Example Section Write Ups for Interviews only (Expedited 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 at the student union (or other public area that allows general postings) at each university. The flyer will provide the potential participants with the study title, study information, the inclusion criteria, and the investigator's contact information. If the participant feels they meet the inclusion criteria they can contact the investigator.

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 placed at the student union at each university. The recruitment flyer will provide the potential participants with the study title, study information, the inclusion criteria, and the investigator's contact information.

2. Individuals interested in participating in the study will email or call the investigator to schedule an in-person meeting at the university in a private room. Once the individual has scheduled an interview time, the investigator 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 a consent form for the study participant

to look over again if needed. The investigator will review the informed consent with the potential participant before the interview is conducted. Once the consent has been reviewed, all the participants' questions have been answered, and the consent has been signed, the interview can begin.

4. The one-time semi-structured interviews will take approximately 60 minutes to complete. Study participants will be asked 27 questions.

5. The interviews 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 and the consent form has been signed, 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.