

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