

### **Example Section Write Ups for Interviews only (Exempt studies):**

*This shows you examples of how to answer a few of the questions within the application.*

**This document is an EXAMPLE of how to answer these questions. Note that necessary elements (location, contact information, procedures, etc.) are included in this document. However, your study will differ in that inclusion/exclusion criteria, purpose of study, and details of methodology should be unique to your study. This document should serve as a reference in terms of grammar and types of details necessary to move through the review process in a timely manner.**

#### ***Recruitment and Research Description:***

*Describe the source(s) of subjects and the selection criteria.*

Study participants will be recruited through flyers placed on social media open and closed groups.

The social media platforms that will be used are Facebook and Instagram. The flyer will be posted on the investigator's account. The investigator will request to join closed groups using their personal account and will state the purpose for joining is recruitment for a research study.

Example Inclusion criteria:

- Ages 18 and older
- Individuals who have a lower limb prosthetic
- Must be able to speak and understand the English language.

Example Exclusion criteria:

- individuals under the age of 18
- Individuals who do not have a lower limb prosthetic
- Individuals who do not speak or understand English

#### ***Procedures:***

*You will provide a step-by-step description of each procedure, including the frequency, duration and location of each procedure. Describe procedures for protection of subjects. Describe procedures for the storage and protection of data.*

After IRB approval:

1. The study recruitment flyer will be posted on the social media sites Facebook and Instagram. The recruitment flyer will include basic study information, the investigator's email, and a QR code to view the adult consent form.
2. Individuals interested in participating in the study will email the investigator to schedule a meeting virtually through Microsoft Teams. The investigator will correspond to schedule a time through email and will email over a copy of the adult consent form. Email communications will be stored on the investigator's university Outlook account and deleted once the interview has been completed.

3. During the scheduled meeting, the investigator will provide an adult consent form for the study participant to look over again if needed. The investigator will review the adult informed consent form with potential participants before beginning the audio-recorded semi-structured interview.
4. The one-time semi-structured interviews will take approximately 60 minutes. Study participants will be asked 27 questions.
5. The interview's audio recordings will be used to ensure the accuracy of transcripts and will be deleted from Microsoft Teams once transcript accuracy is confirmed.
6. The interviews will not collect any identifying information from participants except for voice. The investigator will designate a random numerical identifier at the beginning of the recording. This identifier will be used for confidentiality and storage purposes.
7. Transcripts will be downloaded and saved using the unique identifier code assigned in a password-protected folder on the investigator's password-protected computer. Only the investigator will have access to the data.
8. The data will be kept for 3 years after the completion of the study before it is destroyed.

### **Informed Consent/Risks/Benefits/Compensation**

*Describe the consent process.*

Before the interview is conducted, the investigator will go over the consent form with the participant. Once the investigator has answered all the participants' questions, the interview will begin.

### **Confidentiality:**

*Describe the procedures you will use to maintain the confidentiality of any personally identifiable data. Please specify where your research records will be maintained, any coding or other steps you will take to separate participants' names/identities from research data, and how long you will retain personally identifiable data in your research records.*

Email communications will occur through the investigator's university email account and stored on the secure server until deleted. Audio recordings will be kept on Microsoft Teams' server until deleted.

Study transcripts will be downloaded and saved using a random identifier code in a password-protected folder in the investigator's password-protected computer. Only the investigator will have access to study data.

The data will be kept for 3 years after the completion of the study before it is destroyed.