Economic evaluation protocol

Project name

Authors:

QA:

|  |  |  |
| --- | --- | --- |
| **VERSION** | **DATE** | **REASON FOR REVISION/NOTES** |
| ***Any changes to the design to be agreed between the implementation partner(s) and evaluators. 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) |

Note [delete once protocol is completed]:

* The pre-registration for economic evaluation is likely to be lighter in detail on methodology (since methodology needs to be scoped and refined while conducting economic evaluation) than for impact evaluation or implementation and process evaluation. However, pre-registration should be done in at least a ‘minimal’ way.
* Please use the [TASO economic evaluation framework and guidance](https://www.taso.org.uk/economic-evaluation) to help with completing 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.

# **Quality Assurance**

QA to be completed by an academic lead with reference to the framework for economic evaluation in HE.

|  |  |  |
| --- | --- | --- |
| **QA** | **Comments** | **Suggestions for methodological improvement** |
| Selection of economic evaluation approach |  |  |
| Identification and measurement of costs |  |  |
| Identification and measurement of benefits |  |  |
| Approach to monetising benefits |  |  |
| Comparison of costs and benefits |  |  |
| **Overall** |  |  |

**Summary**

Note: for TASO 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*

*Research aims*

*Methodology*

*Evaluation outputs*

*Evaluation timeline*

*Ethical considerations*

**Section 1**

1. Background

Brief description of who commissioned this research and who will conduct this research.

* + Names, affiliations and roles of protocol contributors
  + Roles and responsibilities of everyone involved in the research
  + Sources and types of financial, material and other support

*Table 1: Evaluation project team roles and responsibilities*

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Name** | **Role and responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Research aims
   1. The programme/intervention
      * Brief description of the programme/intervention that will be evaluated
      * Description of other programmes/interventions that the programme/intervention is being compared to or assessed against
   2. Evaluation aims

* Description of why an economic evaluation is being conducted/what it aims to achieve
* Research questions
* Description of how the findings will be used, including audience(s)

# **Methodology**

* 1. Description of research approach
* Selection of cost-benefit analysis or cost-effectiveness analysis, and (if applicable) use of methods from social return on investment approaches
  1. Stakeholders involved in the economic evaluation
* List of stakeholders to be consulted (in addition to those identified in 2.1) and their roles in the evaluation, e.g., providing knowledge of specific data sources
  1. Approach to identifying costs and benefits
* Anticipated costs and benefits to be included, and disbenefits (if applicable)
* Identification of cost type (e.g., direct/indirect, financial/in-kind) and benefit type (individual, societal, higher education provider)
* Additional evidence drawn on (if applicable), e.g., findings from an impact evaluation of implementation and process evaluation, and/or an evidence review
  1. Data requirements and data sources
* Description of secondary data sources used
* Description of additional primary data collection (if planned)
* Timing of data collection

*Table 2: Data sources to be drawn on/collected for measuring costs and benefits*

|  |  |  |
| --- | --- | --- |
| Data source | Data to be collected | Point of collection |
| Costs | | |
| PRIMARY: XXX |  |  |
| SECONDARY: XXX |  |  |
| Benefits | | |
| PRIMARY: XXX |  |  |
| SECONDARY: XXX |  |  |

# **Analytical strategy**

* 1. Approach to measuring costs
* Approach to measuring costs, taking into account whether they are direct/indirect and financial/in-kind costs
* Detail assumptions made that aren’t directly measured, e.g., share of staff time spent on the intervention
  1. Approach to measuring benefits
     + Description of intended approach to identifying benefits (may be refined during the economic evaluation), including approach to identifying additionality
     + Assessment of the quality of evidence available and anticipated optimism bias adjustments that will be applied
  2. Approach to monetising benefits
* Description of intended approach to monetising benefits (may be refined during the economic evaluation)
* Intended approach to sensitivity analysis (if planned)
* Approach to assessing non-monetisable benefits
  1. Approach to assessing value for money (VfM)
     + Inflation index and discount rates to be used
     + Descriptions of which metrics will be used (e.g., benefit-cost ratio, net present value) and how they will be used to answer each research question, and the relevant weight that will be placed on each metric
     + Approach to including non-monetisable benefits in VfM assessment
  2. Sensitivity analysis (optional)
* Approach to designing assumptions for ‘low’ and ‘high’ benefit scenarios

1. Evaluation outputs
   1. Outputs

* Description of intended outputs (e.g., an evaluation report, an evaluation summary report)
  1. Dissemination plan
* Whether outputs will be shared internally only or externally
* Description of how evaluation outputs will be used to inform future decision making

1. Evaluation timeline
   * High-level evaluation timeline in Table 3 below

*Table 3: Evaluation timeline*

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

1. Ethical considerations
   * Ethical considerations (such as informed consent, right to withdraw)
2. **References**

**Appendix 1: Theory of change**

Aims

Situation

Inputs

Activities

Impact

Outputs

Outcomes

Impact

Process

Rationale & Assumptions

1

**Appendix 2: Risk register**

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

# **Annex 4: Evaluation planning checklist**

|  |
| --- |
| Ensure you have thought about the following:  ☐If the evaluation will be undertaken internally, or externally procured and any budget for this.  ☐Evaluation team and resources, including who is responsible for planning, delivery and write-up.  ☐Any external involvement in evaluation planning, delivery and write-up.  ☐The aims and objectives of your project/programme.  ☐Your evaluation purpose, audience(s), aims and objectives/questions (i.e., what you need to know from your evaluation and why).  ☐The ethical implications of the evaluation and how they will be mitigated and reviewed.  ☐The evidence you need to answer your evaluation questions, and how you will collect/source it.  ☐The population(s) you may collect new data from, and any accessibility considerations.  ☐How you will analyse and report on your data.  ☐The outputs, dissemination strategy and how your findings will be used.  ☐The evaluation timeframe, including any specific phases or stages.  ☐Any anticipated risks or issues. |

1. Insert link to pre-registration. TASO recommends registering all trials on the [Open Science Framework.](https://osf.io/) [↑](#footnote-ref-1)