

Appendix D

Additional Information

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1. Determining Percentage Change in Evaluation

The easiest type of indicator measure is knowledge change because you can give a pretest before the intervention to determine the amount of knowledge a person currently has, and then give a post-test to determine the amount of knowledge the person has at the end of the service. In other words, you measure the knowledge of the individual at the start and again at the end. Hopefully, the person had a higher score (knew more) at the end than they did at the start of the service or program!

Here is a simple formula to determine percentage of change: (1) subtract the starting value from the ending value, (2) divide that number by the starting number, and (3) multiply by 100 to convert that rate to a percentage. Example: A student scored 82 points on the pretest and 92 points on the post-test. $92 - 82 = 10$. $10 / 82 = 0.1219 \times 100 = 12.19\%$ or simply 12%.)

2. Sample Size Determination Using Krejcie and Morgan Table

Small-Sample Techniques (1960). *The NEA Research Bulletin*, Vol. 38.

<i>N</i>	<i>S</i>	<i>N</i>	<i>S</i>	<i>N</i>	<i>S</i>
10	10	220	140	1200	291
15	14	230	144	1300	297
20	19	240	148	1400	302
25	24	250	152	1500	306
30	28	260	155	1600	310
35	32	270	159	1700	313
40	36	280	162	1800	317
45	40	290	165	1900	320
50	44	300	169	2000	322
55	48	320	175	2200	327
60	52	340	181	2400	331
65	56	360	186	2600	335
70	59	380	191	2800	338
75	63	400	196	3000	341
80	66	420	201	3500	346
85	70	440	205	4000	351
90	73	460	210	4500	354
95	76	480	214	5000	357
100	80	500	217	6000	361
110	86	550	226	7000	364
120	92	600	234	8000	367
130	97	650	242	9000	368
140	103	700	248	10000	370
150	108	750	254	15000	375
160	113	800	260	20000	377
170	118	850	265	30000	379
180	123	900	269	40000	380
190	127	950	274	50000	381
200	132	1000	278	75000	382
210	136	1100	285	100000	384

Note: *N* is population size. *S* is sample size.

References

- Krejcie, R. V., & Morgan, D. W. (1970). Determining sample size for research activities. *Educational and Psychological Measurement*, 30(3), 607–610.
 (Found on the KENPRO web site www.kenpro.org which addresses issues of project management.)

3. Program Design and Evaluation Case Study

So that you might see how an evaluation plan becomes integrated into the program plan, let's begin with a hypothetical discussion: Let's say that my overall program goal is to prevent unintended adolescent pregnancy. I want to design a teen pregnancy prevention program for young adolescents. I am aware of the fact that this is a developmental period in which peers have a significant influence upon each other. As I read the professional literature, I find that social learning theory is one way to understand peer pressure and social norms. I select a curriculum for my program that is developed on the principles of social learning theory and I design my program to include traditional classroom instruction, a teen theater component, (the peer-to-peer aspect of social learning theory), a parent education component to improve parent and child communication, and a community advocacy component to address social norms promulgated through advertising and the media (again, a component of social learning theory). (Each of these program components will be written as measurable objectives.)

Then, as I am reading the program evaluation literature, I find the types of activities that have been used in the past in such programs, and their success in reaching their goals. Suppose that I learn that the classroom educational component is more effective when provided by college-age adults as compared to teens or older adults, and, consequently, I choose to design my educational intervention using college-age students. In this case, I can be said to be following *best practices* in that I am combining a sound theoretical orientation with a proven service delivery plan. I am now most likely to succeed.

4. Government Requirements of GPRA

The following description itemizes what the agency needs to provide to the federal government to comply with the Government Performance Results Act of 1993 from the OMB. The website at Whitehouse.gov states:

Sec. 306. Strategic plans

- (a) No later than September 30, 1997, the head of each agency shall submit to the Director of the Office of Management and Budget and to the Congress a strategic plan for program activities. Such plan shall contain—“(1) a *comprehensive mission statement covering the major functions and operations of the agency;*
- (2) *general goals and objectives, including outcome-related goals and objectives, for the major functions and operations of the agency;*
- (3) *a description of how the goals and objectives are to be achieved, including a description of the operational processes, skills and technology, and the*

human, capital, information, and other resources required to meet those goals and objectives;

(4) a description of how the performance goals included in the plan required by section 1115(a) of title 31 shall be related to the general goals and objectives in the strategic plan;

(5) an identification of those key factors external to the agency and beyond its control that could significantly affect the achievement of the general goals and objectives; and

(6) a description of the program evaluations used in establishing or revising general goals and objectives, with a schedule for future program evaluations.

(b) The strategic plan shall cover a period of not less than five years forward from the fiscal year in which it is submitted, and shall be updated and revised at least every three years.

5. Human Subjects Review Code of Regulations

From HHS.gov

Code of Federal Regulations Title 45 Public Welfare

Section 46.101 To what does this policy apply?

