

Please use this form for all new initial applications for the Institutional Review Board.

Initial Application Data Entry

Instructions

Most applications at La Verne fall under exempt review. Please review our [exempt decision charts website](#) and [exempt application policy](#) before starting your application to ascertain if you have an exempt study.

Human Subjects Research

Are you a researcher who is **NOT** affiliated with University of La Verne?

No

Are you currently staying in the European Economic Area (EEA; for list of countries, see guide on the right)?

No

The EEA is comprised of: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the UK, Iceland, Leichtenstein, and Norway

Is this human subjects research?

Yes

Select "No" if this is a secondary data study or other type of research that does not use human subjects (e.g., analysis of policy).

Review Type Determination

The worksheet below will help you determine if you should apply for an exemption (exempt review) or if your application is better suited for an expedited or standard review.

Does your study completely fall into any of the exemption categories listed below?

Category 2: Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording)

You must have reviewed the federal regulations at § .104 prior to making a selection as the categories are summarized from the regulations and are not comprehensive.

Please select the appropriate description of your study.

Anonymous - this means there is no identifiable information in the data that can be traced back to a specific individual

*If you have designed a study that is **only** confidential **or** anonymous, please be consistent throughout the application and only use the appropriate term (i.e., don't use the terms interchangeably)*

Would "any disclosure of the human subjects' responses outside the research... reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation" in your study?

No

Does your study contain children (persons under the age of 18)?

No

Does your proposed study target prisoners and/or adults with cognitive impairment?

No

Your study appears to be qualified to apply for an exemption. As such you may use an information sheet in lieu of an informed consent. Please see examples of information sheets on the [La Verne IRB website](#).

Please check the Exempt box to continue.

Exempt

Please check the Exempt box to continue.

Application Header and Instructions

Submitter

Guerrero, Amanda

Email: aguerrero@laverne.edu

Phone: _____

Title of proposed research study:

Teacher perceptions of the student transition from Elementary to Middle School: A qualitative study

Principal Investigator (PI) email address: the name will populate once you move to the next question.

Putter, Natasha

Email: nputter@laverne.edu **Phone:**

Please enter the email address of the principal investigator. If you are the principal investigator please enter your own email address.

Choose the most appropriate research category for this application

Doctoral Dissertation

*If you are an **external researcher wishing to conduct research at La Verne**, select "Outside Research by Non-Affiliated Researcher"*

Principal Investigator (PI) Position:

Doctoral Student

Enter the appropriate position for the principal investigator.

Chair/Advisor/Mentor email address:

Chrisco, Kanya Godde Ph.D.

Email: kgodde@laverne.edu **Phone:**

*Provide the email address of your supervisor. If you receive a message stating "**Contact not found.**" it simply means your Chair/Advisor/Mentor does not yet have an IRBManager login. You can [click here](#) to create a new contact for them right now, and then continue filling out this form.*

Mentor Email Status

No

Please list the names of all members of your Masters or Dissertation Committee

Arthur Doyle

John Watson

Which type of training did you complete?

CITI

Do you have a funding agency associated with this proposed research study?

No

In which doctoral program are you enrolled?

EdD

In which college is your program/department housed?

La Fetra College of Education

What is your anticipated semester of graduation? You may round to the first of the month.

5/23/2018

Have you reviewed the La Verne IRB policies and procedures located on the on the IRB website?

Yes

If you have not reviewed the website, please make sure to review it (<http://sites.laverne.edu/institutional-review-board/policies-and-procedures/>) prior to submission of your application.

Do you have additional proposed research personnel associated with this study?

No

Additional proposed research personnel may include; advisor, students, mentor, other investigators, research coordinators, etc...

This field automatically populates the date of your first submission. No action is required by you.

5/16/2017

Study Details

Briefly describe the purpose(s) of the study:

The purpose of this qualitative case study is to explore the perceptions of sixth and eighth grade teachers regarding students' academic, procedural, and social concerns in transitioning from elementary school to middle school, and to explore teachers' thoughts concerning effective transition strategies and activities that will support students in this transition.

*Give as many details as possible for study purpose. If this is a **Senior Thesis** or **Graduate Capstone** that you plan on publishing/presenting, you are **required** to state this in your application, here.*

What are your research questions, hypotheses, and key variables?

This study aims to explore the following central research question:
What are the perceptions of sixth and seventh grade teachers regarding the student transition from elementary to middle school?

