IRB Research Protocol

Include the following items/descriptions when preparing materials for IRB submission:

I. APA format

a. cover page (include last name and partial title in running head)
b. numbered pages
c. Abstract and Table of Contents are not needed
d. double-space (other than attachments)

II. Overview of the project

a. purpose
b. rationale/significance
c. description of general research strategy and design

III. Participants

a. who (general sample/population information, not by name)
b. criteria for selection
c. how selected, e.g. volunteer or recruitment strategies
d. relationship, if any, to researcher (for exempt status, do not use people who include your direct reports)
e. risk factors for participants (be specific)
f. if data collection is being conducted within specific organizations, describe participating organizations in general terms but not by name (for exempt status)

IV. Data collection methods

a. specific steps to gather data
    i. provide supporting materials for lesser known research designs
b. instrumentation
c. how data will be recorded
    i. if audio-recording, describe steps for confidentiality, coding of tapes for analysis
d. secure data storage
e. destruction of raw data
f. if using a mixed methods design, describe by each phase

V. Data analysis procedures

a. consistent with procedures for the particular form of research design and strategy
    i. provide supporting materials, as needed, to clarify processes
b. statistical or other quantitative processes to be used
c. steps for qualitative analysis (consistent with specific research strategy)

VI. Confidentiality and consent

a. secure storage of information
    i. hard copy or electronic storage
    ii. location of stored data
    iii. security measures

b. retention of data
    i. length of time hard copy, electronic, or other forms of data will be stored until destroyed, following analysis or project completion

c. reporting
    i. specify no identifying characteristics will be included (exempt status)
    ii. aggregate reporting
    iii. illustrative reporting for qualitative methods
    iv. distinctions, as appropriate, for Drake report or reporting for internal organizational use

d. steps to gain participant consent
    i. informed consent (see IRB examples/guidelines)
        1. identify as a project through Drake University
        2. outline data collection procedures
        3. confidentiality
        4. rights of the participant, e.g. to withdraw at any time with no penalty, what will happen with their data if they choose to withdraw, etc.
        5. risks to the participant
        6. provide IRB contact information and researcher's contact information
        7. date
        8. signature line(s)

    ii. implied consent (see IRB examples/guidelines)

VII. Attachments

a. implied and/or informed consent forms (exact)
b. data collection tools, protocols, questions
c. appropriate IRB application form (attach to electronic submission and mail signed hard copy)
    i. include your home address with contact information
d. if conducting research within a particular workplace/organization, include permissions, as appropriate