject class (e.g., healthy adults, prisoners): **Healthy Adults**

### 8. Proposal Summary

Summarize the proposed research project. The summary should be written in non-technical language that can be understood by non-scientific individuals. The summary must not exceed 200 words.

8.1 A brief statement of the research question (hypothesis) and related theory supporting the reason for the study.

**Research question:** Does the textbook adoption process provide quality teaching material? Does the process complement proficiency standards? To what extent are teachers actually involved in the process? This study will provide information to help determine whether teachers find value in the textbook adoption process and reveal possible recommendations to improve the process.

8.2 A brief description of the procedure(s) involving human subjects.

**Participants in this research will be involved in the completion of surveys and/or interviews.** Various teachers will be provided an email/web-based survey to complete.

**PLEASE NOTE:** Complete description of the study procedure(s) must be specified in Section 26.

### 9. Number of Research Subjects

**Total number of subjects:** Approximately 600 High School Social Science Teachers

### 10. Research Subject Classification

<table>
<thead>
<tr>
<th>Check all applicable boxes</th>
<th>Other - Describe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ UNLV Students (general student body)</td>
<td></td>
</tr>
<tr>
<td>☐ Student Subject Pool (Dept.): ___</td>
<td></td>
</tr>
<tr>
<td>☒ Healthy Adults - Age range: 18 - 70</td>
<td></td>
</tr>
<tr>
<td>☐ Minors (under age 18) - Age range: ___</td>
<td></td>
</tr>
<tr>
<td>☐ Clark County School District Students</td>
<td></td>
</tr>
<tr>
<td>☐ Cognitively or Psychologically Impaired (See consent form guidelines)</td>
<td></td>
</tr>
<tr>
<td>☐ Non-English Speaking (Include consents in the appropriate language)</td>
<td></td>
</tr>
<tr>
<td>☐ Elderly Subjects</td>
<td></td>
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<tr>
<td>☐ Prisoners or Parolees</td>
<td></td>
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<tr>
<td>☐ Healthy Control Group</td>
<td></td>
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<tr>
<td>☐ Pregnant Women</td>
<td></td>
</tr>
<tr>
<td>☐ UNLV Employees</td>
<td></td>
</tr>
<tr>
<td>☐ Institutionalized Residents</td>
<td></td>
</tr>
</tbody>
</table>

10.2 Summarize the inclusion and exclusion criteria that must be met in order for a person to participate in the study.

**Inclusion:** Teacher survey to be distributed to High School Social Science teachers from Nevada.

**Exclusion:** all others

10.3 What is the gender of subjects?  
- ☐ Male  
- ☐ Female  
- ☒ Both

10.4 Are there any enrollment restrictions based on gender, pregnancy or childbearing potential?  
- ☐ Yes  
- ☒ No
If yes, please explain the nature of the restriction(s) and provide justification.

10.5 Are there any enrollment restrictions based on race or ethnic origins? Yes ☐ No ☒
If yes, please explain the nature of the restriction(s) and provide justification.

11. Purpose of Study
The teacher is ultimately the one who decides whether to use the textbook and is the main stakeholder. Our purpose is to describe the teacher’s role in the textbook adoption process.

12. Privacy and Confidentiality
Privacy refers to a person’s desire to control the access of others to themselves. Privacy concerns people.
Confidentiality refers to the researcher’s agreement with the subject about how the subject’s identifiable private information will be handled, managed, and disseminated. Confidentiality concerns data.

12.1 What are the methods used to ensure confidentiality of participation and data obtained? Participants’ names will not be associated with the survey as there will not be a section which collects names about the individual participating in the survey. Surveys will be sent to participants via a web-based application called Survey Monkey. Email addresses will be utilized to send the surveys and the respondents email address will not be included in their survey completion response.

12.2 What safeguards are used to protect against identifying, directly or indirectly, the subject involved in the study? No personal information about participants will be collected.

12.3 What safeguards are used to protect the information from disclosure? Researchers have taken the CITI course on the protection of human subjects and understand the requirements for confidentiality. Each of the student investigators have completed a Master's level course in Research Design.

