

Brandman University Institutional Review Board

GUIDELINES AND REQUIREMENTS

Written Informed Consent

I. WAIVER OF WRITTEN INFORMED CONSENT

The obtaining of written informed consent may be waived for research projects in which either of the following conditions applies:

- A. The only record linking the subject and the research would be the consent document, and the principal risk would be potential harm resulting from breach of confidentiality.
- B. 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.

Requests for waiver of a written informed consent form must be made in writing to the Committee and include a statement citing which of the above conditions applies to the study in the opinion of the principal investigator. In any case, the Institutional Review Board holds final determination of whether or not a written informed consent form is necessary for any individual research project. In cases where the documentation requirement is waived, the Institutional Review Board may require the Investigator to provide subjects with a written statement regarding the research.

The IRB may consider waiving the requirement for some or all of the elements of informed consent. The regulations state that informed consent may be waived in full or in part if the IRB determines that:

- a. The research involves no more than minimal risk to the subjects;
- b. The waiver or alteration will not adversely affect the rights and welfare of the subjects;
- c. The research could not practically be carried out without the waiver or alteration; and
- d. Whenever appropriate, the subjects will be provided with additional pertinent information after participation.

II. REQUIREMENTS FOR PREPARING A WRITTEN INFORMED CONSENT

A. General Requirements

1. Each in person interview subject must receive a copy of the signed informed consent. Electronic survey informed consent and virtual interview subjects do not require a hard copy for participants.
2. Language. Consent forms must be written in simple lay terms. Also, consent forms must contain no language through which a subject is made to waive any of his/her legal rights.

3. Retention of Informed Consent: Signed and emailed consent forms must be retained in a secure location for a minimum period of 3 years beyond the end of the project.

4. Content. Forms must include or explicitly address each of the following points:

- (a) A title describing the research project.
- (b) Pagination (as Page 1 of 3, etc.)
- (c) A signature space with the provision for dating the participant's signature when using hard copy informed consent documents.
- (d) A statement that the project is research: An explanation of the purpose of the study, the procedures to be followed, and the expected duration of the participation.
- (e) An identification of the individuals conducting the experiment and their degrees (i.e., M.D., Ph.D., etc. and department affiliation with Brandman University. For example, *You are being asked to participate in a research study conducted by Isabella Dayton, BSN, a doctoral student from the Musco School of Nursing and Health Professions at Brandman University.*
- (f) A description of the benefits to subjects and/or others which may reasonably be expected (may exclude in Electronic Informed Consent).
- (g) A description of the reasonably foreseeable risks or discomforts that may result from a subject's participation (if none, so state).
- (h) An offer to answer any questions concerning the study at any time, and an email address and phone number where the principal investigator can be reached and email address for the Advisor.

5. **Every** consent form must contain the following statement: "I understand that I may refuse to participate in or I may withdraw from this study at any time without any negative consequences. Also, the investigator may stop the study at any time. I also understand that no information that identifies me will be released without my separate consent and that all identifiable information will be protected to the limits allowed by law. If the study design or the use of the data is to be changed I will be so informed and my consent obtained. I understand that if I have any questions, comments, or concerns about the study or the informed consent process, I may write or call the Office of the Vice Chancellor Academic Affairs, Brandman University, 16355 Laguna Canyon Road, Irvine, CA 92618 Telephone (949) 341-7641. I acknowledge that I have received a copy of this form and the Research participant's Bill of Rights."

6. Special Circumstances: Video or Audio Recording: For research projects that involve video or audio recordings, the following release form must be attached to the written informed consent. If the investigator anticipates use of the tapes beyond the scope of the initial research project, the written consent form must indicate: (a) who will view the recordings; (b) for what purpose(s); and (c) when and how the recordings will be destroyed upon completion of the study.

7. Special Circumstances: General: Include in your consent form any of the following information which may be applicable to your study:

- (a) If subjects are to be remunerated, describe conditions, if any, under which remuneration may be partially or totally withheld.

