



**Ethnography & Evaluation Research**  
Center to Advance Research and Teaching in the Social Sciences  
University of Colorado Boulder  
580 UCB  
Boulder, CO 80309-0580

## **Confidentiality Agreement**

This agreement is between:

The ADVANCE and Beyond project team  
and  
Participating ADVANCE Institutional Transformation Programs  
for  
ADVANCE and Beyond: Studying Processes of Institutional Change to Promote STEM Equity and  
Education ([HRD-2100242](#))

### **Summary of the research project:**

The project team seeks to understand the organizational processes by which ADVANCE IT programs, as large and complex efforts, organize their work, find and capitalize on synergies across multiple interventions, and overcome challenges. We are especially interested in mechanisms for leadership, coordination, communication, evaluation, and engagement of stakeholders, advisors, and allies, and the ways these may support (or not) the particular change interventions that make up any institutional transformation portfolio. Information from your project will help us to understand which processes may have been important in shaping your work, and to identify fruitful approaches for other institutional change efforts to consider. We recognize that both change interventions and change processes are highly contextual, dependent on the particular needs, history, and circumstances of the institution, and thus we seek to understand each project in context rather than making comparisons or evaluations.

### **Scope and use of institutional documents to be shared:**

To understand what organizational processes are helpful to complex change projects, we are examining specific ADVANCE programs who received awards in recent cohorts. Our study includes analysis of written documents describing the project's work, and interviews and focus groups with project team members, through which we will be able to understand the project's successes and challenges.

This agreement covers written information and formal or informal documents about your program that are not publicly available, but that you would provide to the research team. Examples of such documents are: the original proposal, annual reports to the NSF, publications, presentations and/or posters that you and your team have developed, reports prepared for 3rd year site visits, reports prepared by evaluators, etc.

Documents provided to us will be used for two main purposes. The researchers will code and analyze the documents as stand-alone data sources, using standard qualitative methods. For example, thematic analysis will focus on common processes seen across institutional projects, and narrative analysis will support understanding of how individual projects faced and overcame context-specific challenges. The researchers will also use provided documents as background material to prepare for interviews and focus groups. By learning about different project's goals and interventions in advance, we can ask targeted questions and use interviewees' time efficiently.

Information in these documents is not considered human subjects data and as such is not addressed in our IRB protocol, but we recognize that the documents represent original intellectual work and that they may

contain sensitive or identifiable information. This agreement articulates the ways our research team will protect the information you provide to us.

Interviews and focus groups, which we may invite you to participate in, are treated as human subjects data and informed consent will be sought from those invited to participate, following the protocol approved by IRBs at the University of Colorado Boulder, Michigan State University, and College of Charleston.

**We agree to:**

1. Keep confidential all sensitive and/or personally identifiable information revealed in the documents, including but not limited to information about personnel, budget, and the identities of people with particular roles or functions.
2. Limit discussion of specific documents or information to members of the research team. Results or findings shared outside the research team will be prepared in summary form, e.g. in internal analytical memos or in public reports and manuscripts.
3. Store documents securely and maintain an audit trail of their use as data, while the study is underway.
4. Destroy all copies of the documents after the study is complete and findings have been published.
5. Provide an opportunity for project leaders to review any text to be published that specifically identifies and discusses their program to ensure the accuracy of findings and fairness in the depiction (or representation) of the program.
6. Ensure that all project personnel understand their duty to protect confidential materials and are trained in how to maintain these protections.

For the research team:

Sandra Laursen, PhD (principal investigator)  
Senior Research Associate and Director  
Ethnography & Evaluation Research (E&ER)  
Center to Advance Research and Teaching in the Social Sciences (CARTSS)  
University of Colorado Boulder

(Signature)

(Date)