12.4 What provisions exist for controls over access to data? The data will be kept in a locked file cabinet.

12.5 Are subjects asked to fill out any materials that are shared with other groups (e.g. voluntary health organizations, advocacy groups) that provide identifiers? Yes ☐ No ☒ If yes, describe: __________

12.6 Will the subjects’ data be coded? Yes ☐ No ☒ If yes, how? __________

12.7 Will data generated be used for purposes other than this research project? Yes ☐ No ☒ If yes, how? __________

12.8 Where will the data be stored? (For review/audit purposes, records must be stored on UNLV property.) The data will be stored on UNLV property in the Department of Public Administration, office # CBC 714 at 4505 Maryland Parkway, Las Vegas, NV 89154-6026.

12.9 How long will the data be stored? 45CFR46.115(b)- Records relating to research which is conducted shall be retained for at least 3 years after completion of the research. Records will be kept for three years.

12.10 What are the plans for the final disposition or destruction of the data? All documents will be shredded at the end of the three years by the Principal Investigator.

13. Recruitment Procedures
Protocol Proposal Form – Ver. 2 – 6/2005
13.1 Describe below the processes used for selecting subjects and the methods of recruitment, including use of letters and/or advertising. Include, when, how and by whom the subjects will be recruited. Do not include inclusion and exclusion criteria which were already listed in Section 10.2.

For the Teacher survey, Nevada school district and high school websites will be searched for teacher directories. E-mail addresses will be collected from these directories. An open survey will be distributed to the survey population (the e-mail addresses collected) which stresses voluntary participation via an e-mail explaining the survey, the purpose of the research, verbiage from the implied consent form, and the link to the web survey. E-mail recipients may then choose whether or not to participate in the study.

13.2 Will subjects be recruited from one or more schools, community centers, organizations, trade groups etc.?  
Yes  
No

If yes, please specify the source(s):  
NOTE: Provide a Facility Authorization Letter from the performance site facility giving the PI permission to perform the study at that site.

13.3 Indicate the types of recruitment materials to be used below (check all that apply). Attach copies of all recruitment materials to this application.

- Advertisements
- Newsletters
- Internet
- Brochures
- Radio
- Contact letters (Physician Letters, Teacher Letters)
- Flyers/Posters
- Television
- Other (Describe) ___

☐ This research study will not be using any of the above information.

13.4 Will subjects be recruited from a non-public registry?  
Yes  
No

If yes, specify the source:  
NOTE: Provide a letter from the director of the registry authorizing your access to the identifiable data for the purpose of this study. The letter needs to clearly describe how access to the identifiable information is ethically possible, (i.e. it confirms that subjects have given permission for contact and authorized the distribution of their names and address).

13.5 Are you studying pre-existing data? (e.g. academic records, medical records or specimens)  
Yes  
No

If yes, specify the source:  

13.6 Do you or any member of the research team have an authoritative role (i.e. Instructor, Counselor, etc.) over the research subjects?  
Yes  
No

If yes, please explain:  

14. Research Activities (Part A)

Please check any/all that apply to the proposed research study.

☐ Collection of data is through non-invasive procedures routinely employed in clinical settings, excluding x-rays or microwaves (e.g., physical sensors that do not shock or invade the subject's privacy, weighing or testing sensory acuity, magnetic resonance imaging, EEG, EKG, moderate exercise or strength testing with healthy non-pregnant subjects).

☐ Collection of data involves review of data, documents, records or specimens that were originally collected for non-research purposes (e.g., medical records).  
- Existing human biological specimens will be used.*  
- Prospectively collected human biological specimens will be used. **

Indicate source and dates when the data were collected:  

Protocol Proposal Form – Ver. 2 – 6/2005 5 of 10
Specimens must be “on the shelf” at the time of the submission of the application.
**Specimens will be collected after the study has started.

☐ Collection of data is from audio or visual recordings.

☐ Research activities involve observing individual or group characteristics when considering the subject’s own behavior (including perception, cognition, motivation, identity, language, communication, socio-cultural beliefs, practices or behavior).

☒ Research employing survey, interview, oral history, focus group or program evaluation measures for purposes of research.

☐ Research activities involve medical devices that have been approved for marketing and are used as prescribed.

Identify device(s): __________

☐ Blood samples are collected by finger stick or venipuncture only from non-pregnant healthy adults in amounts less than 550 ml in an eight-week period and no more than twice per week.

