**Evaluation Protocol Template**

*Based on OMB requirements, consistent with typical IRB submission form requirements.*

1. **Study Title** – may be different from the client name and/or grant title
2. **Study Purpose and Objectives** – the purpose of the research, rather than the purpose of the project being evaluated
3. **Research Question(s)** – primary and secondary questions as appropriate; include formal hypotheses to be tested, if applicable
4. **Data Needs Summary** – indicating variables of interest, instruments and/or protocols, and timeline/benchmarks
   1. (e.g.) Tabulated data to be collected, aligned with logic model elements (activities and outcomes)
   2. (e.g.) Crosswalk of research questions and data to be collected
5. **Instrumentation** – *by instrument or protocol*
   1. Processes for collecting data, including extant information
   2. Instructions to study participants
   3. Time requirements
   4. Validation, per “Instrument Technical Documentation”
   5. Sampling strategy, if applicable
6. **Study Populations** – *by group from/about whom data will be collected*
   1. Anticipated benefits – include description of and justification for incentives for participants
   2. Anticipated risks – discussion of questions/processes likely to be deemed “sensitive”
   3. Level of identification – identifiers, anonymity/confidentiality, record maintenance, correspondence
   4. Applicable consent/assent processes
7. **Data Analysis** – *by research question*, description of how data will be organized and analyzed
8. **Reporting Requirements** – form in which findings will be communicated, and to what audience(s)
9. **Uses and Limitations** – appropriate uses of study findings and warnings against improper uses