



## School Principal Certification of Endorsement\*

I \_\_\_\_\_ (Principal Name) hereby endorse the application of \_\_\_\_\_ (Applicant Name) to the Hk Maker Lab program. I understand that their acceptance into the program will involve the implementation of engineering design coursework into one or more classes, existing or novel, at \_\_\_\_\_ (Applicant School), within one (1) academic year of their participation in the Hk Maker Lab summer session. I also agree to allow Hk Maker Lab to perform formal assessments of my school's existing curricula and any instructional materials that arise from the applicant's participation in this program.\*\*

**Principal signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal email address:** \_\_\_\_\_

**Principal phone number:** \_\_\_\_\_

*\* This is not a legally binding document.*

*\*\* The Hk Maker Lab has NYC Department of Education IRB approval to conduct assessments in high schools. See attached approval letter from NYCDOE IRB.*



**Department of  
Education**

*Carmen Fariña, Chancellor*

Research and Policy Support Group August 18, 2016

**52 Chambers Street  
Room 310  
New York, NY 10007**

Dr. Aaron Kyle  
500 W 120th St.  
ET363H  
New York, NY 10027

Dear Dr. Kyle:

I am happy to inform you that the New York City Department of Education Institutional Review Board (NYCDOE IRB) has approved your research proposal, “Hk Maker Lab: Engineering Design for High School Students and Teachers.” The NYCDOE IRB has assigned your study the file number of 1420. Please make certain that all correspondence regarding this project references this number. The IRB has determined that the study poses minimal risk to participants. The approval is for a period of one year:

**Approval Date: August 18, 2016**  
**Expiration Date: August 17, 2017**

**Responsibilities of Principal Investigators:** Please find below a list of responsibilities of Principal Investigators who have DOE IRB approval to conduct research in New York City public schools.

- Approval by this office does not guarantee access to any particular school, individual or data. You are responsible for making appropriate contacts and getting the required permissions and consents before initiating the study.
- When requesting permission to conduct research, submit a letter to the school principal summarizing your research design and methodology along with this IRB Approval letter. Each principal agreeing to participate must sign the enclosed Approval to Conduct Research in Schools/Districts form. *A completed and signed form for every school included in your research must be emailed to [IRB@schools.nyc.gov](mailto:IRB@schools.nyc.gov).* Principals may also ask you to show them the receipt issued by the NYC Department of Education at the time of your fingerprinting.
- You are responsible for ensuring that all researchers on your team conducting research in NYC public schools are fingerprinted by the NYC Department of Education. Please note: This rule applies to all research in schools conducted with students and/or staff. See the attached fingerprinting materials. For additional information [click here](#). Fingerprinting staff will ask you for your identification and social security number and for your DOE IRB approval letter. You must be fingerprinted during the school year in which the letter is issued. Researchers who join the study team after the inception of the research must also be fingerprinted. Please provide a list of their names and social security numbers to the NYC Department of Education Research and Policy Support Group for tracking their eligibility and security clearance. The cost of fingerprinting is \$135. *A copy of the fingerprinting receipt must be emailed to [IRB@schools.nyc.gov](mailto:IRB@schools.nyc.gov).*

- You are responsible for ensuring that the research is conducted in accordance with your research proposal as approved by the DOE IRB and for the actions of all co-investigators and research staff involved with the research.
- You are responsible for informing all participants (e.g., administrators, teachers, parents, and students) that their participation is strictly voluntary and that there are no consequences for non-participation or withdrawal at any time during the study.
- Researchers must: use the consent forms approved by the DOE IRB; provide all research subjects with copies of their signed forms; maintain signed forms in a secure place for a period of at least three years after study completion; and destroy the forms in accordance with the data disposal plan approved by the IRB.

**Mandatory Reporting to the IRB:** The principal investigator must report to the Research and Policy Support Group, within five business days, any serious problem, adverse effect, or outcome that occurs with frequency or degree of severity greater than that anticipated. In addition, the principal investigator must report any event or series of events that prompt the temporary or permanent suspension of a research project involving human subjects or any deviations from the approved protocol.

**Amendments/Modifications:** All amendments/modification of protocols involving human subjects must have prior IRB approval, except those involving the prevention of immediate harm to a subject, which must be reported within 24 hours to the NYC Department of Education IRB.

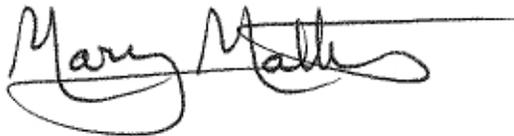
**Continuation of your research:** It is your responsibility to insure that an application for continuing review approval is submitted six weeks before the expiration date noted above. If you do not receive approval before the expiration date, all study activities must stop until you receive a new approval letter.

**Research findings:** We require a copy of the report of findings from the research. Interim reports may also be requested for multi-year studies. Your report should not include identification of the superintendency, district, any school, student, or staff member. Please send an electronic copy of the final report to: [irb@schools.nyc.gov](mailto:irb@schools.nyc.gov).

If you have any questions, please contact Dr. Mary Mattis at 212.374.3913.

Good luck with your research.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Mattis", with a horizontal line extending to the right across the end of the signature.

Mary C. Mattis, PhD  
Director, Institutional Review Board

cc: Barbara Dworkowitz