

CAPELLA UNIVERSITY
Institutional Review Board
225 S. Sixth Street, 9th Floor - Minneapolis, Minnesota 55402

To: Daniel Dayton, Ph.D.

From: Capella University's IRB Committee

Date: January 27, 2011

Study: [206860-2] Communicating Organizational Quality: A Phenomenological Study of the Communication Processes Through the Lenses of Complexity Leadership and Organizational Development Theories

Submission Type: Response/Follow-Up

RE: Approval of Your IRB Application

Congratulations! Your application to the Institutional Review Board (IRB) for the study named above has been approved under the applicable federal regulation 45 CFR 46.110 [7]. This approval is based on an appropriate risk/benefit ratio and a study design wherein the risks have been minimized. **All research must be conducted in accordance with this approved submission.**

Please remember that informed consent is a process beginning with a description of the study and assurance of the participants' understanding, followed by a signed consent form (unless this requirement has been waived). Informed consent must continue throughout the study via a dialogue between the researcher and the research participant. Federal regulations require that each participant receive a copy of the signed consent document.

Please take special note of the conditions of approval described below.

- You may not begin recruiting participants (including obtaining their informed consent) or collecting data until you have successfully completed your proposal conference call. Any changes made to the research procedures that may affect the experience of the participants must be approved by the IRB (by submitting an *IRB modification form*) before they may take place.
- Based on the risks, this project requires continuing review on an annual basis. Approval of this research will remain in effect until January 26, 2012. In order to continue the research after that date, you must submit an application for continuing review. (The *IRB Continuing Review Form* is available in the Forms Library within IRBNet.) Please note that there is no provision for a grace period on or after the expiration date.

We recommend that you file the *Continuing Review Form* **at least six weeks in advance of the expiration date**. Failure to receive approval for a continuing review application before the expiration date will mean that **all work with the participants and/or their data must stop on the expiration date** of this approval.

- Include the following statement in **ALL** communications with the research participants (including all printed or electronic advertisements or research solicitations):

"This study has been approved by Capella University's IRB 206860-2, effective from January 26, 2011 through January 26, 2012."

Your informed consent document(s) has/have been altered to include the approval stamp and uploaded in the Board Document section of IRBNet, along with this approval letter. **You must use the revised informed consent document(s). You may not use any recruitment or data collection materials, including email, that have not been reviewed and approved by the IRB.**

- List **ALL** institutions and organizations that have approved your access to their participants and/or facilities for research purposes in **ALL** communications with the research participants as stipulated above.
- If any unanticipated problems or adverse events occur (e.g., incidents causing harm to participants or complaints about the study) you must notify the Capella Institutional Review Board **within five business days of the incident or complaint**. Please file the *Protocol Violation Reporting Form* or the *Unanticipated Problems Reporting Form*, available in the Forms Library of IRBNet.
- Monitoring of the consent process or data collection and analysis may occur. The IRB will notify you if your study will be audited.
- Please note that any revision to previously approved materials must be approved by this office prior to initiation. Please use the *IRB Modification Form* for review and approval **before** initiating the modification. (The *IRB Modification Form* is also available in the Forms Library in IRBNet.)

Capella University's IRB is pleased to extend its congratulations to you on the achievement of this major milestone toward completing your doctoral program. If you have any questions about your IRB Approval, please contact your mentor.

Best regards,

IRB Office