

IRB Research Protocol

Include the following items/descriptions when preparing materials for IRB submission:

I. APA format

- a. cover page (include last name and partial title in running head)
- b. numbered pages
- c. Abstract and Table of Contents are not needed
- d. double-space (other than attachments)

II. Overview of the project

- a. purpose
- b. rationale/significance
- c. description of general research strategy and design

III. Participants

- a. who (general sample/population information, not by name)
- b. criteria for selection
- c. how selected, e.g. volunteer or recruitment strategies
- d. relationship, if any, to researcher (for exempt status, do not use people who include your direct reports)
- e. risk factors for participants (be specific)
- f. if data collection is being conducted within specific organizations, describe participating organizations in general terms but not by name (for exempt status)

IV. Data collection methods

- a. specific steps to gather data
 - i. provide supporting materials for lesser known research designs
- b. instrumentation
- c. how data will be recorded
 - i. if audio-recording, describe steps for confidentiality, coding of tapes for analysis
- d. secure data storage
- e. destruction of raw data
- f. if using a mixed methods design, describe by each phase

V. Data analysis procedures

- a. consistent with procedures for the particular form of research design and strategy
 - i. provide supporting materials, as needed, to clarify processes
- b. statistical or other quantitative processes to be used
- c. steps for qualitative analysis (consistent with specific research strategy)

VI. Confidentiality and consent

- a. secure storage of information
 - i. hard copy or electronic storage
 - ii. location of stored data
 - iii. security measures

- b. retention of data
 - i. length of time hard copy, electronic, or other forms of data will be stored until destroyed, following analysis or project completion

- c. reporting
 - i. specify no identifying characteristics will be included (exempt status)
 - ii. aggregate reporting
 - iii. illustrative reporting for qualitative methods
 - iv. distinctions, as appropriate, for Dr