Implementation and process evaluation (IPE) protocol template

# **Project name**

Authors:

QA:

|  |  |  |
| --- | --- | --- |
| VERSION | DATE | REASON FOR REVISION/NOTES |
| *Any design changes to be agreed upon between the implementation partner(s), evaluator, and TASO. Note any agreed changes in the table below.* | | |
| 1.1 |  |  |
| 1.0 [*original*] |  |  |
| Pre-registration |  | This design has been pre-registered on [insert registry].[[1]](#footnote-1) |

Notes [delete once the protocol is completed]:

* The purpose of this document is to provide a detailed description of your intervention (Section 1) which will inform the project’s implementation and process evaluation (Section 2). The intervention description should be based on the project theory of change.
* Please use [TASO’s IPE framework and guidance](https://taso.org.uk/ipe) to help complete this template.
* Please include the project theory of change in Appendix A.
* Please complete the risk register in Appendix B.
* Please include any references as footnotes.

**1. Summary**

Note: For funded projects, these subheadings are to be adhered to and should not be replaced by a narrative executive summary. [1-page summary broken down into headings below; normally easiest to complete at the end]

*Background*

*Aims*

*Intervention*

*Design*

*Outcome measures*

*Analyses*

Section 1

1. **Introduction**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Project Lead** |  |
| **Organisation/Institution** |  |
| **Key people involved** |  |

1. **Define the intervention**

Start by completing the table below to detail the intervention/programme – this will link to the information in an enhanced theory of change model if you have one.

*Table 1: Intervention details*

|  |  |
| --- | --- |
| **Section name** | **Information to include** |
| Name | *Name or phrase that describes the intervention* |
| Why is the intervention being run? | *Rationale, theory, and/or goal of the elements essential to the intervention* |
| Who is the intervention for? | *Participants or beneficiaries of the intervention* |
| What is the intervention? | *Materials: Physical or informational materials used in the intervention*  *Procedures: Procedures, activities, and/or processes used in the intervention* |
| Who is delivering the intervention? | *Expertise, background, and any specific training* |
| How is the intervention delivered? | *Modes of delivery of intervention (e.g. face-to-face, internet) and whether it is provided individually or in a group* |
| Where is the intervention delivered? | *Type(s) of location(s) where the intervention occurs* |
| How many times will the intervention be delivered? Over how long? | *Number of times the intervention will be delivered and over what timeframe* |
| Will the intervention be optimised? | *If the intervention will be personalised or adapted, describe what, why, when and how* |
| How will implementation be optimised? | *Strategies to maximise effective implementation* |

Section 2: IPE Framework

1. **Research questions**

[Description of the research questions to be answered by the IPE and justification for undertaking the research. Don’t forget the control/comparison group if this is relevant]

* IPE Research question(s)
* Specific objectives of the IPE
* Explanation of choice of comparators (if relevant)

1. **IPE Framework**

Using the IPE guidance document, complete this table of the IPE dimensions the evaluation will focus on.

* Select the IPE dimensions the evaluation will focus on.
* Justification for the IPE dimensions selected.

*Table 2: IPE dimensions*

|  |  |  |  |
| --- | --- | --- | --- |
| **IPE dimension** | **Data collection tool** | **Source of data** | **Data analysis method** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Methodology**

* Description of the research approach.
* Description of research design.
* Where relevant consider approaches to ensure rigour.

1. **Sampling strategy**

* Describe the approach to sampling and rationale for this. Detail if relevant different approaches for the IPE dimensions.
* Description of study setting (s).
* Inclusion and exclusion criteria (if relevant).
* Expected sample size for each IPE dimension and rationale for these numbers by completing the table below.

*Table 3: sample size and data collection tools*

|  |  |
| --- | --- |
| **Data collection tool** | **Intended Sample size** |
|  |  |
|  |  |

1. **Data collection tools**

* Outline the plans for the collection of data and how it links back to the research questions.
  + Description of the data collection tools being used for each IPE dimension (for example focus groups, interviews, or structured observations)
  + Add any data collection tools as an annex to the protocol.
* Plans to promote participant retention and complete follow-up, if relevant.
* Plans for data entry, coding, security, and storage. Reference to where details of data management procedures can be found, if not in the protocol.

**6. Procedure**

- High-level project timeline to be completed using the example table below.

*Table 4: Project timeline*

|  |  |
| --- | --- |
| **Timeframe** | **Action** |
| Time point |  |
| Time point |  |
| Time point |  |

**7. Analytical strategy**

* Description of analysis methods and software to be used.
* With qualitative data analysis include a researcher reflexivity section.
* Describe the approach to ensuring validity (for example member checking; inter-coder reliability where multiple coders are involved).

**8. Ethical considerations**

* Ethical considerations (informed consent, right to withdraw etc.).

**9. References**

**Appendix A: Theory of change**

Aims

Situation

Inputs

Activities

Impact

Outputs

Outcomes

Impact

Process

Rationale & Assumptions

1

**Appendix B: Risk register**

|  |  |  |
| --- | --- | --- |
| **Risk register**  Outline all major risks (should include at minimum any red risks and include any amber risks you consider significant). | | |
| **Risk** | **RAG Rating** | **Commentary**   *Summarise reasons for any change, mitigations completed/ outstanding.* |
|  |  |  |
|  |  |  |
|  |  |  |

1. Insert link to pre-registration [↑](#footnote-ref-1)