**Scientific Review Committee**

**Qualitative Evaluation Rubric**

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| **DATE** |  |
| **RESEARCH TRACKING NUMBER** |  |
| **STUDY TITLE** |  |
| **PRINCIPAL INVESTIGATOR** |  |

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| **ITEMS** | **ASSESSMENT**  **0-Not met**  **1-Partially met**  **2-Met** | | **COMMENTS** |
| **Background and Scientific Rationale**  *A summary of data available (published or unpublished) to build a rationale for the research question(s), study objectives, and research design.* |  | |  |
| **Theoretical/Philosophical Framework**  *Outlines a clear explanation of the proposed approach and why it is suitable to address the gaps outlined in the background. Briefly outline a system of concepts, that frames the study.* |  | |  |
| **Study Objectives/Aims**  *General summary of the purpose, aim, or objective of the study or hypothesis.*  *Consistent, no discrepancies between them. Should be how or what questions.* |  | |  |
| **Study Design/Methods/Intervention**  *Includes a description of the study type. The type of study should be appropriate, based on the study objectives. Includes the study type, and sample size, inclusion and/or exclusion criteria, sampling method. How stud to be set up (focus groups, observation, interviews etc.)* |  | |  |
| **Sample Size Determination (if applicable)**  *Sample size and explanation for the rationale of the sample size if applicable. (power analysis, saturation etc.)*  *Selection criteria for the study participants also provided (inclusion and/or exclusion criteria, sampling method).* |  | |  |
| **Data Collection, Management and Quality Plan**  *Describe how data to be collected: observation, interviews focus groups etc.*  *Addresses the mechanisms used to capture and store data. Also explain how data will be protected.*  *Where, how, how long the data will be collected, stored, analyzed, protected and destruction method.*  *Instrumentation is attached with validation information.* |  | |  |
| **Data Analysis Plan**  *Description of the statistical plan used to address the objectives of the study. Describe the steps to ensure saturation of data and who will collect the data. List any software used in assisting the analysis.* |  | |  |
| **Study Outcome Measures**  *Provides criteria for the measures studied in terms of the endpoint/outcome measurements. Citation included, if validated instrument.* |  | |  |
| **Ethical Concerns/Risk Benefits**  *How will subjects be protected. Discuss participation agreement/consent as needed. Description of risks/benefits to participants.* |  | |  |
| **Limitations**  *Descriptions of the potential risks or hazards that subjects might experience. Description of limitations of the study.* |  | |  |
| **References**  *List literature and data relevant t the study. Ensure text contains appropriate cross references to this list.* |  | |  |
| **Dissemination/Publication Plan**  *Describe the plan for dissemination/translation of the results (conference, journal publication etc.).* | Not scored | |  |
| **SCORE** |  | |  |
| **DESCISION** | | **SCORE** | |
| **Approved as submitted** | | * **22** | |
| **Approved with recommendation(s)** | | **17-21** | |
| **Approved pending required change(s)** | | **11-16** | |
| **Change(s) required for resubmission** | | **0 -10** | |

If the proposal scores in this range but is missing a section (without appropriate explanation) or has a section of poor quality, the proposal will automatically be rated “approved pending required change.”

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| **GENERAL COMMENTS** |
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