

**Institutional Review Board**

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# SoTL IRB Broad Protocol and Amendment Form

The Scholarship of Teaching and Learning focuses on systematic investigation of student learning, instruction, and/or teaching innovations and the dissemination of findings so as to contribute to a broader knowledge community. SoTL projects at their essence aim to improve student success by providing an evidence base to help inform course design and instructional decisions undertaken by faculty.

The body of text below represents the work and collaboration of various colleagues from the University System of Maryland (USM) Office of Academic and Student Affairs, the USM William E. Kirwan Center for Academic Innovation, the University of Maryland, Baltimore (UMB), the University of Maryland College Park (UMCP) Division of Research, and the UMCP Office of General Counsel. The proposed IRB protocol would be a "broad protocol" intended to cover multiple SoTL research projects from within the USM through amendments to this IRB-approved study. The research covered by this protocol: (1) should involve a systematic investigation of student learning, instruction, and/or teaching innovations; and (2) pose minimal risk to participants. The researchers and the sites would be within the USM.

The Kirwan Center Director will be the primary investigator on this IRB, but does not have a specific research question or agenda. Instead, our goal is to improve student success by encouraging research that can: a) help inform decision-making related to professional development offerings, student curricular and co-curricular experiences, teaching and learning supports, course design, and instruction and b) contribute to the broader Scholarship of Teaching and Learning via publication in disciplinary or education research outlets and/or via presentations at professional conferences.

Prior to requesting an amendment to this IRB-approved study, the institution must have signed a reliance agreement with UMCP and researchers must:

* Complete CITI training regarding human subjects research; and
* Document their research questions, data sources, recruitment materials, study design, and consent language.

At the conclusion of each academic year, the Kirwan Center will submit an annual Continuing Review application to renew the SoTL “broad protocol.”

# SoTL IRB BROAD PROTOCOL

**Title of Study:** Studying Impacts of Educational Interventions

**Brief description:** Instructors and programs at our institutions that are pursuing educational interventions need to understand the impact of those interventions, whether on the faculty who engage in them, the staff who support them, or the students who experience them. There are a variety of ways to study the impacts of education interventions, such as:

# Studies Involving Students and/or Student Record Data

These kinds of studies may involve researchers seeking to understand the impact of interventions, such as a new pedagogical technique, on the knowledge, attitudes, behaviors, or skills of students, or on their grades or performance on other assessments. These kinds of studies may also involve researchers seeking to understand the perceptions or lived experiences of students regarding the classroom environments, course designs, pedagogies, or co-curricular

activities they experience or the introduction of teaching and learning innovations into their educational experiences. These kinds of studies may also include the researchers seeking to understand the impact that factors outside the teaching and learning experience, such as institutional policy or outside responsibilities of students, have on students vis-a-vis the teaching and learning experience.

These kinds of studies may involve researchers collecting and analyzing data that stems from assigned activities that all students must complete as part of a course or program (e.g., concept inventories, assignments, papers, projects, quizzes, or exams). These kinds of studies may involve researchers collecting and analyzing data that does not stem from assigned activities that all students complete as part of a course or program (e.g., a survey instrument related to student self-efficacy in mathematics). These kinds of studies might also include the use of data that exists outside of a course, such as demographic data, grades in previous courses, etc.

# Studies that include students should be sure to consider FERPA stipulations with respect to the gathering or use of student information, as well as parental consent or waiver of parental consent if any study participants are under age 18.

**Studies Involving Faculty and/or Staff**

These kinds of studies may involve researchers seeking to understand the impact of interventions, such as participation in professional development opportunities, on the knowledge, attitudes, behaviors, or skills of faculty and/or staff. These kinds of studies may also involve researchers seeking to understand the perceptions or lived experiences of faculty members or staff regarding their classroom environments, course designs, or pedagogies or the introduction of teaching and learning innovations into their practice. These kinds of studies may also include researchers seeking to understand the impact that factors outside the immediate teaching and learning experience, such as institutional policy or non-teaching responsibilities of faculty and/or staff, have on faculty and/or staff vis-a-vis the teaching and learning experience.

As noted above, each year, the Kirwan Center will submit an annual Continuing Review application to renew the SoTL “broad protocol.” In addition, the Kirwan Center will submit amendment applications throughout the year to include the names of the instructors/program coordinators participating in research projects covered by this protocol. The UMCP IRB office will take responsibility for processing amendments that come in under this master agreement and make determinations accordingly.