Provide a brief description of blood collection methods. __________

☐ Prospective collection of biological specimens by non-invasive means (e.g., hair and nail clippings, extracted teeth, excreta and external secretions, uncannulated saliva, placenta removed at delivery, amniotic fluid obtained at rupture of membrane prior to or during delivery, dental plaque and calculus, mucosal and skin cells collected by swab and sputum collected after saline mist nebulization).

☐ None of the above categories apply to the proposed research study.

15. Research Activities (Part B)

15.1 Please check any/all that apply to the proposed research study

☐ False or misleading information to subjects (deceptive studies)

☐ Procedures for debriefing subjects: __________

☐ Invasive biomedical procedures

Explain procedure: __________

Are provisions for medical care necessary?

☐ Yes, please explain: __________

☐ No, please explain: __________

Has a qualified UNLV Faculty Member participated in planning the study?

☐ Yes, please identify by name and qualifying credential: __________

☐ No

Will the study involve drugs, radiation, lasers, high-intensity sound, etc.?

☐ Yes, please identify: __________

☐ No

☐ Sensitive questions will be asked about personal issues

☐ The study involves use of potentially hazardous materials (Explain): __________

☐ The research includes collection/storage of data/biological specimens for future research analysis. If yes, the consent document must address the possibility of future use.
Procedures are novel or not accepted practice (if this category applies, explain in the Informed Consent Form how provisions are made to correct, treat or manage unexpected adverse effects)

Risky procedures or harmful effects, including discomfort, risk of injury, invasive procedures, vulnerability to harassment, invasion of privacy, controversial information or information creating legal vulnerability (if this category applies, explain in the Informed Consent Forms how harmful effects will be addressed and how benefits outweigh risks)

None of the above categories apply to the proposed research study.

15.2 Dissemination and Storage of Research Information

Will the results of the research study be provided to the research subject?  

☐ Yes  ☐ No

If yes, please explain: A summary of research findings will be made available to research subjects at the end of the study.

15.3 Quantitative Design Elements (if applicable)

Describe the statistical procedures that will be used and specify the following:

Statistical design: t-test, chi-square, cross tabulation and applicable statistical design.
Dependent variables: 
Independent variables: 

16. Medical Devices

16.1 Are you using a medical device?  

☐ Yes  ☐ No

If no, then continue to section 17. If yes, please complete the answers below.

16.2 Is this a SIGNIFICANT RISK (SR) or NON-SIGNIFICANT RISK (NSR) device?

☐ SR  ☐ NSR

16.3 Is this an INVESTIGATIONAL MEDICAL DEVICE

☐ Yes  ☐ No

APPROVED MEDICAL DEVICE FOR AN UNAPPROVED USE.

If yes, indicate DEVICE name: 
IDE number: 
Sponsor/Manufacturer: 
NOTE: Please provide the investigator’s brochure when using an investigational device.

FDA APPROVED MEDICAL DEVICE FOR AN APPROVED USE:  

☐ Yes  ☐ No

If yes, indicate DEVICE name: 
Sponsor/Manufacturer: 
NOTE: Please provide the package insert when using an approved device.

16.4 Is the IDE (Investigational Device Exemption) held by the sponsor or by the investigator?

☐ Sponsor (Please forward copies of the annual report from the sponsor to the IRB.)
☐ Investigator (Please provide a copy of the original IDE application and copies of the annual reports at the time of periodic review)

17. Risks

17.1 Summarize the nature and amount of risk (including side effects) or substantial stress or discomfort involved. Minimal risk, only viewpoints and opinions of participants will be gathered.

17.2 What are the potential risks/discomforts associated with each intervention or research procedure?  N/A
17.3 Estimate the probability (i.e. not likely, likely, highly likely, etc.) that a given harm will occur, its severity, and its potential reversibility. It is unlikely that harm will occur. However, if it does occur, the reversibility is highly likely.

17.4 What procedure(s) will be utilized to prevent/minimize any potential risks or discomfort? Examples of risk include physical risks, psychological risks (such as substantial stress, discomfort, or invasion of privacy) and social risks (such as jeopardy to insurability or employability). **No personal information is being gathered and participation is voluntary.**

17.5 What is the overall risk classification of the research?
- [ ] Minimal
- [ ] Greater than minimal
- [ ] Significant
- [ ] If unknown, please explain:_____

### 18. Benefits

18.1 Describe the probable benefits of the research for the individual subject(s).

Although there is no direct benefit to the participants, we hope our research will result in the enhancement of the State of Nevada textbook adoption process. Based on data gathered, recommendations may be presented to enhance the adoption process to give teachers a more active role in the textbooks selected for the classroom. This would potentially give better teaching tools to the teachers to assist them in their role as educators.

