METHODOLOGY TIP SHEET

RECRUITMENT: Describe the recruitment process including:

- How, when & where recruitment will be conducted
- Methods of recruitment (i.e. flyers, emails, SONA)
- Describe how the subject will respond to the recruitment materials (i.e. phone, email, etc.)
- Upload necessary documents (oral scripts, screeners, flyers, emails, SONA screen shot) at 8-1.8
- Sample size

SCREENING: Provide a detailed description of how and when the screening will take place. NOTE: email is not secure – do not collect any sensitive information from subject via email.

HUMAN RESEARCH PARTICIPATION: Describe the details of what the subject will be doing during the course of their participation. Please include the following:

- Describe the subject characteristics (adults, children, students) including inclusion / exclusion criteria
- Describe the data: anonymous, coded, or identifiable
- Describe the data collection methods
  - Survey instruments: on-line or paper and pencil
  - Interviews: include when and where they will be conducted
  - Upload copies of the survey instruments and interview questions in section 29
  - Describe video or audio recordings that the subject will see or hear
  - Describe whether video or audio recordings will be made of the subjects (videotaping refers to physical tapes, video recording refers to digital files) be specific as this has implications for the protection of the data and subject privacy
- Describe how the compensation will be managed (amounts, payment form, and process)
- Upload all survey instruments and interview questions in section 29

CONSENT: Describe the consent process including:

- When the process takes place & who obtains consent
- Whether the researcher answers the subject's questions about the experiment
- Whether the subject receives a copy of the consent form
- How much time the subject has to consider whether they want to participate in the study
- Upload copy of the consent form at 10-1.1

DATA STORAGE: Describe how the data will be transmitted, protected, and stored.

IMPORTANT: The methodology section must be consistent with all other sections of the application. It is a good idea to copy sections of the methodology into the appropriate sections of the IRB application. Recruitment & Screening will go in section 8. Consent will go into 10.1.2. Data Storage & Security will go into section 11. Compensation will go into section 13. Surveys & Interviews will go in section 29.

Li Morrow
IRB HSBS
(810) 762-3384
(734) 764-9928
hamiltol.umich.edu