



Office of Research

Tips for Creating An

EXCELLENT

Protocol

Answer All Questions

Answer all questions completely and thoroughly, but no unnecessary "fluff". Check your grammar and spelling. Pause writing and save your protocol if you become tired or distracted. You can resume entering it at a later time. Although the committee cannot return a protocol for bad spelling or grammar, the contents can be misinterpreted, causing the review to take longer than it should.



No Personal Data

Do not use personal information on forms and documents that will be provided to participants. Remember, this research is being conducted by a Texas Southern University student, and information, such as e-mail, should reflect that.



Document Formatting

Documents, especially those that will be disseminated to the participants, should be professional in appearance. Line up items on left and right margins. For identical questions, make the response types identical (i.e. for using "___" for participants to mark, make them all the same length). Use the "Tab" instead of multiple spaces to line up text. One suggestion is to use tables. Although they may make the document longer in length, it may save the participant time in completing it due to its neat appearance. Use page numbers for items that are more than 2 pages.

Identical-Looking Documents

Put a nice header, including document title, on all of your documents so documents, forms (and you) will be easily recognized. You can use this same header for: consent forms; instruments; letters of permission.

Questions???

Send e-mail to officeofresearch@tsu.edu or call 713-313-4301