The following sub-questions will also be addressed in the study:

What are the perceptions of sixth grade and seventh grade teachers with regard to the academic concerns of students when transitioning from elementary to middle school?

What are the perceptions of sixth grade and seventh grade teachers with regard to the procedural/organizational concerns of students when transitioning from elementary to middle school?

What are the perceptions of sixth grade and seventh grade teachers with regard to the social concerns of students when transitioning from elementary to middle school?

What do sixth grade and seventh grade teachers regard as effective strategies or activities to ensure a successful student transition from elementary to middle school?

Since this is a qualitative study, we do not require the use of hypotheses and variables.

*If your study does **NOT** have research questions, hypotheses, and/or variables as a result of experimental design, please state this for auditing purposes (e.g. state, "A XX (study type) study does not require the use of variables").*

Will all participants be age 18 or older?

Yes

Describe the characteristics of the expected sample of human participants (i.e., inclusion and exclusion criteria):

The targeted sample size for this study is one hundred (100) teachers, fifty (50) at the sixth grade level, and fifty (50) at the seventh grade level. Only teachers meeting the following eligibility criteria (Appendix XX) will be selected for participation in this study:
Teach primarily sixth or seventh grade. This is defined by the researcher as a teacher who teaches at least 3 periods of seventh grade students (at the elementary school level) or 3 periods of seventh grade students (at the middle school level)
Have taught at least five years
Have taught the last three years at the same school
Are teachers of English/Language Arts
Be at least 18 years of age

Please make sure to include all characteristics associated with the population (e.g., American or International resident, age range, total number of participants, gender, inclusion or exclusion criteria, how you plan to gain access to the potential participants, etc...)

What is your expected (maximum) sample size?

100

Number of total (or maximum) participants expected to recruit for this study.

Select any of the following vulnerable populations/populations that require special considerations included in your proposed sample.

No Vulnerable Populations

Proposing to study any of these populations may require full (standard) La Verne IRB review.

Recruitment

By signing below you are agreeing to the following: 1) you have reviewed the University policies prohibiting misappropriation of research and agree to conduct your proposed research in accordance with such policies; 2) you understand that it is your responsibility for determining and obtaining appropriate and correct permission(s) for recruiting participants, using an organization's name, employees, and/or other resources, and to conduct your research at a specific location; 3) that you have already determined and obtained the appropriate permissions for the items listed in 2) and which you also describe in this IRB application; 4) you understand that the La Verne IRB does not provide approval for or take any responsibility for the acquisition of necessary permissions for the items in 2); and 5) you agree to indemnify and hold harmless the University, the La Verne IRB and individual members of the La Verne IRB for any claims and liabilities resulting from your failure to obtain the necessary and correct permissions for the study as submitted in this application.

Signed Thursday, August 9, 2018 6:54:09 PM ET by Guerrero, Amanda

Proposed Protocol

Data Collection Method (check all that apply)

In person interview
Telephone Interview

*Please review the **Data Protection Policy** concerning which online platforms are allowable for electronic questionnaires.*

Please attach the final version of the survey, interview script, focus group materials, physiological or behavioral protocol, etc. you propose to administer.

tbd Survey/Interview Script

What will you do with the human participants?

- 1) Participants will be recruited via a mass email (recruitment letter) sent to school site principals in districts that have granted the researcher permission to interview teachers. These emails will aim to solicit the teachers meeting the criteria for participation and will request their participation in the study. If willing, participants will be asked to contact the researcher using the information provided in the recruitment letter. Upon agreeing to participate in the study, each participant will be sent an information sheet document and will be asked to provide possible dates and times for a one-on-one in person interview.
- 2) The researcher has secured authorization to interview teachers in the Chesterton Pine Unified, Pan Diablo Unified, and Waverly School Districts.
- 3) Interview questions will be asked about perceptions of students. The data that will be collected include perceptions only.
- 4) Interviews will be scheduled for 60 minutes, and will last a minimum of 30 minutes. Teachers will be asked to be available for a follow-up interview of 5-20 minutes in the 2-4 weeks following the initial interview to verify transcripts of the interview by the researcher participant and if any additional questions by the participant need to be answered.

*Describe in detail all the methods and procedures that involve human participants. This section should help the La Verne IRB Committee understand from initial contact to completion of the research protocol what will happen to participants and is the **most important part of your application**. State the following in chronological order and number your answer: 1) what the participants will be asked to do, 2) where the research will occur, 3) what measures will be used (e.g. test), what data and information will be collected, and how, and 4) how long it will take to complete the instrument and/or task (if multiple items, break down by item).*

Will you be using audio/visual recording?