18.2 Describe the probable benefits of the knowledge gained for society. Societal benefits generally refer to the advancement of scientific knowledge and/or possible benefit to future subjects.

A more effective and efficient textbook adoption process will benefit the quality of student education and utilization of taxpayer funds.

### 19. Risk-Benefit Ratio

(Explain how the potential benefits of the research outweigh the potential risks and how these risks are justified.)

Given that there is minimal risk involved, the potential benefits of this study greatly outweigh any foreseen risks involved.

### 20. Cost to Subjects

(Do not include financial costs in this section. See Section 22.)

20.1 Briefly describe the activity (i.e. laboratory testing, survey completion, travel time) that involves participation time: **Survey completion via web based survey tool**

20.2 Amount of participation time: **20** minutes per session for **1** session(s)

20.3 Describe any additional costs: **None.**

### 21. Project Funding

21.1 Funding Status:  
- [ ] Funded  
- [ ] Pending  
- [x] None (go to section 22)  

**Note:** If funded/pending funding, please submit a copy of the application or proposal.

21.2 Funding Source:

- [ ] Federal/State  
  - [ ] NIH  
  - [ ] NSF  
  - [ ] NASA  
  - [ ] BRIN  
  - [ ] DOE  
  - [ ] Other:_____  
- [ ] UNLV Internal Grants  
  - [ ] SITE  
  - [ ] NIA  
  - [ ] URA  
  - [ ] ARI  
  - [ ] Other:_____  
- [ ] Other:_____  
- [ ] Self-funded  

21.3 Are there any other contributions or support (e.g. device, drugs, etc.) provided by a company/sponsor/granting agency?
21.4 Is any other type of contribution (aside from devices or monetary funds) being made by a company/sponsor/granting agency?  
   □ Yes   □ No   If yes, explain: ______

21.5 Has this project been submitted to the Office of Sponsored Projects (OSP)?  
   □ Yes   □ No   Submission date: ______
   If no, explain: ______

21.6 Sponsor: ______   Contract or Grant Number: ______

22. Financial Information *(For additional guidance, refer to the sample form on the OPRS website.)*

22.1 What are the financial costs involved as a result of participation in the research study?  **None.**

22.2 Are there additional expenses for the subject related to this protocol?  □ Yes  □ No
   If yes, please describe. ______

22.3 Will subjects be paid or otherwise compensated for research participation?  □ Yes  □ No
   If yes, please respond to the following questions:
   a) Describe the nature of any compensation to subjects. Include cash, gifts, travel reimbursements, etc. ______
   b) Provide a dollar amount, if applicable, and indicate method of payment. ______
      □ Cash   □ Check   □ Other: ______
   c) When and how is the compensation provided to the subject? ______
   d) Schedule of payments: ______

23. Consent *(Refer to the UNLV Informed Consent Template to ensure that your submission follows the current standard consent format.)*

23.1 Describe the consent process for enrolling subjects into this study. **The survey will have a consent paragraph explaining that by proceeding with the survey they are agreeing to participate in the study.**

23.2 Where will the consenting process take place? **For the surveys, the consent process will be at the top of the internet survey.**

23.3 Will there be an opportunity for the subject to take the consent form home to discuss their participation?  □ Yes  □ No  If no, explain why. **The surveys will be processed through the internet. However, there will be a phone number and e-mail address for the participant to contact the principal investigator if they have any questions.**

23.4 What method(s) will be used to educate and increase the potential research subjects’ knowledge of the research project and their rights as a subject? **The internet survey will have an informed consent paragraph at the beginning which explains they have the opportunity to participate or not to participate.**

23.5 What method(s) will be used to evaluate the understanding of the potential research subject’s comprehension about the research project and their rights as a subject?  *(Check all that apply)*
23.6 Please list all Consent Forms (Please compose all consent forms in a language appropriate to the study population.)

