**Message from TC IRB to Researchers:** **BLUE** text indicates sample text or suggestions from TC IRB and can be freely edited out. **BLACK** text must be kept in the final document, unless you justify otherwise. Please ensure the final document is saved in all **BLACK** text and delete template text before submitting to TC IRB.

**To**: Teachers College Institutional Review Board, IRB@tc.edu

**From**: {Name of PI, Affiliation, Research Lab}

**Contact**: {Contact Information}

**Protocol Title**: {Title of Study}

**Regarding**: {IRB Requested Revisions Protocol [19-123]}

**Date:** {January 1, 2021}

The researcher(s) for this project have made the following changes in response to TC IRB reviewer’s request for revisions: [*Address each point in the Request for Revisions one-by-one. Copy each numbered item into your memo and include your response. If you made changes beyond what was described in the request for revisions (e.g., corrected grammar) make that known to the reviewer.*]

**Overall Comments**: [*Replace each numbered item with requested revisions from your own memo, and include your response below. For example:*]

1. Who are your participants, the students and/or the teachers?

*My observed participants will be the students and teachers.*

1. How much time does each study activity take and how much time overall?

*The survey will take 15 minutes to complete. The interview will take 30 minutes to complete. The total study participation time will be 45 minutes over the course of one session.*

1. Please upload a signed site permission form after your IRB protocol is approved.

*I acknowledge that I will upload a signed site permission form once the protocol is approved.*

**IRB Application:** [*Replace each numbered item with requested revisions from your own memo and include your response below. Delete this section if not applicable.*]

1. Regarding question #8 on the IRB Application, please fill out the total hours of participation and the total duration of participation based on how often you plan to conduct the classroom observations and how long each observation will last.   
   *I will conduct observations three times on January 1, 3, and 5th. The observations will last 7 hours, from 8:00 AM to 3:00 PM. This information has been added to the IRB protocol application.*
2. You state, “The results of this study will provide educators with information about how well learners at different stages of language development know about the form, meaning and use of relative clauses in English expressions.” Overstated benefits is the most frequent comment researchers receive from IRB reviewers. [Overstating research benefits can be coercive](https://www.tc.columbia.edu/institutional-review-board/how-to-submit/guides--resources/understanding-potential-risks-for-human-subjects-research/). Please revise this statement like this: “There are no direct benefits. The results of this study may provide educators with some information about the ways language learners know about form, meaning, and use of relative clauses in English expressions.”

*This adjustment has been made on the IRB application.*

**Informed Consent:** [*Replace each numbered item with requested revisions from your own memo and include your response below. Delete this section if not applicable.*]

1. Specify for how long the data will be kept.

*The data will be held for three years, according to federal regulations. This information has been added to the Informed Consent.*

1. If you plan to translate the [Informed Consent form into Spanish](https://www.tc.columbia.edu/institutional-review-board/irb-blog/translating-consent-forms/), please upload a translated copy for review (upon editing the English version).

*I have uploaded a translated version of the Informed Consent form in Spanish to Mentor IRB.*

**Assent Form:** [*Replace each numbered item with requested revisions from your own memo and include your response below. Delete this section if not applicable*]

1. Please confirm that the [assent form is written in age-appropriate language](https://www.tc.columbia.edu/institutional-review-board/how-to-submit/guides--resources/the-assent-process-with-minors/).

*I confirm that the assent form is written in language appropriate for a 5th grade reading level.*

**Final Acknowledgements**

|  |  |
| --- | --- |
| Please check the boxes below to acknowledge your understanding. | |
|  | I acknowledge I have made the following changes to my protocol and uploaded both a Tracked Changes version and a Final version to TC Mentor IRB (**if not applicable, leave unchecked**). |
|  | I acknowledge that I will email IRB@tc.edu upon uploading this Revisions Memo and supplemental documents to notify the IRB as they will not receive an automatic notice. |
|  | I acknowledge that I selected the “submit revisions for review,” box (left hand side) within the IRB protocol in Mentor IRB. |
|  | I acknowledge that I will not begin research or recruitment efforts until I have received a final approval letter from TC IRB. |
|  | I acknowledge that I will only use recruitment materials (e.g., consent forms, parent permissions forms, assent forms) that bear the official IRB stamp after TC IRB approval. |