- (b) If subjects will incur any additional costs as a result of their participation in the research, this must be clearly discussed in the consent form.
- (c) If the subject is a legal minor both parents or the guardians should sign the consent form.
- (d) If the subject is a legal minor, provisions should be made for him/her to sign an appropriate assent form for minors.
- (e) If the subject cannot sign, through physical disability or illiteracy, but is otherwise capable of being informed and living verbal consent, a third party not connected with the study, or next of kin or guardian shall sign for the subject.
- (f) An appropriate translation of the approved informed consent form must be provided to subjects whose natural language is not English, and who are poorly versed in the English language.
- (g) When appropriate, add a statement that the procedure may involve risks to the subject which are currently unforeseeable.
- (h) When appropriate, indicate the approximate number of subjects involved in the study.
- (i) When appropriate, include a statement that significant new findings developed during the study which may relate to the subject's willingness to continue participation will be provided to the subject.
- (j) For studies involving therapeutic procedures, subjects shall be informed of appropriate alternative procedures or courses of treatment that might be advantageous, including any risks and/or benefits.
- (k) When appropriate, detail the consequences of a subject's decision to withdraw from the research.
- (l) If the research project involves more than minimal risk to subjects, include a statement to clearly describe the potential risk and steps that will be taken to minimize these risk.**

SAMPLE INFORMED CONSENT ON NEXT PAGE

SAMPLE INFORMED CONSENT FORM

INFORMATION ABOUT: Launching the Next Generation of School Leaders: An Ethnographical Look at Leadership Coaches and Their Experiences on the Development of Transformational Leadership Skills in New School Administrators as a Result of Participating in the Blended Coaching Model.

RESPONSIBLE INVESTIGATOR: Isabella Dayton, BSN

PURPOSE OF STUDY: You are being asked to participate in a research study conducted by Isabella Dayton, BSN, a doctoral student from the Musco School of Nursing and Health Professions at Brandman University. The purpose of this research study is to explore the experiences of coaches who practice the Blended Coaching model, as analyzed through the lens of the ten transformational leadership domains of the Transformational Leadership Skills Inventory (TLSi). The study will strive to discover the coaches' perception regarding their coachee's skills in each of the ten domains of transformational leadership as measured by the Transformational Leadership Skills Inventory and seek to understand which domains were impacted the most as a result of participating in the coaching process. This study will fill in the gap in the research regarding the impact of coaching on the school leaders' development of transformational leadership skills required to bring about transformational change in schools. The results of this study may assist districts in the design of effective coaching programs for school leaders charged with bringing about transformational change in schools to meet the demands of 21st century and the global marketplace. This study may also provide much needed information and data to school leadership credentialing programs regarding the coaching strategies that have the greatest impact on developing transformational leadership skills in novice school leaders.

By participating in this study, I agree to participate in an (*individual and/or group interview*). The interview(s) will last approximately 45 – 60 minutes and will be conducted by (in person, *phone*, *electronically using _____*). In addition, participants may complete an electronic survey using Survey Monkey. The survey will take approximately 20 minutes to complete. Completion of the (*individual and/or group interview and/or electronic survey*) will take place September through October, 2015.

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I understand that:

- a) There are minimal risks associated with participating in this research. I understand that the Investigator will protect my confidentiality by keeping the identifying codes and research materials in a locked file drawer that is available only to the researcher.
- b) I understand that the interview will be audio recorded. The recordings will be available only to the researcher and the professional transcriptionist. The audio recordings will be used to capture the interview dialogue and to ensure the accuracy of the information collected during the interview. All information will be identifier-redacted and my confidentiality will be maintained. Upon completion of the study all recordings will be destroyed. All other data and consents will be securely stored for three years after completion of data collection and confidentially shredded or fully deleted.
- c) The possible benefit of this study to me is that my input may help add to the research regarding coaching programs and the impact coaching programs have on developing future school leaders. The findings will be available to me at the conclusion of the study and will provide new insights about the coaching experience in which I participated. I understand that I will not be compensated for my participation.
- d) If you have any questions or concerns about the research, please feel free to contact Isabella Dayton at bella647@mail.brandman.edu or by phone at 925.548.7931; or Dr. Bill Brown (Advisor) at bbrown@brandman.edu.
- e) My participation in this research study is voluntary. I may decide to not participate in the study and I can withdraw at any time. I can also decide not to answer particular questions during the interview if I so choose. I understand that I may refuse to participate or may withdraw from this study at any time without any negative consequences. Also, the Investigator may stop the study at any time.
- f) No information that identifies me will be released without my separate consent and that all identifiable information will be protected to the limits allowed by law. If the study design or the use of the data is to be changed, I will be so informed and my consent re-obtained. I understand that if I have any questions, comments, or concerns about the study or the informed consent process, I may write or call the Office of the Vice Chancellor of Academic Affairs, Brandman University, at 16355 Laguna Canyon Road, Irvine, CA 92618, (949) 341-7641.