Title of Consent Form                  Purpose
1. Informed Consent: Internet Survey   Provides information on participant risks and benefits of participating in the study.
2. ____________
3. ____________
4. ____________

23.7 Debriefing: If the study includes a debriefing script or information given to subjects, please attach with the submission.

Is a debriefing script necessary?  ☐ Yes  ☑ No

24. Conflict of Interest (Conflict of interest refers to any situation in which financial, professional, or personal obligations may compromise or present the appearance of compromising an individual's professional judgment in designing, conducting, analyzing, or reporting research.)

Does a conflict of interest exist with this study?  ☑ No  ☐ Yes, explain: ______

25. Project Enclosures (Check all appropriate boxes and include the items with the Proposal Form)

☐ Informed Consent Form(s)      ☐ Grant/Contract Application/Proposal
☐ Child/Youth Assent Form       ☐ Facility Authorization Letter
☐ Debriefing Script            ☐ Research Instruments (Surveys, Questionnaires, etc.)
☑ Waiver of Documentation of Consent  ☑ Recruitment Information (Ads, Web postings, letters, etc.)
☐ Other items: ______

26. Complete Description of the Study Procedures

The purpose of this study is to gather the opinions and perspectives of Nevada teachers regarding the Nevada textbook adoption policies and processes. The study can be classified as descriptive and evaluative research.

A survey consisting of approximately 40 questions of varied types including 5-point Likert scale, multiple choice, and open-ended questions will be utilized. The survey will be distributed to a targeted population of all Nevada high school social science teachers via an internet survey engine. An e-mail will be sent to the survey population explaining the purpose of the survey, the confidentiality of participants, and the link to the online survey. Included in the survey will be an implied consent area. Returned surveys will be coded for analysis. Depending on completion percentage of survey, a follow up e-mail may be sent 2 weeks after initial survey distribution.

To establish a survey population the websites of Nevada school districts and high schools will be searched for teacher directories. E-mail addresses that are present in these directories will be collected and become the survey population.

All gathered data, once coded, will be analyzed utilizing cross tabulation and other statistical procedures appropriate to address the study's research question(s).

27. Investigator/Faculty Advisor/Student/Fellow 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 Protocol Proposal Form – Ver. 2 – 6/2005
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 OPRS 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.

Principal Investigator’s Name ___________________________ Principal Investigator’s Signature ___________________________ Date __________

Co-Principal Investigator’s Name ___________________________ Co-Principal Investigator’s Signature ___________________________ Date __________

B. Faculty Advisor Assurance: (Faculty Advisor must sign below if this is a student initiated research project.)

By my signature as advisor 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 OPRS 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.

Faculty Advisor’s Name ___________________________ Faculty Advisor’s Signature ___________________________ Date __________

(If the faculty advisor must be a member of UNLV faculty. The faculty member is considered the responsible party for legal and ethical performance of the project.)

C. Student/Fellow Investigator Assurance: (if applicable)

By my signature as Student/Fellow Investigator on this research application, I certify that I am knowledgeable about the regulations and policies governing research with human subjects and agree to conduct this particular study in accordance with the approved protocol. In addition:
- I agree to meet with my faculty advisor on a regular basis to discuss the progress of the study.
- I agree to meet with my faculty advisor to solve protocol issues, as they arise.
- I will promptly report adverse events to OPRS and my faculty advisor according to IRB guidelines.

Student/Fellow Investigator Name ___________________________ Student/Fellow Investigator Signature ___________________________ Date __________
Dear Teacher,

**Purpose of the Study**
You are invited to participate in a research study. The purpose of this research study is to evaluate the impact that teachers have in the State of Nevada textbook review process and whether teachers feel that the textbook review process has merit.

**Participants**
You are being asked to participate in the study because we have identified you as a high school social science teacher in the state of Nevada. The survey will only be distributed to high school teachers in Nevada. Participants will be healthy adults, both male and female, aging from 18 – 70. There are no restrictions as to ethnic origin or race.

**Procedures**
If you volunteer to participate in this research study, you will be asked to do the following: Click on an internet link which will take you to the SurveyMonkey website to read and answer questions relating to textbooks and the textbook adoption process. This will entail a time commitment of not more than 20 minutes.

**Benefits of Participation**
There may not be direct benefits to you as a participant in this research study. However, we hope to learn things that will enable the State of Nevada textbook review/adoption process to be enhanced in the future.

