

Plymouth State University Institutional Review Board

November 27, 2017

Greetings:

On behalf of the Institutional Review Board (IRB) at Plymouth State University, your project entitled, *The instructional leadership of school principals: Understanding the relationship between practice and the community and geographic context of Rural New England* has been granted approval for one year effective November 27, 2017.

If, during the course of your project you intend to make changes that may significantly affect the human subjects involved (particularly methodological changes), you must obtain IRB approval prior to implementing these changes. Any unanticipated problems related to your use of human subjects must be promptly reported to the IRB. The IRB may be contacted through Dr. Stephen Flynn, Chair of the IRB. This is required so that the IRB can update or revise protective measures for human subjects as may be necessary.

You are expected to maintain as an essential part of your project records, any records pertaining to the use of humans as subjects in your research. This includes any information or materials conveyed to and received from the subjects as well as any executed forms, data and analysis results. If this is a funded project (federal, state, private, other organization), you should be aware that these records are subject to inspection and review by authorized representatives of the University, State of New Hampshire, and/or the federal government.

Please note that IRB approval cannot exceed one year. If you expect your project to continue beyond this approval period, you must submit a request for continuance to the IRB for renewal of IRB approval. IRB approval must be obtained and maintained for the entire term of your project or award.

Please notify the IRB in writing when the project is completed. We may ask that you provide information regarding your experiences with human subjects and with the IRB review process. Upon notification we will close our files pertaining to your project. Any subsequent reactivation of the project will require a new IRB application. I have attached the Project Completion Form for your convenience.

Please do not hesitate to contact the IRB if you have any questions or require assistance. We will be happy to assist you in any way we can. Thank you for your cooperation and efforts throughout this review process. We wish you success in this endeavor.

Sincerely,

A handwritten signature in black ink, appearing to read "Step V Flynn".

Stephen V. Flynn, Chair
Institutional Review Board
Plymouth State University