Table 1: Content of Research Protocol Narrative

___ Title of proposal

___ Researcher contact (name, address, phone, e-mail)

___ Level of review requested by researcher(s) (check one)
    ___ exempt
    ___ expedited review
    ___ full review

___ Purpose of the research and/or research questions

___ Participants
    ___ age
    ___ gender
    ___ role status
    ___ approximate number
    ___ how participants will be selected
    ___ length of their participation

___ Data collection procedures
    ___ research site/site of data collection specified
    ___ letter of approval from administrator for each site (school, hospital, etc.)
    ___ instrumentation identified
    ___ copy of instruments included (appendix)
    ___ treatment specified and administered in a way to protect human subjects

___ Risks to participants and management of these risks
    ___ statement of no known or anticipated risk
    ___ statement of reasonable risks or discomforts to participant and how these are to be minimized
    ___ use of code numbers to identify participants
    ___ location of storage of data (locked file cabinet)
    ___ time and method to destroy coded participant contact information
    ___ time and method to destroy data (collection forms)
    ___ needs informed consent (see Table 2)
    ___ needs survey cover letter (see Table 3)

___ Data analysis and reporting procedures
    ___ group, aggregate reporting of data only
    ___ no identifying individual participant information included
    ___ no identifying individual provider/researcher information included
    ___ subject number in statistical software entry not linked to data collection code
    ___ describe how data will be used (thesis, dissertation, publish, present)

Note: Rate each item on the checklist using the following scale. For any NO items, provide specific revision feedback in the comments section.

YES—yes, the item is included and clearly explained to protect human subjects
NO—no, the item is not included or is not clear to protect human subjects (comment)
N/A—the item is not applicable to this research or not needed
Comments—make comments on needed revisions