**Risks of Participation**
There can be risks involved in all research studies. However, this research study includes only minimal risks. These risks are no more than you would encounter in everyday life. Viewpoints and opinions of participants will be discussed. However, the questions are not sensitive in nature.

**Cost /Compensation**
There will not be financial cost to you to participate in this study. The study will take 20 minutes of your time. You will not be compensated for your time.

**Contact Information**
TITLE OF STUDY: State of Nevada Textbook Adoption Process – Teachers Group

INVESTIGATOR(S): Christopher Stream, Ph.D.

CONTACT PHONE NUMBER: 702-895-5120 Christopher Stream, Ph.D.

If you have any questions or concerns about the study, you may contact Christopher Stream, Ph.D. at 895-5120. For questions regarding the rights of research subjects, any complaints or comments regarding the manner in which the study is being conducted you may contact the UNLV Office for the Protection of Research Subjects at 702-895-2794.

Voluntary Participation
Your participation in this research study is voluntary. You may refuse to participate in this research study or in any part of this study. You may withdraw at any time without prejudice to your relations with the university. You are encouraged to ask questions about this research study at the beginning or any time during the research study.

Confidentiality
All information gathered in this study will be kept completely confidential. No reference will be made in written or oral materials that could link you to this study. All records will be stored in a locked facility at UNLV (Department of Public Administration, office # CBC 714 at 4505 Maryland Parkway, Las Vegas, NV 89154-6026) for at least 3 years after completion of the study. After the storage time the information gathered will be shredded.

Participant Consent:
I have read the above information and agree to participate in this study. I am at least 18 years of age. Click HERE if you agree to participate in this study.

To start the survey please click the link below and follow the instructions on the website that opens. (If clicking the link doesn't direct you to the survey, please copy and paste the link into your internet browser.)

http://www.surveymonkey.com/s.aspx?sm=TEdjY8pAUqGkBwEIMdPRQ%3d%3d

Thank you for your time. If you have any questions, please feel free to email me. I can also provide you with the results of the research when it is complete, if you are interested.

Tamara Hicks
Graduate Student
Department of Public Administration
University of Nevada, Las Vegas
TITLE OF STUDY: State of Nevada Textbook Adoption Process – Teachers Group

INVESTIGATOR(S): Christopher Stream, Ph.D.

CONTACT PHONE NUMBER: 702-895-5120 Christopher Stream, Ph.D.

4505 Maryland Parkway
Las Vegas NV, 89154
Waiver of Documentation of Informed Consent

45 CFR 46.117(c) An IRB may waive the requirement for the investigator to obtain a signed consent form for some or all subjects if it finds either:

1. That the only record linking the subject and the research would be the consent document and the principal risk would be potential harm resulting from a breach of confidentiality. Each subject will be asked whether the subject wants documentation linking the subject with the research, and the subject's wishes will govern; or
2. That the research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context. In cases in which the documentation requirement is waived, the IRB may require the investigator to provide subjects with a written statement regarding the research.

(Approved by the Office of Management and Budget under Control Number 9999-0020.)

General Information

Submittal Date: 5/27/2007
Principal Investigator (PI must be UNLV faculty of ProStaff member): Christopher Stream, Ph.D.
Title of Study: State of Nevada Textbook Adoption Process -- Teachers Group

Please check one:

☐ The only record linking the subject and the research would be the consent document AND the principal risk would be potential harm resulting from a breach of confidentiality.

☒ The research presents no more than minimal risk of harm to subjects AND involves no procedures for which written consent is normally required outside of the research context.

Waiver Justification

Explain why the waiver of documentation is being requested. The survey will have a consent paragraph explaining that by proceeding with the survey they are agreeing to participate with the study. The consent paragraph will say "Your participation in this study is voluntary. You may refuse to participate in this study or in any part of this study. You may withdraw at any time without prejudice to your relations with the university. You are encouraged to ask questions about this study at the beginning or any time during the research study." Names will not be associated with the survey and school district names will be coded by an assigned number. No personal information will be collected from the participants.

Signature of PI ________________________________ Date: ________________

UNLV IRB USE ONLY

Biomedical Sciences ___________________________________________ Date: _________
Social Behavioral Sciences ______________________________________ Date: _________

Decision: ☐ Approved ☐ Revisions Requested (see comments below) ☐ Send to Full Board