(a) Except as provided in paragraph (b) of this section, this policy applies to all research involving human subjects conducted, supported, or otherwise subject to regulation by any federal department or agency which takes appropriate administrative action to make the policy applicable to such research. This includes research conducted by federal civilian employees or military personnel, except that each department or agency head may adopt such procedural modifications as may be appropriate from an administrative standpoint. It also includes research conducted, supported, or otherwise subject to regulation by the federal government outside the United States.

(1) Research that is conducted or supported by a federal department or agency, whether or not it is regulated as defined in §46.102, must comply with all sections of this policy.

(2) Research that is neither conducted nor supported by a federal department or agency but is subject to regulation as defined in §46.102(e) must be reviewed and approved, in compliance with §46.101, §46.102, and §46.107 through §46.117 of this policy, by an institutional review board (IRB) that operates in accordance with the pertinent requirements of this policy.

(b) Unless otherwise required by department or agency heads, research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt from this policy:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on

regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

- (2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior, unless:
 - (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
 - (3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b)(2) of this section, if:
 - (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
 - (4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
 - (5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine:
 - (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
 - (6) Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed; or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.
- (c) Department or agency heads retain final judgment as to whether a particular activity is covered by this policy.

(d) Department or agency heads may require that specific research activities or classes of research activities conducted, supported, or otherwise subject to regulation by the department or agency but not otherwise covered by this policy, comply with some or all of the requirements of this policy.

(e) Compliance with this policy requires compliance with pertinent federal laws or regulations which provide additional protections for human subjects.

(f) This policy does not affect any state or local laws or regulations which may otherwise be applicable and which provide additional protections for human subjects.

(g) This policy does not affect any foreign laws or regulations which may otherwise be applicable and which provide additional protections to human subjects of research.

(h) When research covered by this policy takes place in foreign countries, procedures normally followed in the foreign countries to protect human subjects may differ from those set forth in this policy. [An example is a foreign institution which complies with guidelines consistent with the World Medical Assembly Declaration (Declaration of Helsinki amended 1989) issued either by sovereign states or by an organization whose function for the protection of human research subjects is internationally recognized.] In these circumstances, if a department or agency head determines that the procedures prescribed by the institution afford protections that are at least equivalent to those provided in this policy, the department or agency head may approve the substitution of the foreign procedures in lieu of the procedural requirements provided in this policy. Except when otherwise required by statute, Executive Order, or the department or agency head, notices of these actions as they occur will be published in the FEDERAL REGISTER or will be otherwise published as provided in department or agency procedures.

(i) Unless otherwise required by law, department or agency heads may waive the applicability of some or all of the provisions of this policy to specific research activities or classes of research activities otherwise covered by this policy. Except when otherwise required by statute or Executive Order, the department or agency head shall forward advance notices of these actions to the Office for Human Research Protections, Department of Health and Human Services (HHS), or any successor office, and shall also publish them in the FEDERAL REGISTER or in such other manner as provided in department or agency procedures.¹

¹Institutions with HHS-approved assurances on file will abide by provisions of Title 45 CFR part 46 subparts A-D. Some of the other departments and agencies have incorporated all provisions of Title 45 CFR part 46 into their policies and procedures as well. However, the exemptions at 45 CFR 46.101(b) do not apply to research involving prisoners, subpart C. The exemption at 45 CFR 46.101(b)(2), for research involving survey or interview procedures or observation of public behavior, does not apply to research with children, subpart D, except for research involving observations of public behavior when the investigator(s) do not participate in the activities being observed.

6. Sample Photographic Release

(We provide this as a sample to you—develop a release using this format on agency letterhead and take it to an attorney prior to use.)

The Geta Grant agency is asking your permission to photograph, video, or audio record you and/or your children. We will use the photos, videos, or sound recordings in our brochures, newsletters, annual reports, or other printed or audio materials that we develop to advertise our services, report to our donors and community, and report to our funders. The agency may place these images in publications that we sell. **You (or your children) will receive no financial or program advantage by agreeing to participate in the photographs, videos, or audio recordings.**

We need your permission to use any photo, movie, or voice recording. When you sign below, you give us your permission.

Name

Date

Address

City and Zip

Phone

Email

Name of Minor Child

Your Permission (Sign here again)

Name of Minor Child

Your Permission (Sign here again)

Name of Minor Child

Your Permission (Sign here again)

7. Line-Item Budget Worksheet

Personnel	FTE	Monthly Range (FTE)	Monthly	Yearly
Executive Director				
Project Director				
Educator				
Therapist				
Admin Assistant				
Subtotal Personnel				
Benefits @ ___%				
Total Personnel				
Operating Expenses				
Communications				
Rent (___s.f. x _____per s.f.)				
Office Supplies				
Printing				
Program Materials				
Furniture/Fixtures				
Equipment Purchase (computer)				
Equipment Rental (copier)				
Program Liability Insurance				
Conference				
Mileage at _____				
Subtotal Operating				
Indirect at ___% Total Budget				
Grand Total				