I acknowledge that I have received a copy of this form and the "Research Participant's Bill of

Rights.” I have read the above and understand it and hereby consent to the procedure(s) set forth.

Signature of Participant or Responsible Party

Signature of Principal Investigator

Date

SAMPLE: ELECTRONIC INFORMED CONSENT

INFORMATION ABOUT: Launching the Next Generation of School Leaders: An Ethnographical Look at Leadership Coaches and Their Experiences on the Development of Transformational Leadership Skills in New School Administrators as a Result of Participating in the Blended Coaching Model.

RESPONSIBLE INVESTIGATOR: Isabella Dayton, BSN

THE FOLLOWING WILL BE INCLUDED IN THE ELECTRONIC SURVEY:

You are being asked to participate in a research study conducted by Isabella Dayton, BSN, a doctoral student from the Musco School of Nursing and Health Professions at Brandman University. The purpose of this research study is to explore the experiences of coaches who practice the Blended Coaching model, as analyzed through the lens of the ten transformational leadership domains of the Transformational Leadership Skills Inventory (TLSi). The study will strive to discover the coaches' perception regarding their coachee's skills in each of the ten domains of transformational leadership as measured by the Transformational Leadership Skills Inventory and seek to understand which domains were impacted the most as a result of participating in the coaching process.

Your participation in this survey is voluntary. You may choose not to participate. If you decide to participate in this electronic survey, you can withdraw at any time.

The survey will take approximately 20 minutes to complete. Your responses will be confidential. The survey questions will pertain to your perceptions regarding the impact of coaching on the person you coached.

Each participant will use a three digit code for identification purposes. The researcher will keep the identifying codes safe-guarded in a locked file drawer to which the researcher will have sole access. The results of this study will be used for scholarly purposes only.

- a) No information that identifies me will be released without my separate consent and that all identifiable information will be protected to the limits allowed by law. If the study design or the use of the data is to be changed, I will be so informed and my consent re-obtained. There are minimal risks associated with participating in this research. I understand that the Investigator will protect my confidentiality by keeping the identifying codes and research materials in a locked file drawer that is available only to the researcher. All information will be identifier-redacted and my confidentiality will be maintained. Upon completion of the study all recordings will be destroyed. All other data and

consents will be securely stored for three years after completion of data collection and confidentially shredded or fully deleted.

b) I understand that I may refuse to participate in or I may withdraw from this study at any time without any negative consequences. Also, the investigator may stop the study at any time. I understand that if I have any questions, comments, or concerns about the study or the informed consent process, I may write or call the Office of the Vice Chancellor of Academic Affairs, Brandman University, at 16355 Laguna Canyon Road, Irvine, CA 92618, (949) 341-7641.

If you have any questions about completing this survey or any aspects of this research, please contact Isabella Dayton at bella647@mail.brandman.edu or by phone at 925.548.7931; or Dr. Bill Brown, Advisor, at bbrown@brandman.edu.

ELECTRONIC CONSENT: Please select your choice below.

Clicking on the “agree” button indicates that you have read the informed consent form and the information in this document and that you voluntarily agree to participate.

If you do not wish to participate in this electronic survey, you may decline participation by clicking on the “disagree” button.

The survey will not open for responses unless you agree to participate.

AGREE: I acknowledge receipt of the complete Informed Consent packet and “Bill of Rights.” I have read the materials and give my consent to participate in the study.

DISAGREE: I do not wish to participate in this electronic survey

VIDEOTAPING RELEASE FORM

RESEARCH TITLE: *Title of your study*

BRANDMAN UNIVERSITY
16355 LAGUNA CANYON
ROAD IRVINE, CA 92618
RESPONSIBLE INVESTIGATOR: *Your name and degree*

I understand that the [*interview, focus group, etc.*] may be video recorded per the granting of my permission. I do not have to agree to have the [*interview, focus group, etc.*] be video recorded. In the event that I do agree to have myself video recorded, the sole purpose will be for video analysis to support data collection related to [*research title*].

I hereby give my permission to [*researcher's name*] to use any photos or videotape material taken of myself during [*his/her*] research on [*research subject*]. The photos and videotape material will only be used for this research and the videotape will be destroyed at the end of the study. [*If you plan to use video images after the study for future presentations, you must state and clearly identify how the images will be used.*] As with all research consent, I may at any time withdraw permission for photos or video footage of me to be used in this research project.

Signature of Participant: _____ Date: _____

Signature of Principal Investigator: _____ Date: _____