

Appendix A3.1: Informed Consent for Online Surveys

[After the link to the survey is clicked, the information below is the first page that respondents will see]

You are being invited to take this survey as part of an evaluation of the Early Learning Mentor Coaches (ELMC) Grant Initiative. This is an evaluation of the initiative, and *not* you, your program, or your grantee.

Participation is voluntary and you may stop at any time without penalty now or in the future. The survey should take approximately 30 minutes to complete, depending on your responses. Completion of this survey will be considered an agreement to participate. Upon completion, you will have a chance to win a \$50 gift certificate.

All of your responses will be confidential. Your responses will be combined with others to gain a better understanding of the ELMC initiative and its implementation. The data you provide will contribute to the development of profiles of mentor-coaching approaches to inform policy, practice, and research examining mentor-coaching.

If you have any questions, you may contact either Eboni Howard, Ph.D. (202-403-5533; ehoward@air.org) or Fiona Helsel, Ph.D. (202-680-0870; fhelsel@air.org). For questions regarding your rights involving participation in this online survey, please contact Sandra Eyster, Ph.D. at IRB@air.org or toll free at 1-800-634-0797.

Appendix A3.2: Informed Consent for Telephone Interviews

INTRODUCTION

You are being invited to take part in a telephone interview as part of an evaluation of the Early Learning Mentor Coaches (ELMC) Grant Initiative. This is an evaluation of the initiative, and *not* you, your program, or your grantee. Funded by the U.S. Department of Health and Human Services, Administration for Children and Families, the evaluation of the ELMC will provide a description of the implementation of the ELMC grants and the quality of that implementation, as well as a description of the factors that appear to be related to successful mentor-coaching.

The evaluation is being led by the American Institutes for Research (AIR) in collaboration with MEF Associates, NORC, and a team of leading technical experts. As part of the evaluation, telephone interviews are being conducted to gather in-depth information on topics such as participation information, mentor-coaching approaches, perceived effects on classrooms and teaching staff, and facilitators and barriers to success.

The interview will require approximately one hour. You are being asked to provide your informed verbal consent to participate in the interview.

PURPOSE

The findings from the discussion will be summarized, along with other data that are collected to describe the implementation of the ELMC grants, the implementation quality of ELMC efforts, and the factors that appear to be related to successful mentor-coaching.

RISKS OF TAKING PART IN THE STUDY

This evaluation represents minimal risk to you. You can choose not to answer a particular question during the interview or refuse to discuss a particular topic with no penalty to you. Your name will not be used in any summary reports that result from this site visit and no comments will be attributed to you.

COSTS AND FINANCIAL RISKS

There are no costs for participating in the interview.

POSSIBLE BENEFITS OF TAKING PART IN THE STUDY

By participating in this interview, you are supporting the evaluation of the ELMC grant investment. The data you provide will contribute to the development of profiles of mentor-coaching approaches to inform policy, practice, and research examining mentor-coaching.

COMPENSATION

You will receive a \$25 gift certificate for completing the telephone interview.

PRIVACY

Information collected in the telephone interview will be kept private. Protections will be in place to ensure privacy to the maximum extent allowed by law. Notes from this interview will be labeled with a study code and will not include your name. All study files will be de-identified and stored in locked offices at AIR or on secure, password-protected internet servers at AIR. The comments made during the interview will be used a report to the government, in summary form only with no names included.

PARTICIPATION IS VOLUNTARY

You participation is voluntary. You have the right to discontinue your participation at any time. If you decide not to participate in the interview, you will not be penalized in any way now or in the future. In addition, a decision not to participate will not affect your relationship with ACF now or in the future. Even if you agree to participate, you are not required to answer all the questions.

QUESTIONS

If you have any questions, you may contact either Eboni Howard (202-403-5533; ehoward@air.org) or Fiona Helsel (202-680-0870; fhelsel@air.org). For questions regarding your rights involving participation in this telephone interview, please contact Sandra Eyster, Ph.D. at IRB@air.org or toll free at 1-800-634-0797.

STATEMENT BY PERSON AGREEING TO PARTICIPATE IN THIS INTERVIEW

I understand this information. I have had all my questions answered fully and I freely and voluntarily choose to participate in the interview. I have been given a copy of this consent form.

Name (Please print)

Signature*

Date

* Signed by interviewer after receiving verbal consent from interviewee