Yes

What type of recording will you be using?

Audio

Will participant name be recorded?

No

It is highly suggested to not record participant name as it increases the identity risk if the recordings were ever obtained outside of your study.

How will you identify participants on the recordings?

Use of a pseudonym

If participants do not agree to be recorded, can they still participate?

Yes

How will you handle participants who do not wish to be recorded?

I will take handwritten notes

Is an off-site location IRB involved with the review of this application?

No

All permissions from the off-site IRB are required to be submitted with your application. Please refer to the IRB Policies and Procedures for more information.

Copyright Permissions Signature

By signing below you are agreeing to the following: 1) you have reviewed the University policies prohibiting misappropriation of research and agree to conduct your proposed research in accordance with such policies; 2) you understand that it is your responsibility for determining and obtaining appropriate and correct permission(s) to use instruments, measurements, scales, etc. as dictated by each individual item created by someone other than you that you use in your study, 3) you are following the La Verne policy on Copyright, which can be reviewed by clicking here, 4) that you have already determined and obtained the appropriate permissions for the materials you have attached as a part of this IRB application, 5) you understand that the IRB does not provide approval for or take any responsibility for the acquisition of necessary permissions for using work by someone other than yourself, and 6) you agree to indemnify and hold harmless the University, the IRB and individual members of the IRB for any claims and liabilities resulting from your failure to obtain the necessary and correct permissions for the study as submitted in this application.

Signed Thursday, August 9, 2018 6:54:31 PM ET by Guerrero, Amanda

Inducements

Are incentives being offered to participants?

No

Will you offer money or other incentives for participants' time?

Proposed Risk

Describe any benefits to the participant(s) and/or society that may reasonably be expected from the research.

There are no direct benefits to participants as a result of participating in this study. Participants may however, be prompted to reflect on their practice as a result of their participation, thereby providing them with an opportunity for professional growth.

Provide a summary of research findings where appropriate, benefits to organizations, professionals, the discipline, or others.

In addition, this study will add to the knowledge and literature regarding the transition from elementary school to middle school. The results of this study may serve to inform schools and districts looking to develop successful elementary to middle school transition programs or strong articulation programs between teachers at the elementary school and middle school levels.

Please select the appropriate description of your study.

Anonymous - this means there is no identifiable information in the data that can be traced back to a specific individual

*Most studies are **EITHER** confidential **OR** anonymous. If you have designed a study that is **only** confidential **or** anonymous, please be consistent throughout the application and only use the appropriate term (i.e., don't use the terms interchangeably)*

Which document will you be using?

Information Sheet

Check all confidentiality/anonymity procedures you have put in place. Per the La Verne IRB Policies and Procedures, signed informed consent forms must be stored for 3 years.

Use of pseudonyms

My study is Exempt, so I will use an Information Sheet, rather than a consent and no signatures or names will be collected and stored

Audio/visual transcription will be conducted by you

Are you using an app on a cell phone, tablet, or any unprotected device to record participants?

Yes

By signing below you are agreeing to: 1) transfer recordings from an unprotected app/software/device to a non-mobile, password protected device upon completion of recording, and 2) describing this process in your informed consent/information sheet.

Not signed

Do you need to request permission from La Verne to use their name in your research as the institution at which you conducted the research?

No

Please mark the box below to add the safeguard that you will not be naming the institution in your research.

Institution at which research is conducted will not be named

Please sign here to 1) agree to storing the signed consent forms (if applicable) and data for 3 years upon which time they will be destroyed, and 2) agree to put this information in the confidentiality section of your information sheet/informed consent.

Not signed

Please select from the storage options for data and consents approved by the IRB. These are the only options allowable under IRB policy and procedure as they are compliant with federal and international law.

Paper forms: locked in a University of La Verne filing cabinet, also locked in a University of La Verne office *For more information, refer to the [Data Protection Policy](#).*
A password-protected computer stored in a locked University of La Verne office

Do these data fall under HIPAA protections (e.g., medical data)?

No

Who all will have access to the data and/or consents/assents?

Me the researcher, and mentor

Please name all people and their association to this study with access to the data and/or consents/assents.

Will a form of debriefing be needed for this study protocol or for this population?

No

If sensitive issues are raised in the research protocol, or if deception or incomplete disclosure is used, mark "Yes."