

August 24, 2022

Anna Marie Reyes, MD  
Jefferson School of Health Professions

Dear Dr. Reyes:

The **Institutional Review Board (IRB)** has reviewed the proposed changes with regard to the involvement of humans as research subjects in your study entitled:

**“Designing a Digital Employee Experience for Research Administration using a sequential mixed-methods approach” (Departmental) Control #22E.356**

**AMENDMENT:** Survey Recruitment methods.

In accordance with Federal-Wide Assurance #00002109 to the U.S. Department of Health and Human Services, I am pleased to inform you that this amendment was administratively approved on 8/24/22. Board #153 will be notified on 9/01/22 meeting.

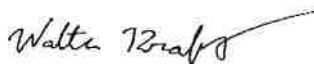
**( X ) EXPEDITED/AMENDMENT**

As per 45 CFR 46.109(f)(1), this minimal risk research study requires **no further review and approval** by the IRB as long as the study is conducted as proposed. Any proposed revision to this study will necessitate submission of an OHR-12 to the IRB for further consideration prior to implementation.

**Please notify the IRB in writing when the study has been completed.**

This approval verifies that the IRB operates in accordance with applicable federal, local and institutional regulations that govern IRB operations.

Sincerely yours,



Walter Kraft, MD  
Director  
Office of Human Research

WK/lb



## Subject Recruitment Letter

Dear Research Administration Colleagues,

I am a student in Thomas Jefferson University's Strategic Leadership Doctoral Program under the School of Continuing and Professional Studies. I am conducting research as part of the requirements for a Doctoral of Management (DMgt) degree. The purpose of my research is to evaluate perspectives and insights on research administrators digital work experiences during the pandemic.

The survey questions are structured around pandemic experiences, digital employee experiences, digital employee experience framework, and the future of research administration.

It should take approximately fifteen minutes to complete the survey. Participation will be completely anonymous, and no personal, identifying information will be collected.

To participate, please click here:

[https://jefferson.col.qualtrics.com/jfe/form/SV\\_4NuI4hZQsBzzMsC](https://jefferson.col.qualtrics.com/jfe/form/SV_4NuI4hZQsBzzMsC)

A consent document is provided in the beginning of the survey. After you have read the consent form, please click the "Yes" button to proceed to the survey. Doing so will indicate that you have read the consent information and would like to participate in the survey.

If you have any questions about the survey or the research, please contact [Michael.Jones@Jefferson.edu](mailto:Michael.Jones@Jefferson.edu).

Thank you for volunteering to participate in this study.

Sincerely,

Michael Jones  
Phone: 267-431-8985  
Email: [Michael.Jones@Jefferson.edu](mailto:Michael.Jones@Jefferson.edu)

Thomas Jefferson University IRB  
Approval Date 8-24-22  
Approved until END OF STUDY