

Final Protocol Instructions

5:00 PM Wednesday August 23, 2017

This is the day that your complete concise protocol is due. Please note the following things:

1. **Please indicate in the UPPER RIGHT CORNER your NAME, SECTION LEADER and whether you are available for the time for the review on August 28 from 10-12 noon. If you would like a review session but cannot make the scheduled time, please let us know that.** Depending on the faculty member you are assigned, you may be able to schedule an alternate time. To pass this course we expect you to complete a protocol, but depending on your availability, you may not be scheduled a peer review group.
2. **We have an absolute limit of 5 pages of text, single spaced and 12 point font (not narrow!),** plus up to an additional 5 pages of references and appendices. The reason for these constraints is not so much to reduce the size of your creative task (although our students' welfare is always a priority) as it is to make the task of critiquing one another's protocols a manageable one. The 5-page limit makes for a more concise protocol than an NIH submission, but is not so different from what is expected for a small intramural grant. The need to be concise will discipline your approach to describing your study. If necessary you can summarize the ways you would flesh some parts of the text out in a longer version.
3. **We cannot make exceptions to the due date.** The logistics of sending out the protocols in time for them to be read and critiqued mean that we have no flexibility on this one. Just give us whatever you have this Wednesday, even if you still plan further improvements.

Please attach the protocol as a Microsoft Word document to the class syllabus on the CLE. There is an icon under the **Monday August 28** session:



In addition to that step, please email me (peter.chin-hong@ucsf.edu), Clair Dunne (CDunne@psg.ucsf.edu) and Agnes Ng (ANg@psg.ucsf.edu) to let us know that you have submitted the protocol. In this way we will be able to troubleshoot if we cannot retrieve your file or if we couldn't open the document. Clair and Agnes will also use the return address to email your assignments for the final session back to you.

4. The next page provides you with a suggested outline indicating a good way to allocate the five pages (to help avoid such things as spending too much space on the significance and then neglecting key nitty-gritty aspects of the methods). However, you are not required to follow this outline. We've also posted example protocols from students who have taken this course previously (under the Monday August 28 session). Note that the protocol does not have to be perfect! You have also worked on much of this already during the homework assignments so hopefully the final assembly piece will not be too bad.

5 Page Protocol

Suggested Outline

NAME
SECTION LEADER
DATES YOU ARE AVAILABLE FOR REVIEW (Circle or list):
August 27, Other)

Title and Investigators

Abstract (about 200 words)

Specific aims (1 sentence each)

Significance (limit this to ½ page)

Methods (3-4 pages)

- Overview of design
 - time frame and nature of control
- Study subjects
 - selection criteria, target and accessible populations
 - plans for sampling, recruiting and retaining subjects
- Measurements
 - predictor variables (intervention, if an experiment)
and potential confounders
 - outcome variables
- Statistical issues
 - hypotheses and sample size estimates

Quality control, data management and administrative (Limit to 1 to 1.5 pages)

- Pretest plans
- Quality control and data management
- Personnel
- Timetable
- Ethical considerations

(Total protocol 5-page limit.)

References & Appendices (5-page limit, not counted in protocol limit)