

## Sample IRB Cover Letter

**To:** Child Trends IRB Committee

**From:** Samantha Holquist

**Subject:** IRB Submission for Adapted Measure of Math Engagement: Designing self-report measures of mathematics engagement for Black and Latino middle school students

**Date:** October 23, 2024

Dear Child Trends IRB Committee,

The following materials pertain to the study: *Adapted Measure of Math Engagement: Designing self-report measures of mathematics engagement for Black and Latino middle school students* (14046-00-0001/P90). The overall goal of this project is to develop the Adapted Measure of Math Engagement (AM-ME), a self-report measure of math engagement that centers the experiences of Black and Latino students. This project is funded by the National Science Foundation.

This package is a sixth modification for the study, which is an iterative, mixed-methods, critical participatory action research design to accomplish two interrelated objectives:

- Qualitatively investigate the experiences of student engagement in math.
- Quantitatively develop and test a multi-dimensional measure of math engagement that centers the experiences of Black and Latino students in ways that produce evidence of validity and reliability.

In this modification, we are seeking approval for the modification of our student focus group protocol and teacher interview protocol. We have updated the questions from Spring 2024 for our Fall 2024 data collection. Questions are intended to provide deeper insights into the quantitative data collected in Fall 2024 and may inform future changes to the AM-ME survey.

We believe that these activities qualify for expedited review because the questions that are changed present no more than minimal risk to human subjects and fall under Category 7 within the expedited categories for IRB review (i.e., involve research employing semi-structured interviews, focus groups, and surveys on individual or group characteristics or behaviors). Please note, all recruitment procedures and verbal consent and verbal assent procedures will remain the same from previously approved protocols and should not need additional review or approval. This is simply an update to questions in the protocol.

Included in the email are links to the modified documents. If you have any questions or concerns during the review process, please feel free to contact me.

Thank you,  
Samantha Holquist, PI

This project is funded by the National Science Foundation, grant #2200437. Any opinions, findings, and conclusions or recommendations expressed in these materials are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.

Learn more about the Adapted Measure of Math Engagement at <https://www.childtrends.org/project/adapted-measure-of-math-engagement>.

## *Adapted Measure of Math Engagement*

### **Attachments**

- 11\_14046 Modification Part 6 (10.23.24)
- 14046.001\_Cover Letter\_10.23.24.docx
- Modification Application\_AMME\_Part 6\_10.23.24.docx
- 14046\_Initial Application\_10.23.24 CLEAN.docx
- 14046\_Initial Application\_10.23.24 TRACKED.docx
- Student Focus Group Protocol - Fall 2024 CLEAN.docx
- Student Focus Group Protocol - Fall 2024 TRACKED.docx
- Teacher Interview Protocol - Fall 2024 CLEAN.docx
- Teacher Interview Protocol - Fall 2024 TRACKED.docx