Qualitative Research 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) |

Notes [delete once protocol is completed]:

* The purpose of this document is to provide a description of your research, including: research questions, research design and data collection, analytical plan, risks and ethics.
* Please include the project Theory of Change in Appendix A.
* Please complete the Risk Register in Appendix B.
* Please include any references as footnotes.

# 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

### Aims

### Intervention

### Design

### Outcome measures

### Analyses

# Background

* 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

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

# Research aims

* Description of research question and justification for undertaking the research, including summary of relevant studies (published and unpublished)
* Specific objectives
* Explanation for choice of comparators (if relevant)

#  Methodology

* Description of research approach
* Description of research design (qualitative, mixed method)
* Data collection methods
	+ Description of method being used (for example focus groups, interviews, surveys)
	+ Add interviews schedules as an annex to the protocol
* Diagram demonstrating the design to go here (please use Lucidchart)
* Describe approach to minimising bias (reflection on researcher positioning)

# Sampling strategy

* Approach to sampling adopted and rationale for this
* Description of study settings
* Inclusion and exclusion criteria for participants
* Expected sample size and rationale for this number
* Strategies for achieving adequate participant enrolment to reach target sample

# Data collection

* Plans for the collection of data and how it links back to the research questions
* 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

|  |  |  |  |
| --- | --- | --- | --- |
| Research question  | Data item | Timeframe | Collector |
|  |  |  |  |
|  |  |  |  |

#

# 7. Procedure

* High-level project timeline in table below

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

#

# 8. Analytical strategy

* Description of analysis methods and software used
* Describe approach to ensuring validity (for example member checking; inter-coder reliability where multiple coders are involved)

**9. Ethical considerations**

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

**Appendix A: Theory of Change**

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