For those researchers new to education research, we recommend that they consult with their institution’s teaching and learning center or similar entity to address both ethical and procedural considerations of conducting research on students, faculty, and/or staff. The researcher(s) should have an up-to-date certificate for CITI Training (citiprogram.org). *Investigators may also consult their institution-specific IRB office for links to CITI training.*

# ADDING A NEW PROJECT TO THE MASTER PROTOCOL

When adding a new project to the master protocol, the following information will be required in the amendment form:

* **A summary of the proposed study.** The summary should be written in lay person’s terms.
* **The purpose of the study.** The purpose statement should include the research question(s) and indicate how data that is collected will be used toward that purpose.
* **A description of the participant population(s)**. The description should include whether participants are students, faculty, and/or staff, or another group.
* **The age range of participants** in the proposed study.
* **Inclusion and exclusion criteria.** This should include what makes a participant eligible to participate.
* **The number of participants needed for the study.** This should include how this number was determined. The number of participants should include the maximum number to be enrolled.

Estimates or lower limits will not be accepted.

* **How participant recruitment will be performed.** This should include how and by whom potential participants are introduced to the study.
* **The research procedures associated with each participant population.** This would include methodologies and any instruments being used. Examples of data collection methodologies include interviews, focus groups, questionnaires, analyses of artifacts and, in the case of students, work products embedded within courses or programs (e.g., grades, exam performance, project work, quiz scores). Statistical methods may include descriptive and inferential statistical analyses.
* **The location(s) where the research activity will take place.** For each activity/participant population, indicate where the research activity will take place. Specify whether participants will be engaged in person, remotely via the internet, etc.
* **The time required of the participants.** The time required of participants would be the time they spend completing the research activities.
* **How informed consent will be obtained.** This includes how and when participants are being presented with the consent information.
* **Qualifications of researcher(s).** This should include qualifications for each person listed as part of the research team.
* **Any research partners.** This includes whether the researcher intends the research to be done in cooperation with any institutions, individuals or organizations not affiliated with USM.
* **Whether the research is funded.** Researcher(s) will state the funding source, if applicable.

**Amendment Application to the SoTL Broad Protocol:**

**Title of Project:**  Click or tap here to enter text.

**Principal Investigator:** Click or tap here to enter text.

**PI Email:** Click or tap here to enter text.

**USM Institution:**  Click or tap here to enter text.

**USM IRB Email:**  Click or tap here to enter text.

**NOTE: The application must include all relevant supporting documents** including: consent forms, information sheets, recruitment materials (letters, telephone scripts, advertisements, etc.), instrumentation (surveys/questionnaires, interview protocols, etc.), and any other material that will be presented to, viewed by, or read to human subject participants.

**OVERVIEW**

1. **Provide a summary of your proposed study in lay person’s terms.**

Click or tap here to enter text.

1. **Describe the purpose of the study. This should include the research question(s) and how the data that is collected will be used toward that purpose.**

Click or tap here to enter text.

**PARTICIPANTS**

1. **Describe the participant population(s). Who will be asked to participate? Your description should clearly indicate whether participants are faculty, staff, students, and/or other groups.**

Click or tap here to enter text.

1. **What is the age range of the participants?**

Click or tap here to enter text.

1. **Please list any inclusion / exclusion criteria for the participant population.**

Click or tap here to enter text.

1. **How many participants are needed for the study? How was this number determined?** The number of participants should include the maximum number to be enrolled. If needed, you may state the number you plan to enroll and the number you will solicit to help ensure you reach your enrollment. Estimates or lower limits will not be accepted.

Click or tap here to enter text.

1. **How will participants be recruited for this research?** This should include how and by whom potential participants are introduced to the study.

Click or tap here to enter text.

**RESEARCH ACTIVITIES**

1. **For each activity / participant population, describe the research procedures.** This would include methodologies and any instruments being used.*Examples of data collection methodologies include interviews, focus groups, questionnaires, analyses of artifacts and, in the case of students, work products embedded within courses or programs (e.g., grades, exam performance, project work, quiz scores). Statistical methods may include descriptive and inferential statistical analyses.*

Click or tap here to enter text.

1. **For each activity / participant population, describe the location(s) where the research activity will take place.** Indicate whether the research activities will take place in an established educational setting. Specify whether the participant will be engaged in person, remotely via the internet, etc.

Click or tap here to enter text.

1. **Indicate the time required of the participants for each research activity.**

Click or tap here to enter text.

1. **Describe how informed consent will be obtained.** This includes how and when participants are being presented with the consent information.

Click or tap here to enter text.

**RESEARCHER QUALIFICATIONS, PARTNERSHIPS, FUNDERS**

1. **Please briefly describe the qualifications and responsibilities of each study team member in regards to the research.** Include all persons engaged in human subject research. Please include an up-to-date CITI Training record for each study team member.

Click or tap here to enter text.

1. **Indicate any outside entities involved in the research.** State whether this research is intended to be done in cooperation with any institutions, individuals or organizations not affiliated with USM.

Click or tap here to enter text.

1. **Indicate whether this research is funded, and if so, list the funding source(s).**

Click or tap here to enter text.

1. **Please confirm that your institution has a reliance agreement with UMCP.**

**☐ YES**

**☐ NO**

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